



**OLSJ**  
OUR LADY + ST JOSEPH  
CATHOLIC PRIMARY SCHOOL

# ***LETTINGS POLICY***

## ***OUR LADY & ST JOSEPH***

### ***PRIMARY CATHOLIC PRIMARY***

#### ***SCHOOL***

PREPARED BY: S Blom  
APPROVED BY: Governors  
DATE: March 2019  
REVIEW DATE: March 2022  
Checked by DPO: January 2019



**OUR LADY & ST JOSEPH CATHOLIC PRIMARY SCHOOL**  
**Premises lettings**  
**Booking form**

NAME OF GROUP \_\_\_\_\_

Organiser: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel no: \_\_\_\_\_

Additional contact number: \_\_\_\_\_

Expected number of  
People attending \_\_\_\_\_

Date/Days  
of event \_\_\_\_\_

Arrival/ start time \_\_\_\_\_

Departure/ finish time \_\_\_\_\_

Date of booking \_\_\_\_\_

**Insurance**

**A copy of any relevant insurance documents must be kept with this form.**

The organiser (or a nominated responsible person) must be present at the stated arrival time for the group using the school premises. Failure to arrive within **fifteen** minutes of the stated time will result in a cancellation and this may still incur costs.



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I accept the conditions of the letting and agree to pay the booking fee of £.

I have read and understood the school's **Health and Safety, Whistleblowing and Risk Assessment** documents, which are available on the school website.

Signed \_\_\_\_\_

Date \_\_\_\_\_

PRINTED NAME \_\_\_\_\_



## Premises Lettings Policy

### OUR LADY & ST JOSEPH CATHOLIC PRIMARY SCHOOL INDEMNITY AND CONDITIONS OF LETTINGS

1. To indemnify the school against any unauthorised performance of a copyright work during the period of the use of the school and to ensure to complete any returns required by the Performing Rights Society in advance of using any copyright material (ask our School Business Manager).
2. To pay all fees chargeable for the letting. Cheques to be made payable to:  
Our Lady & St Joseph Catholic Primary School.  
  
If preferred, payments can be made via BACS to:  
a/c no: 75658615 sort code: 60 03 19
3. During the period of hire the hirer shall be held responsible for all damages, losses, claims and costs arising from accidents, whether fatal or otherwise to any employee or agent of the school and to any member of the public and to any third parties caused as a result of the hiring.
4. To adhere to the following regulations:
  - No preparation may be applied to the floors.
  - No fixings may be made to walls, windows, doors or ceilings.
  - Intoxicants shall not be brought onto the premises.
  - No interference to school equipment.
  - Any school equipment being used (eg the PA system, projectors) will be by prior negotiation only and subject to an additional usage fee.
  - There must be no interference with school apparatus (eg central heating)
  - The premises shall be vacated at the due time and all necessary security guidelines followed.



- The premises must be left in a good condition, as it was at the start of the hire period.
  - Hirers must ensure that all users follow school rules regarding no smoking and no dogs being permitted within the school boundary.
  - Hirers may not take any photographs on the school premises for promotional, social networking or other purposes without express prior agreement with the school and/or with parents, if children's images are to be used, as per the school's AUP (Acceptable Use of ICT Policy).
5. The Governors reserve the right to cancel or not allow any lettings if, in their opinion, the Organisation for which the premises is to be hired has racist policies regardless of the stated reason for letting the premises. In such event, the school and Governors shall incur no liability whatsoever, other than the return of any fee paid to them in respect of such a cancelled letting, and only if the event has not taken place.
  6. If the hirer cancels the hiring of the premises for any of the dates booked, the Governors will be entitled to retain the whole of the lettings fee paid in respect of the cancelled hiring – provided always that if notice of a cancellation is received
  7. at least fourteen (14) days beforehand. In that case, the Governors may, at their absolute discretion, repay the hirer a proportion of the letting fee for that date.
  8. The school retains the right to have first refusal on any rooms or any areas of the school for pre-arranged school events and undertakes to inform any hirers of these dates as soon as they are known. In such events, a full refund of the letting fee will be made. Such events would include, but are not exclusive of: school plays and productions, school sports events, school-run after school clubs.



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IT IS THE HIRER'S RESPONSIBILITY TO ENSURE THAT VEHICLE ACCESS IS MAINTAINED DURING THE PERIOD OF HIRE AND THAT ALL ATTENDEES ADHERE TO THE SCHOOL'S PARKING POLICY. THIS IS TO ENABLE AMBULANCES, FIRE ENGINES ETC UNOBSTRUCTED ACCESS, SHOULD ANY EMERGENCY OCCUR.

Signed \_\_\_\_\_

Date \_\_\_\_\_