

# St George & St Martin Catholic Academy



## Lettings Policy

Updated: 01.09.25

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**Member of the Newman Catholic Collegiate**



## **Statement of Intent**

1. The academy committee accepts its responsibility to administer the letting of the school premises.
2. The academy committee will allow the use of premises in the following order of priority:
  - a) School functions, governor and PTA meetings and functions
  - b) Adult Education Programme and Youth Service Programme and Sports Hall Programme.
  - c) Recognised concessionary users, i.e. those voluntary organisations registered with the Youth Service and Adult Education Service or appropriate section of the Education Department
  - d) Other users approved by the governors, who will be sympathetic to the needs of the community served by the school.
3. The academy committee will set and annually review charges for lettings.
4. Lettings will normally be permitted between 6.30-9pm Monday to Friday, 10am- 5pm on Saturdays and 10am-3pm on Sundays but need to be pre-arranged.
5. Staff rooms, classrooms and kitchens will not normally be available for hire.
6. The academy committee will delegate day-to-day responsibility for lettings to the Principal.

## **CONDITIONS OF HIRE**

### **1. Application for Letting (Appendix 1) & Hire Agreement (Appendix 2)**

The hiring of accommodation is permitted only on these conditions. Acceptance of a booking confirmation is deemed to be acceptance of these conditions.

### **2. Nominated organiser**

The hirer must nominate at least one person who will be on site during the period of the actual hiring to ensure these conditions are adhered to. This person must make her/himself known to the school keeper at the start of the letting.

### **3. Areas hired**

The hirer must ensure that only the areas hired are used.

### **4. Behaviour and Supervision**

Children must be supervised at all times within the building and grounds. The hirer will be responsible for ensuring the good behaviour of all those attending the function, including keeping noise at a reasonable level as determined by on-site staff.

### **5. Periods of hire**

The hirer must ensure that the event does not exceed the times booked. Failure to do so will result in a proportion of the refundable deposit being forfeited, the amount to be determined by the school.

### **6. Numbers**

The numbers of people attending at any one time must not exceed the numbers indicated on the booking form and agreed with the school. Failure to comply with this condition will result in the immediate termination of the letting without refund.

### **7. Cleaning**

The hirer must leave the areas used, including the school grounds, in a reasonable state of cleanliness.

## **8. Fire**

The hirer must make her/himself aware of the fire evacuation procedures relating to the area hired and must ensure that all fire exits are kept clear during the letting.

## **9. Health and Safety**

The hirer must make her/himself aware of the school's health and safety policy and must not interfere with or misuse anything which is provided in the interests of health, safety or welfare.

## **10. School equipment, fabric and fittings**

No use may be made of equipment such as pianos without the prior agreement of the school and the hirer must not interfere with the fabric, fittings or contents of the premises in any way.

## **11. Hirers' property**

Permission should be obtained from the school in advance if the hirer wants to bring electrical equipment onto the premises. Hirers may not bring equipment or articles of an inflammable, explosive or dangerous nature onto the premises.

## **12. Right of access**

The academy committee and its agents reserve the right of access to the premises during the letting.

## **13. Own Risk**

It is the hirers' responsibility to ensure that all those attending are made aware that they do so at their own risk.

## **14. Accident or injury**

The academy committee do not accept any responsibility for any accident or injury or loss of property that may occur to, or be sustained by, persons using the premises during the period of the letting.

## **15. Alcohol**

Alcohol may not be sold or served without the written agreement of the academy committee. If permission is given, alcohol may not be sold on the premises without a magistrate's licence. It is the responsibility of the hirer to obtain and show the licence to the Principal in advance of the letting.

## **16. Musical Works and Copyright**

No musical works in the repertoire of the Performing Right Society may be performed in public on the premises unless the hirer has obtained the permission of the Society. No copyright material may be delivered or performed without the consent of the owner of the copyright.

## **17. Public Entertainment**

Film, musical, dancing (including disco) and stage events must all be considered public entertainments unless entrance is restricted to those who are bona fide members of the organisation hiring the premises. If admission is open to all, or if tickets are to be sold at the door or offered to the public, it is the hirer's responsibility to inform the Council's Entertainments Licensing Officer and obtain an Occasional Licence.

**SCHOOL HALL FACILITIES**

**CHARGES (2025/26)**

The School Hall is available at the following times:

<b>Days</b>	<b>Available to</b>	<b>Times</b>
Monday to Friday	School use	7.30am – 6.00pm
Monday to Friday	Community use	Pre-arranged
Weekends	Community use	Pre-arranged
School holidays	Community use	Pre-arranged

The following charges apply as of September 2025:

<b>Area</b>	
Hall per session (1 hour)	£40.00

Signed by: ..... Principal

Date: .....

Signed by: .....Chair of Academy Committee

Date: .....

Review date: 01.09.25

**Appendix 1**

**APPLICATION FOR LETTING OF  
ST. GEORGE AND ST. MARTIN'S CATHOLIC ACADEMY PREMISES**

Name of applicant: \_\_\_\_\_

Date of birth: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Telephone number: \_\_\_\_\_

Name of club: \_\_\_\_\_

Activity of club: \_\_\_\_\_

Start time: \_\_\_\_\_

Finish time: (allow time \_\_\_\_\_

for your preparation and  
clearing up)

Dates Hall required: \_\_\_\_\_

\_\_\_\_\_

Is use of playground  
required?: Yes / No If so, when \_\_\_\_\_

Do you require use of  
School equipment? If so, please specify \_\_\_\_\_

\_\_\_\_\_

Maximum number of  
participants \_\_\_\_\_

Maximum number of  
adults supervising \_\_\_\_\_

Names of other adult  
supervisors \_\_\_\_\_

Relevant qualifications  
of supervisors \_\_\_\_\_

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**Where applicable:**

Have Police checks  
been carried out, when  
and by whom?

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Police check forms  
attached

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Police check forms  
confirmed

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Are other adults to be invited to support club activities over the next year? Yes / No  
(please delete as appropriate)

Dates over year when hall will be unavailable due to school use or closure will be issued in September.  
These dates may be subject to changes and prior notice will be given.

The hirer confirms that he/she has adequate and appropriate insurance cover for the activity to be carried  
out as per the conditions laid down on page 2 of the Lettings Policy for St. George and St. Martin's Catholic  
Academy.

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Provision of food/drink - please give details and purpose:-

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Use of own electrical equipment - Yes / No (please delete as appropriate).  
Provide evidence of up-to-date safety electrical test.

Any other information or considerations for the Academy Committee - please state:-

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Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Appendix 2**

**ST. GEORGE AND ST. MARTIN'S CATHOLIC ACADEMY**

**HIRE AGREEMENT**

1. The Academy Committee of St. George and St. Martin's Catholic Academy  
Boulton Street, Birches Head, Stoke-on-Trent.

2. The Hirer: \_\_\_\_\_  
of \_\_\_\_\_  
\_\_\_\_\_

Telephone No. (incl.STD code) \_\_\_\_\_

3. The Premises: \_\_\_\_\_  
\_\_\_\_\_

4. Date of Hire: \_\_\_\_\_

Period of Hire: \_\_\_\_\_

5. Fee: £ \_\_\_\_\_

6. Use of Premises: \_\_\_\_\_

7. The Academy Committee hire the premises to the hirer on the date and for the period mentioned above in consideration of the fee referred to.

The hirer accepts all the conditions of hire referred to in the attached conditions.

The hirer's attention is specifically drawn to the indemnities contained in the hire conditions and the need to obtain suitable insurance cover for any loss, damage or injury.

Signed on behalf of the Academy Committee: \_\_\_\_\_

Signed on behalf of the Hirer: \_\_\_\_\_

N.B. Two copies of this form should be completed, signed and sent by the hirer to the Principal of St. George and St. Martin's Catholic Academy at the above address, together with a c.