

St Bede's Catholic College



Hire of School Premises and Lettings Policy

Updated June 2023
To be reviewed June 2025

Hire of Facilities and Lettings Policy

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ST BEDE'S CATHOLIC COLLEGE LETTINGS/HIRE OF FACILITIES APPLICATION FORM

I have read and understood the Lettings Policy and the Terms and Conditions (attached) for the use of the facilities, the cancellation and VAT procedures. This let agreement is only acceptable to the College Trustees on the production, for copy, of the clubs' public liability insurance policies. I have authority to bind the club/organisation detailed, by signing this application form on their behalf, to these regulations.

Signed _____ Printed _____ Date _____

To be returned to St Bede's Finance Office

Letting Agreement No:

Name of applicant: Telephone No:
(office hours)

Full postal address:

Name of organisation:

I personally agree to be responsible for the fees charged in respect of this letting and I will observe the regulations which I have read.

Signature of applicant: Date:

PART I APPLICATION DETAILS:

(to be completed by the applicant, please type or use ball point pen)

ACCOMMODATION/ FACILITIES/ EQUIPMENT REQUIRED e.g chairs, projectors	PURPOSE OF HIRE/ Type of Activity	DAY OF WEEK	DATES REQUIRED		TIMES REQUIRED	
			FROM	TO	FROM	TO

Approximate Number expected to attend the event	
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For events with a large number of people attending within the building, a Deposit of £500 is required.



**St. Bede's Catholic College
Part II Room Booking Form**

PLEASE RETURN THIS FORM TO ST. BEDE'S COLLEGE FINANCE OFFICE

Club/Organisation Details

Name of Club/Organisation _____

Full Name of Contact _____

Address of Club/Organisation _____

Post Code _____

Telephone Number _____ Mobile Number _____

E mail address _____

Invoice Details – if different from the above.

Contact Name for Invoice _____

Contact Address for Invoice _____

Post Code _____

Telephone Number _____ Mobile Number _____

E mail address _____

Confirmation by Club/ Organisation

Payment agreement and what to do next

I agree to pay the above sum for the hire of the room indicated.

Signature: _____ Date: _____

Check all parts of the booking form (Part I and III). Copies will be returned to you with Part II completed if your booking is approved.

Please send to St. Bede's Catholic College , Finance Office , Long Cross, Lawrence Weston, Bristol BS11 OSU.

We trust your letting will be trouble free. If there are any problems, or anything that you are particularly pleased with, we would welcome your comments in writing. Thank you.

Code of Conduct- Hiring of the St Bede's Facilities

- Where the hire relates to the use of the premises for a large group of people, the hirer must ensure that only their associated members are given access to the premises.
- Please ensure no empty drinks bottles and any other litter is left on the premises, but is placed in the bins provided
- Strictly no food or drink allowed in the Lecture Theatre.
- Strictly no smoking is allowed on any part of the school site.
- Please do not park on site
- No bicycles or scooters are allowed into the building.
- No access to other parts of the school building is authorised, except for toilet access, unauthorised use will result in the facility being withdrawn.
- Do not allow non-participants past the first row of seats in the theatre.
- Access to the sound system can be provided.
- No access to the school kitchen will be allowed except for access to water.
- The kitchen must be left in the same condition as it was found.
- No video recording to be carried out on the premises without prior consent from the college.

Signed:

Designated Role

Club/ Organisation:

Date:

Regulations for the Letting of St Bede's College Premises

THE PREMISES:

St. Bede's Catholic College premises includes all buildings, playgrounds, playing fields and boundaries as shown on Bristol City Council plan No. 5737c and holds the Title No. BL96430.

PROCEDURE:

All applications must be on the relevant form provided and must be completed in full as required. Failure to do so will result in the application not being processed and approved.

All applications must normally be made not less than twenty-one days before the proposed date of use. Where the proposed date falls within a school holiday, the application must normally be submitted not less than twenty-one days before the commencement of the holiday period.

Applications will only be accepted for a maximum period of one year between the first day of September and the last day of August of the following year.

The hirer must personally sign the application form and may not under any circumstances assign or sub-let the premises or grounds hired. The Code of Conduct must also be signed and submitted with the deposit and completed application forms.

All lettings must be approved by the Governing Body who retains the authority to make the final decision on the approval or cancellation of any letting.

The Governing Body may cancel any letting at any time, but either the fee will be refunded or an alternative date offered, except in the case of misconduct.

No person or persons shall use the premises or grounds covered by these regulations without a current approved application form. Any person or persons who knowingly act in contravention of this regulation will be charged at the appropriate rate and refused permission to use any of the College's facilities in the future.

The Governing Body reserves the right to impose special conditions in respect of any lettings, series of lettings of class or lettings in order to protect its employees or property.

CHARGES:

All charges must be paid by the methods required by the Governing Body.

Charges will be made at rates which will be determined from time to time by the Governing Body.

The Governing Body does not undertake to refund any charge on cancellation of booking by the hirer, unless twenty-one days' written notice of the cancellation has been given in writing to the Governing Body.

CARE OF PREMISES:

The hirer shall ensure that there is a responsible adult present and able to supervise at all times during the letting.

The hirer is required to pay the Governing Body the cost of making good any damage to property which may be the result of a letting. The hirer is required to clear away any rubbish and leave the premise and/or grounds in the condition in which they were found. Please leave all rubbish in sealed bags next to the bins in the corridor.

No furniture or equipment that may be in the accommodation hired shall be used or interfered with, without the proper approval of the Governing Body. Fittings, fixtures or decorations of any kind shall not be permitted, other than purely temporary arrangements which require no permanent fixings which would damage or disfigure any part of the premises.

Chalk, resin or polishing materials may not be used on the floors.

The electrical and mechanical installations of the premises are not to be supplemented or altered, nor is any specialist equipment such as public address systems to be installed by the hirer without the express approval of the Governing Body.

All breakages or damage however incurred must be reported to the Person on duty on the day they occur.

Any furniture provided by the hirer must be removed immediately after the end of the letting.

The Governing Body does not provide first-aid medical facilities for hirers nor does it guarantee access to the public telephone system for calling assistance during lettings. Hirers should make their own arrangements in this respect.

CONDITIONS OF PREMISES:

Whilst the Governing Body gives no guarantee as to the fitness, suitability or condition of the premises at the commencement of any letting, every effort will be made to see that they are in a reasonable state.

INSURANCE:

It is obligatory for the hirer to be in possession of the required insurance cover and make this available for scrutiny on making the application. Insurance effected by the Governing Body does **not** extend to a hirer's liabilities.

SAFEGUARDING:

It is the responsibility of the hirer to ensure all adults working with children have undergone the required Disclosure and Barring Service clearances in order to safeguard children and vulnerable adults.

LEGAL REQUIREMENTS:

The hirer shall NOT sell and/ or allow consumption of intoxicating liquor, and will comply with all licenses in regard to music, singing and dancing licenses and copyright. The hirer shall be fully responsible for obtaining any licences or any other permissions required, always providing that no such application shall be made without the prior approval of the Governing Body.

The hirer shall comply with section 12 of the Children and Young Persons Act 1933, that is to say where any play or entertainment is provided at which the majority of the persons attending are children, then if the number exceeds 100, it shall be the duty of the hirer to station and keep stationed wherever necessary a sufficient number of adult attendants, properly instructed as to their duties, to prevent more children and other persons admitted while entering and leaving the building and to take all other reasonable precaution for the safety of the children.

The hirer will to the best of his/her endeavour ensure that good relations between persons be observed at all times throughout the letting.

The hirer is specifically forbidden to use or allow the use of the hired premises or grounds for any illegal or immoral purpose and shall not carry on any activity so as to cause nuisance or annoyance to other users of the premises or neighbouring or adjoining premises.

It is the hirer's responsibility to turn up on time. On occasions where the hirer is late and facilities are immediately required by a following group and it will not be possible to extend the letting time.

COMPLIANCE WITH REGULATIONS:

Failure by the hirer to comply with or all of the foregoing regulations where applicable, whether intentionally or not, may be deemed by the Governing Body to be just cause for the immediate cancellation of any letting or series of lettings.

St Bede's Catholic College

Terms and Conditions of Hire of Facilities

1. The company, institution or person hiring facilities and services is here in after called "the Customer". St Bede's College premises, including car parks and grounds to be hired and/or used by the Customers, are hereinafter called "the premises".
2. St Bede's Catholic College is here in after called "the College" and includes its staff and Governors.
3. In the case of a customer who is an unincorporated association, the person signing the application undertakes to personally pay any charge arising from the booking, notwithstanding that he may be acting as agent for the association.
4. The price of the facilities and services will be stated to the Customer at the time of the booking. This price may be raised thereafter by the Governors of St Bede's College to take account of any increase that may occur in the costs of providing the facilities and services between the time of the booking and the use of the facilities and services.
5. The rights of the Customer here under do not constitute a tenancy or other interest in the premises, but are limited to a licence to the Customer to enter there on for the agreed periods only.
6. No relationship of employment is created between the parties.
7. Subject to the provisions of S4 of the Unfair Contract Terms Act 1977 the Customer will:
 - a) Indemnify the College, against all costs, claims, actions and demands arising out of letting and the use of the premises by the Customer and the people the Customer brings or attracts to the premises;
 - b) Compensate the College, its staff and Governors for any injury, loss or damage suffered and arising out of the letting as foresaid;
 - c) Comply with instructions given by College Governors and staff in relation to the hiring, and ensure that people brought or attracted to the premises as a result of the hiring do likewise.
8. Subject to the provisions of SS2 and 3 of the Unfair Contract Terms Act 1977 the College shall in no circumstances (including its own negligence or that of its staff or guests) be liable for:
 - a) Any illness, disease, ailment or loss or damage to property, theft or other loss or harm suffered by the Customer or by their or his officers, servants or by any person brought or invited on to the premises by them or him and the Customer will fully indemnify the College against any claim or action arising there from and against any costs and expenses thereby caused to the College or its agents;
 - b) Any breakdown of machinery, failure of supply of electricity, leakage of water, fire, government restriction or Act of God which may cause the premises to be temporarily closed or the hiring to be interrupted or cancelled.
9. The College is not obliged to provide courses or lecture or teaching staff and the Customer will make all the arrangements in respect of these matters unless specific arrangements are agreed to the contrary.
10. The College reserves the right to provide alternative accommodation where appropriate.
11. The Customer will be liable for payment of the price of the facilities and services for any period booked even if, for any reason beyond the control of the College, the Customer does not use these facilities and services.
12. The Customer undertakes to pay, at a charge to be determined by the College, for any services required by the Customer in addition to those expressly provided for in this agreement.

13. The Customer shall not sub-let the premises or any part thereof or assign the benefit of this agreement.
14. The premises shall be used strictly for purposes for which the hire of the accommodation has been agreed by the College and for no other purpose whatsoever. The Customer will not engage in activities which are likely to bring the College into disrepute.
15. All persons brought to the premises must comply with Licensing and other statutory requirements and the Customer will indemnify the licensee against all claims arising there from.
16. Whilst on the premises the Customer shall not use the kitchen facilities, except for obtaining access to water.
17. Animals, birds, fish and reptiles must not be brought on to or kept on the premises without the prior consent or approval of the College. Approval will normally be given in the case of guide dogs for visually impaired persons.

SPECIAL CONDITIONS OF HIRE OF FACILITIES AND EQUIPMENT FOR BOOKINGS

This agreement is between you ("the Customer") and St Bede's Catholic College which is hiring the facilities on behalf of its Governors.

18. **Booking times** – The facility booked will be available for occupation between the times stated on the booking application. Please ensure that enough time is allowed to set up and clear away before, and after, use of the facility, as occupancy of the buildings or grounds for longer than the booked times may be charged.
19. **Uses of facilities** - Visitors are not permitted to enter the area or rooms, or to use any facilities or equipment, other than those connected with the use of the facilities allotted to them by prior agreement. The facilities booked may only be used at the times and for the purposes agreed by the College. Unless the College gives prior consent, the Customer may not invite onto St Bede's premises persons other than members of the Customer's party.
20. **Control and safety** - Visitors use the facilities and equipment at their own risk. The control and instruction of visitors is the responsibility of the Customer. In particular the Customer must ensure that the number of persons using the facilities at any time is not in excess of the number that may safely use them. It is the duty of the Customer and their party to take reasonable care for the health and safety of themselves and others.

TERMS

21. **Right to refuse hire** – The College reserves the right to decline any application for hire of College premises.
22. **Damage or Loss** - The hirer is liable for any damage or loss to the property that occurs during the hire of the College premises. Any deposit will be forfeit if damage occurs.
23. **Cancellation of bookings** - Once a booking has been accepted, the College reserves the right to charge for the booking unless reasonable notice of cancellation has been given (21 days' notice required for cancellation of facilities)
24. **Loss of articles** – the College accepts no responsibility for the security of any clothing, money, valuables or other property belonging to visitors, nor accepts liability for their loss or damage.
25. **Terms of Payment** – Fees must be paid prior to using the College premises. In the case of a customer who is an unincorporated association, the person signing the application undertakes personally to pay any charges arising from the booking, notwithstanding that he may be acting as

agent for the association. Customers who are in default of these payment terms may not be permitted to hire facilities again.

26. **Indemnity** - The Customer indemnifies the College at all times against any and all injury, loss, damage, costs and expenses suffered or incurred by the College and against all actions, claims, demands, or proceedings made or brought against the College resulting from any act or default of the Customer. This also applies to any member of the Customer's party or any other party invited by the Customer onto College premises (whether invited with or without the College's permission). The responsibility of the College for such damage, loss or injury is expressly excluded.

CONDITIONS AND RESTRICTIONS

27. **Parking** – Visitors are reminded that their cars are left entirely at the owner's risk. Neither the College nor its Governors accept any responsibility for the security of any vehicle, clothing, money, valuables or other property belonging to visitors, nor accepts liability for their loss or damage.
28. **Notices** - Visitors must comply with any notice displayed on any of the buildings or in the grounds.
29. **Smoking** – no cigarettes or vapes may be smoked on college property
30. **Alcohol** - No alcohol may be brought onto college property.
31. **SUPPORTING DOCUMENTS (can be supplied on request)**
St Bede's Catholic College Health and Safety Policy
Campus maps
32. **HEALTH AND SAFETY**
- a) **Accidents** – In the event of an emergency the Customer should contact the appropriate emergency service and, at the very first opportunity, must contact the facility staff. Any accident that occurs on College property **MUST** be reported at the time of the event, or as soon after as is practicable, to a member of staff, when an accident report form must be completed.
- b) **Fire** – On arrival at the facility, the Customer should read the displayed fire notice. On hearing the alarm, the facility must be evacuated immediately. The Customer must ensure all doors to the facility are closed and walk to the designated assembly point via the signed escape route. The Customer, at the very first opportunity, must contact the faculty staff who will contact the fire brigade. The Customer should undertake a headcount to ensure that all visitors are accounted for whilst waiting for the fire service to arrive. Under no circumstances should the Customer re-enter the facility until suitably advised by the fire authority; either a member of College staff or the fire brigade officer in attendance.
- c) **Disabled access** – The site provides suitable facilities to cater for disabled access and services. If a member of the Customers group has specific requirements these should be provided at the stage of booking, or as early as is practicable, so appropriate arrangements can be made.
- d) **Health and Safety Policy** - A copy of the College Health and Safety policy statement can be provided on request.
- e) **First Aid Kits** - All hirers should bring their own first aid kit. There are two defibrillators on site, one outside on the wall of the sports hall by the carpark and the other in the office next to the sports hall.

33. CONTACT POINTS

- For all matters in relation to the facilities provided by the College contact:
Mrs Mandy Cheshire – Business Manager
- In the event of an **emergency** immediately contact **07974 159581**

Use of College Premises for Private Hire

The Governors of St Bede's Catholic College do not accept any responsibility for damage or loss of personal property or injury to any person whilst on these premises.

March 2023