

Bishop Vaughan Catholic School

Lettings Policy

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Overview

Landlord consent is required prior to the commencement of a letting. School governing bodies have day-to-day control over school buildings and grounds, and have responsibility for deciding the use of school facilities both during and out of school hours. Governing bodies may delegate this responsibility to the Headteacher. The delegation of responsibility and charges of the letting facilities are reviewed annually.

Facilities for Hire

- Boys and Girls Gym
- Main Hall
- Sixth Form Common Room
- Performance Studio
- Meeting rooms
- Field

Charges

Lettings of the leisure facilities are exempt from VAT. Day/hire session is payable monthly to the school:

- Gym (Boy or Girls): £27 per hour
- Main Hall: £27 per hour
- Performance Studio: £22 per hour
- Sixth Form Common Room: £22 per hour
- Meeting rooms: £18 per hour
- Field: £18 per hour

The Hirer

- Conditions of use are set out in the Hire Agreement (appendix A)
- Prior to commencement, the hirer must provide a copy of their public liability insurance with a minimum cover of £5 million, Employee Liability (if appropriate) with a minimum of cover £5 million, DBS numbers of all coaches/staff and volunteers who are working with children and/or vulnerable adults, a copy of the relevant qualification certificate, signed copy of the hire agreement, signed copy of the fire action plan and a risk assessment for the activities.

Parking

- Parking is restricted to the school carpark at the front of the building and parking bays as specified.
- Disabled bays are strictly for blue badge holders only.
- Onsite parking is at the vehicles owner's own risk. The school, Diocese or Council will accept no liability for damage what so ever caused to vehicles and other property while the user is on the school site.

Receipt of Payment

Payments via Bacs accepted. The following procedures are adhered to when receiving payment:

- Bacs payments are made to Bishop Vaughan Catholic Comprehensive principle account, sort code 30-95-46, account number 56867460 using the invoice number as reference.

Fire

- The school are responsible for the fire evacuation implementation as per the Fire Action Plan.
- The Hirer is briefed on the fire evacuation procedure and a copy of the signed fire action plan is kept on file.
- The Hirer must attend a fire drill evacuation at the service and subsequently organise a fire drill every 6 months from the commencement of the Hire Agreement, in line with City and County of Swansea operational policy and submitted to the Business Manager.

Signed: 

Dated: 18/11/2025

Chair of the Governing Body

Signed: 

Dated: 18/11/2025

Headteacher

Date: November 2024

Review Date: November 2025

Next Policy Review Date: November 2026

Appendix 1

Hire Agreement

ROOM HIRE AGREEMENT –

This agreement gives to the Hirer permission to use the Room during the times specified:

Area/Room:

Date(s) of hiring:

Maximum number of persons using the Room:

Furniture required:

Tables: *(insert details)*

Chairs: *(insert details)*

Other: *(insert details)*

Layout: *(insert details)*

Parking: main school car park for staff at the front of the school

The governors of Bishop Vaughan Catholic School ('the School') permit:

(name of hirer) ('the Hirer') of *(hirer's home address,)* telephone number: *(daytime number)*

To use the Room at the date(s) and times indicated, on the following conditions:

1. The fee of £ **per week** payable **quarterly** to the school.
2. The Room must be vacated on time and left in a clean and tidy condition as per any room plan.
3. All waste/rubbish must be removed from the building and disposed of by the Hirer.
4. No alcoholic drinks may be consumed anywhere on the school premises (including in the grounds).
5. No smoking or vaping will be permitted anywhere on the school premises (including in the grounds). Smoking or vaping must be 10 meters from the school premises.
6. No open fires, candles or unauthorised electrical equipment shall be used on the school premises. A copy of the Hirer's Portable Appliance Testing certificate (PAT) to be supplied to the Premises Manager annually.
7. No illegal, indecent or immoral activity is permitted.
8. Noise levels must be contained to a reasonable level at all times and after 10.00pm no noise shall be audible in any of the neighbouring houses and flats.

9. No activities taking place at the premises shall invalidate any Insurance Policy in place.
10. No betting, gambling or gaming is permitted on the school premises.
11. If the Hirer wishes to provide public music, dancing or other public entertainment, the Hirer must first obtain any necessary licence and show it to the Headteacher on demand.
12. Parking must be restricted to the **allocated** parking bays as specified.
13. Only permitted persons under this Hire Agreement should occupy the premises and it should not be sublet to any other persons.
14. The Hirer personally must pay for all damage caused to any school property as a result of the hiring and must make their own arrangements and have in force public liability insurance to the sum agreed by the Council for any activities carried on in the room.
15. The Hirer is responsible for any costs incurred as a result of activation of security alarms which necessitate the attendance of key holding company and or security alarm company.
16. The school will provide a clean and tidy room, all heating and lighting, use of lavatories and cloakrooms (in common with others), furniture as specified and, if the hiring includes use of the kitchen, cooking equipment, crockery and cutlery (please note no storage will be provided).
17. The Hirer shall remove all their possessions at the end of the occupation.
18. For safety and hygiene reasons, children under 16 years are not permitted in the kitchen and use of the centre's refrigerators is prohibited.
19. The Hirer must attend a fire drill evacuation at the service and subsequently organise a fire drill every 6 months from the commencement of the Hire Agreement, in line with City and County of Swansea operational policy and submitted to the Premises manager (Copies of the CCOS fire drill form will be supplied by the Premises Manager).
20. As part of fire evacuation plan the Hirer must provide Personal Emergency Evacuation Procedures (PEEPS) for those present who have difficulty and require support to leave the premises as per the Emergency Action Plan (EAP).
21. The Hirer must ensure that a register or record of attendance is kept for fire safety evacuation purposes.
22. Any accidents or near misses need to be reported to City and County of Swansea Health and Safety via the Headteacher (HS2 Accident Forms supplied).

23. The Hirer can contact the duty caretaker at all reasonable times [on telephone number (*number*)].

24. This Hire Agreement may be terminated with **1 terms' notice** (eg 1 week, 1 month) by either party.

I agree to these conditions and I accept personal responsibility for this hiring.

Signed: (Hirer)

Date: