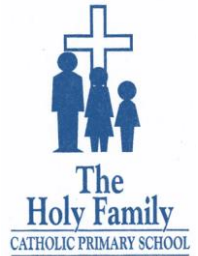

Holy Family Catholic Primary School

Ongar Hill,
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Surrey,
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Tel: 01932 846366



Lettings Policy

The letting of the premises of The Holy Family Catholic Primary School is welcomed provided the purpose for which premises are hired and used supports the ethos of the School.

To protect both the School and Hirers of the school we have set out 'Conditions of Hire' to which the Hirer must agree to abide. If you have any queries or concerns as to the points raised within the lettings documentation and how this applies to your request for use, please do not hesitate to telephone the School (01932 846 366).

Conditions of Hire for the use of the School Premises

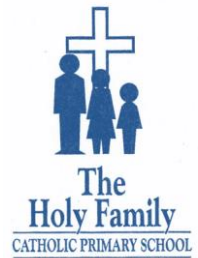
Application and Cancellation

1. All applications for hire of the school's facilities must be made on the 'Application for Hire of School Premises and Agreement of Use Form'. Applications must be submitted to the School Office. The School reserves the right to refuse any application.
2. Acceptance of the hire is conditional upon the Hirer agreeing to accept all Conditions of Hire.
3. For a block booking the letting fees must be paid at least 7 days in advance of use, on a termly basis. Invoices will be submitted at the end of each term for charges relating to the following term. For the booking of a single session the letting fees must be paid at least 7 days in advance of use.
4. In the event of fees not being paid in accordance with the conditions above all future bookings may be cancelled without prior notice to the Hirer.
5. 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.

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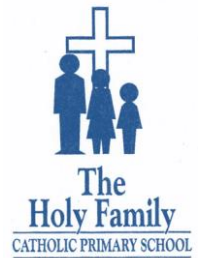


6. In the event of loss or damage occurring as a result of negligence or carelessness on the part of the Hirer, or where the School has good grounds for presuming that the damage occurred at this time and was not reported, the School reserves the right to make a charge to the Hirer to cover the costs of repairing the damage and making good the loss.
7. 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.
8. 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. 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.
9. Liability insurance is the responsibility of the Hirer.
10. It is the responsibility of the Hirer to ensure that appropriate DBS checks have been carried out on any assisting staff.
11. 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. 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.
12. It is the responsibility of the Hirer to carry out their own risk assessment.
13. It is the responsibility of the Hirer to ensure that adequate first aid provision is available.

Holy Family Catholic Primary School

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14. 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).
15. 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 use of chalk, polish or any other materials on the floors;
 - d. The wearing of unsuitable footwear that may cause damage to the floors and/or cause a health and safety risk;
 - e. Any fixtures or decorations to be attached to the walls;
 - f. The rooms to be re-arranged, except by prior agreement.
16. The Hirer has provided their own Safeguarding Policy or signed to say they have read and adopted the Safeguarding Policy of the Holy Family Catholic Primary School.
17. The Hirer has signed the declaration form regarding the details of, and checks undertaken for, all employees that will be on-site.
18. The Hirer is aware of the Government's Prevent strategy and how to fulfil the Prevent duty.

Code of Conduct

The Holy Family is located in a residential area. In recognition of the needs of the surrounding community we request that all users of the School's facilities conduct themselves in a manner that is conducive to a pleasant and safe environment. The expected 'Code of Conduct' is set out below:

1. The use of foul language is forbidden;

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2. Litter must be placed in the bins provided;
3. Speed limits must be adhered to when accessing the school;
4. Whilst it is accepted that participating in sport generates noise, it is requested that all efforts are made to keep noise to a minimum;
5. Violent or threatening behaviour will not be tolerated;
6. No chewing gum is allowed;
7. No smoking is allowed;
8. Consideration at all times for the multi-users of the school.

When visitors fail to abide by the 'Code of Conduct' 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

Hire Charges

Charges will be reviewed annually.

Facility	£ Per hour
Hall daytime	£30
Playground	£15
Library	£15
Space	£30
Classroom	£15
Field	£20
Hall for night time events	£30

**Opening/closing up charge - £20 –
MUST BE PAID AT TIME OF
BOOKING<**

Holy Family Catholic Primary School

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Application for Hire of School Premises and Agreement of Use Form

Details of the organisation/person using the premises:

Name:	
Address:	
Telephone:	
Mobile:	
Email:	
Main contact person:	
Position:	
Invoice address (if different from above)	

Details of Dates and Times required:

Dates/Frequency:	
Finish time:	

Insurance:

Do you/your organisation hold Public Liability Insurance? If 'Yes' please provide details & attach a copy of the current policy certificate:	
Renewal date & policy number:	

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What is the limit of indemnity:	
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All Hirers are required to indemnify The Holy Family Catholic Primary School against claims arising from their activities and to have insurance cover to back up that indemnity.

By signing this application you are accepting this clause.

Details of the premises to be hired and description of the main use of the facilities by the Hirer and number of people using facilities:

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I confirm that the information provided above is accurate and accept the 'Conditions of Hire' and that I have received and read the safeguarding policy, where applicable.

Name:		Signature:	
Position:		Date:	