



LETTINGS PROCESS

Reviewed November 2024

The following process is supplemental to the Xavier Catholic Education Trust Lettings Process.

The lettings of the premises of St John the Baptist School is welcomed provided the purpose for which the premises are hired and used supports the ethos of the School.

Terms and Conditions of Use

The following applies to all bookings/lettings:

Conditions of Hire for the use of the School Premises

1. All applications for hire of the school's facilities must be made on the 'Room Letting Request Form'. Applications must be submitted to the School via email. The School reserves the right to refuse any application.
2. Bookings are at the discretion of St. John the Baptist School whose decision shall be final in all matters concerning the booking.
3. Booking requests are not deemed confirmed until the hirer has received a confirmation email from St. John the Baptist School.
4. Acceptance of the hire is conditional upon the Hirer agreeing to accept all Conditions of Hire.
5. Payment of the appropriate charges will be made upon receipt of an invoice from the school.
6. A schedule of payments for block bookings will be agreed between the hirer and St John the Baptist School and will be detailed in the attached Lettings request Form.
7. Payment of the appropriate charges should be made **at least 7 working days prior to the booking** by cash or cheque or bank transfer (all cheques made payable to St John the Baptist School).
8. In the event of fees not being paid all future bookings may be cancelled without prior notice to the Hirer.
9. In the event of the Hirer cancelling a booking 14 days or more before the booking, the School may, at its discretion, return a percentage of the hire charge to the Hirer. Cancellations must be received in writing by the School.
10. The school retains the right to issue keys at its discretion. Any breach of security caused by the Hirer that results in the need to replace locks or change security equipment will be charged to the Hirer. All keys must be returned immediately, and in person, to the School upon the cessation of the hire agreement.
11. School events will take priority over external bookings. However, where a booking coincides with school events, clubs/individuals will be given as much notice as possible, and will endeavour to make alternative arrangements to minimise any inconvenience.
12. The Hirer shall not sub-let the hired premises. Should the Hirer do so the hiring agreement will be cancelled immediately and no refund will be issued for any balance of letting fees previously paid.
13. Hirers will have access only to the particular room(s) let to them, including where it is practicable the use of a cloakroom and WC accommodation. In no case is access permitted to any other part of the premises including particularly accommodation set aside for specific use of staff.

14. It is the Hirer's responsibility to return the property in the condition it was let. Any additional cleaning costs which the School incurs as a result of the letting will be charged on to the Hirer.
15. All losses or damage however caused and of whatever nature to school premises or equipment, whether provided by the school or another body or person shall be the responsibility of the hirer. They must be reported promptly email to: lettings@sib.surrey.sch.uk and paid in full. In the event of loss or damage occurring as a result of negligence or carelessness on the part of the Hirer, or where the School has good grounds for presuming that the damage occurred at this time and was not reported, the School reserves the right to make a charge to the Hirer to cover the costs of repairing the damage and making good the loss.
16. Hirers shall ensure that they have adequate insurance arrangements to cover their responsibilities. Liability insurance is the responsibility of the Hirer. It is vital that all user groups / individuals are appropriately insured. Organisations must forward an up-to-date certificate (copy accepted) demonstrating public liability insurance to the minimum value of £5 million pounds.
17. All Hirers must comply with GDPR regulations where relevant.
18. It is the responsibility of the Hirer to carry out their own risk assessment.
19. It is the responsibility of the Hirer to ensure that adequate first aid provision is available.
20. The hirer shall be responsible for ensuring that spectators are kept at a safe distance from the area in which the sporting activity is taking place.
21. The hirer is responsible for the supervision at all times of children, parents and carers coming onsite for the activity. Any parents/carers and children must only access the part of the school premises hired by the hirer.
22. It is the responsibility of the Hirer to notify the school of any accidents occurring on the school premises for monitoring purposes (although there is no legal obligation to do so).
23. The Hirer is responsible for ensuring that no unauthorised persons enter the premises during the hours of use and to ensure the premises have been fully vacated at the end of each use.
24. It is the responsibility of the Hirer to inform the users as to the locality of the emergency exits and procedures in case of fire or other emergency.
25. The Hirer is also responsible for the effective control of the users and their safe and orderly departure to and from the hired premises in the case of an emergency. The hirer must make all their users and guests aware that they (i.e. all users and their guests) are required to familiarise themselves with the Emergency Procedures.
26. Organisers are responsible for communicating the Health & Safety procedures and Emergency Evacuation Procedure to their group as soon as possible after their arrival at the facilities. This must include reference to emergency routes and exits. After 6.15pm and at weekends the out of hours' contractor/Fire Brigade will respond in the event of a Fire Alarm.

The hirer must:

- ensure that all users and guests evacuate the building immediately and meet at the designated assembly point between the all-weather courts and the car park
 - check that all users and guests are present
 - wait for the out of hours' contractor/Fire Brigade to arrive and to be given permission to re-enter the building
27. The Hirer shall not allow:
 - a. Any article of a dangerous or offensive character, any flammable materials or any naked flame to be brought onto the hired premises;
 - b. Any alterations to lighting arrangements or the introduction of any electrical equipment, without the prior written consent of the school;
 - c. The wearing of unsuitable footwear that may cause damage to the floors and/or cause a health and safety risk;

Safeguarding

1. ***St John the Baptist School is committed to safeguarding and promoting the welfare of children and young people and expects all hirers of school premises to share this commitment. All hirers providing activities for children are expected to comply with the DfE Guidance [Keeping children safe during community activities, after-school clubs and tuition: non-statutory guidance for providers running out-of-school settings - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/keeping-children-safe-during-community-activities-after-school-clubs-and-tuition-non-statutory-guidance-for-providers-running-out-of-school-settings)***
2. ***All hirers working with children are required to have DBS disclosure at an appropriate level for those individuals working in school premises on behalf of the hirer and to comply with the legislation relating to Safeguarding children and vulnerable adults.***

3. ***It is the responsibility of the Hirer to ensure that appropriate DBS checks have been carried out on any assisting staff.***
4. ***Where the hire of the premises is taking place during school hours, hirers are required to advise the school of the name, DBS clearance numbers and the date of the DBS Certificate of all their staff who will be on the school site at this time. It is the responsibility of the Hirer to advise the school of any changes.***
5. ***The Hirer and St John the Baptist School will follow the school safeguarding policy and procedures, including informing the LADO, in response to any concerns or allegations about an individual's behaviour whilst using the school premises for the purposes of running activities for children.***
6. ***The Hirer will be expected to provide their own Safeguarding Policy or signed to say they have read, understood and adopted the Safeguarding Policy of St John the Baptist School. [Policies – St John the Baptist School \(sib.school\)](http://sib.school)***
7. ***The Hirer will be expected to sign the declaration form confirming the details of, and checks undertaken for all employees that will be on-site.***
8. ***The Hirer will be expected to confirm they are aware of, and understand, the Government's Prevent strategy and how to fulfil the Prevent duty.***

Expectations:

The following terms must be adhered to otherwise St John the Baptist School reserves the right to cancel a booking without refund:

- a. The premises/facilities will be left in good order and vacated no later than the time stated on the booking.
- b. No intoxicating liquor will be brought onto or consumed on the school premises except as a function organised by a body or bodies which the school shall have approved. Where a licence of the sale of intoxicating liquor is necessary for a function the responsibility for obtaining such a licence is solely the hirer's.
- c. No animals are allowed on site at anytime.
- d. No food or drink, including chewing gum, is to be taken onto the carpeted surface and/or the sports hall/dance studio floor.
- e. All litter is to be disposed of in the bins provided or taken away.
- f. No preparations, chalk, polish or any other materials are to be applied to the floor.
- g. No fixtures or decorations to be attached to the walls;
- h. Only light soled sports shoes must be worn in the sports hall and dance studios.
- i. No football boots, studs or cleats are to be worn on the All Weather Pitches/Courts/Nets (MUGA).
- j. Where it is necessary to move goals, the attached wheels must be used. They must be moved back at the end of the booked period.
- k. The climbing wall may only be used by hirers with the appropriate training and qualifications. It is the responsibility of the hirer to ensure these are in place and a copy must be provided at the time of booking.
- l. Seating accommodation in the rooms booked may be used but must be put back as found. The hirer must make their own arrangements for any additional chairs, tables, etc., required for the event, and for removing them before the school re-opens. Prior agreement is required for rooms/furniture to be re-arranged.
- m. There must no infringement on copyright, and in the case of music, the requirements of the Performing Rights Society must be fulfilled.
- n. The school operates a No Smoking Policy anywhere on the premises.
- o. Consideration at all times for the multi-users of the school.
- p. Follow the one way vehicle system when on site;
- q. The use of foul language is forbidden;
- r. Speed limits must be adhered to when accessing the School and driving on the School site;
- s. Whilst it is accepted that participating in sport generates noise, it is requested that all efforts are made to kept noise to a minimum;

- t. The hirer shall be responsible for ensuring that those persons attending the facility do not cause a nuisance to those persons living within the vicinity of the facilities. Participants / spectators should enter and leave the premises as quietly as possible.
- u. **Violent or threatening behaviour will not be tolerated;**

Any dispute on the use of school facilities or school equipment out of normal school hours shall be referred to the School Lettings Coordinator (lettings@sib.surrey.sch.uk)

Power of Revocation:

- a. The School reserve the right to revoke, without notice, any contract for the hire of the school premises.
- b. The school are empowered to withdraw, without notice, permission to use school playing fields, when such playing fields are unfit to use.
- c. If school premises are hired, and for any reason whatever are not available for use by the hirers, the school shall not be liable for any loss or damage of whatever nature, howsoever arising.

St John the Baptist School accept no responsibility for:

- d. Any damage to or thefts from vehicles brought onto the school premises.
- e. Loss or damage to any item of personal property, goods or articles unless caused by the wilful default or negligence of the school or its servants.
- f. The facilities being unavailable or temporarily closed for any reason which is beyond its control.

When visitors fail to abide by the **expectations or behave in an unreasonable manner**, the School may restrict their future use of the facilities, and may lead to the hire agreement being cancelled.

Next review date: November 2026