



Ss John Fisher and Thomas More
Roman Catholic High School

LETTINGS POLICY

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Ss JOHN FISHER & THOMAS MORE RC HIGH SCHOOL

LETTINGS POLICY

1. The Governing Body actively encourages community use of the school buildings and 3G pitch. However, it reserves the right to refuse any lettings it may choose.
2. The hirer must be willing to meet with school officials and provide details of their aims and objectives.
3. The Governing Body will ensure that the school budget does not subsidise non-school activities and that all costs are recovered. Charges will be reviewed annually by the Governing Body. The charge for the school year 2020-21 are as follows:

3G pitch
£80 per hour full pitch
£45 per hour half pitch

Sports Hall
£30 per hour

Drama Studio
£25 per hour

Any variations to these amounts, eg for Soccer School bookings of at least one week or commercial leagues, would be agreed and confirmed through discussion and confirmation by the Sports Facilities Manager and Mr S.Atkin

4. Payment will be by invoice at the beginning of each month. If any club fails to pay their monthly bills on time, the Governing Body reserves the right to suspend all future bookings until the debt is fully paid.
5. Preference will be given to clubs and organisations who can commit to a 7 month booking for the 3G pitch. Should a club / organisation have a short term booking for the 3G pitch the Governing Body reserve the right to serve the existing hirer with a 1 month cancellation period.
6. Preference will be given to clubs and organisations who can commit to a full pitch booking for the 3G pitch. Should a club / organisation have a booking for the half of the 3G pitch the Governing Body reserve the right to serve the existing hirer with a 1 month cancellation period.
7. The Governing Body reserves the right to cancel a booking at any time.
8. Should a hirer wish to cancel, or amend a booking, a minimum of 2 weeks' notice must be given to the school. Failure to give 2 weeks' notice will incur the booking fee. Only one amendment / cancellation will be permitted every 10 weeks'. Any further amendments / cancellations will void the block booking of VAT exceptions, therefore the hirer will incur VAT at 20% for all bookings in that 10 week period.
9. Should the school cancel a booking without 2 weeks' notice then the hirer will be entitled to a full refund for the booking.
10. Each hirer using the school will be required to nominate a contact person. Such a person is deemed to be in charge and able to investigate any difficulties which may arise.
11. The hirer must hold the relevant insurance cover when using the facilities. A copy of the relevant insurance cover must be made available to the Governing Body for inspection.
12. A Letting Application/Indemnity Form must be completed by ALL applicants. For long term lettings application forms will be reviewed on an annual basis.
13. Arrangements for the payment of each letting will be made in advance with the hirer concerned.
14. Smoking is not allowed on the school or any facilities premises.
15. No dogs are permitted within the school site

16. **The hirer must inform all users of the 3G pitch that astroturf trainers or moulded football boot studs must be worn. No metal studs or blades are to be worn on the 3G pitch.**
17. Responsibility will not be accepted for any damage or loss by fire, theft or for any other cause of any property brought into the building or grounds.
18. The premises must be used for the purpose for which they are hired, and the hirer may not sub-let or assign any portion of the building to any other person and must vacate the premises upon the expiry of the period of the hiring, otherwise an extra charge will be made.
19. No litter is to be left on site or surrounding area. **It is your responsibility to remove it.**
20. No nail or fastening shall be driven into the wall, floor or ceiling or any part of the building / 3G pitch.
21. The hirer of the building / 3G pitch will be held responsible for all damages done to that portion or property and shall make good such damage to a satisfactory condition, wear and tear expected.
22. The hirer is expected to cover their own first aid requirements.
23. **Strictly NO PARKING on the grass.**
24. All bookings must adhere to the COVID-19 risk assessment.

24. VAT Regulations relating to the use of Sports Facilities

The letting of school sports facilities is standard rated for VAT purposes. However, if all of the following conditions are met, the letting may be treated as exempt:-

- a. The series of letting is for 10 or more sessions.
- b. Each session is for the same sport or activity.
- c. Each session is at the same place.
- d. The interval between each session is at least one day and not more than 14 days.
- e. The contract is for the whole series. This must include evidence that payment is to be made in full for the series whether or not the right to use the facility for any specific session is actually exercised. A formal agreement, exchange of letters or an invoice would be sufficient evidence.

Provision for a refund in the event of unforeseen non-availability of the facility would not break the Condition, but provision for a refund in other circumstances would. It is acceptable for payments to be made in instalments, provided that the full amount is paid whether or not the facilities are actually used on each occasion.

- f. The facilities are let to a school, a statutory body such as the local council (including its affiliated/supported groups); a club, association or an organisation representing affiliated clubs or constituent associations (such as local league). However, if the facilities are let to an individual or private organisation rather than any of the above, the exemption does not apply, even if the other conditions are met.
- g. The organisation to which the facilities are let has exclusive use of them during the session.

25. **Indemnity (to be completed for all applications):**

In consideration of the Governors and/or Lancashire County Council granting me/us the use of the aforementioned premises, I/we agree to pay to the Governors or to the County Council the prescribed hire charge and to replace or pay to the Governors or the County Council the cost of making good any damage caused to the premises by me/us.

It is further acknowledged and agreed that the Governors and/or the County Council give no warranty of the suitability of the premises for the use to which I/we intend to put them and I/we hereby agree to indemnify the Governors and/or the County Council, their officers, servants and agents against all actions, costs, claims and demands arising out of any accidents and/or loss which may occur on the said premises during their use by me/us provided that the same is not due to any negligence, omission or default of the Governors and/or the County Council, their officers,

servants or agents.

Under no circumstances shall the permanent electrical installation be altered or otherwise interfered with. Permission for HIRERS to erect any temporary wiring for specific function or purpose shall only be carried out on approval by both the Lancashire County Property Group and the Licensing Section of Lancashire County Council.

I/We undertake to check and inspect the facilities to ensure that they are clear and free of hazardous material, debris and spillages at the end of each session of use.

It is further acknowledged and agreed that I/we will indemnify the Governors and/or the County Council in respect of all actions, costs, claims and demands arising out of any breach of copyright as defined in the Copyright Act 1956, or under any other enactment in that behalf for the time being in force in respect of any performance of any literary, dramatic, or musical work, which takes place or which is given while the said premises are being used by me/us, our servants or agents.

I/we agree to be the nominated person(s) responsible for understanding the college's evacuation procedures and to ensure safe evacuation of all members of my organisation in case of a fire alarm.

Safeguarding

I/we agree to comply with the school's policy to safeguarding children and will ensure that DBS clearance is in place for all members of my/our organisation who are responsible for the supervision of children.

Signed:

Designation:

Organisation:

Date:

This application form should be returned to School no later than fourteen days before the date on which accommodation is required.