



Lettings Policy

Policy Date: **May 2022**

1. Bookings will be considered for dates not more than 12 months ahead of receipt of the application. Bookings will be accepted for the following purposes:

Facility	Seating Capacity	Purpose
Main Hall	350 max	Social events
Dining Hall	300 max	Social events
Main Hall / Dining Hall	350 max	Social events
Hall 2	150 max	Presentations/After-school club/Church
Lecture Theatre/Chapel	120 max	Presentations/Conference/Prayer Groups
Dance Studio	50 max	Dance/Exercise/Martial Arts classes
Drama Theatre	130 max	Presentations/Drama and Dance Productions
Classrooms	30 max	Exams/Weekend tuition
Sports Hall/MUGA/Fields	Nil	Participatory sports

2. All applications for hire must be provisionally agreed with Richard Challoner School (RCS)'s Lettings Team and will not be confirmed until payment of the refundable Deposit has been made and the Booking Form has been signed.
3. Payment of all fees due must be made two weeks prior to the event (except in the case of regular weekly bookings). In addition to the hire fee, a returnable deposit of £200 is required for all events to secure the date and cover any damage, etc.
4. Alcohol will be permitted at events, but may not be sold on the premises without the necessary licence having been obtained by the hirer. No alcohol is permitted when scheduled youth activities take place.
5. Every applicant must state the nature and purpose of the meeting for which the premises are required.
6. The premises must be left in good order and vacated not later than the time booked. A charge will be levied for any time used over and above that booked. A charge will also be levied for any damage or additional cleaning required.
7. No letting shall continue beyond 11.00pm unless permission is obtained from the Governors or their representative (eg the Site Manager). The premises must be vacated completely by 11.30pm or additional charges will apply. Floodlighting of the MUGA is only available up to 10.00pm each day.
8. The hirer must not sub-let to another party.
9. No announcement shall be made with regard to the hiring until the application for such hiring has been accepted and a deposit received on behalf of the Governors.
10. No preparations are to be applied to the floor. No Sellotape, Blu-Tack or drawing pins should be used on walls, ceiling or woodwork.
11. Footwear which may cause damage to surfaces should not be worn.

12. Lettings for music, dancing or stage plays are permissible only if the entertainment is for a closed organisation, or where admission is by invitation. Entertainments are regarded as private if admission is restricted to members of a club or similar association and their guests or, in the case of a school, to students, former students, their parents and friends. The hirer is advised to ensure that only members, or persons specially invited, are admitted to any entertainment.
13. The hirer must ensure that appropriate precautions are taken to minimise the risk of fire. Where the alarm is raised by the school's automatic detection system, Lettings Officers are responsible for calling the Fire Brigade, evacuating the building and informing the Site Manager. Fireworks or smoke-producing appliances are not permitted under any circumstances.
14. Smoking or vaping is not allowed anywhere on the school site.
15. No animals, except for assistance dogs, may be brought on to the premises.
16. The Governors reserve the right to cancel or rearrange a letting if the premises are closed or required for school or Governors' purposes.
17. Other school facilities and land may be hired or leased from time to time. Such arrangements will be approved at the Headmaster's discretion.
18. In the exceptional circumstances that the Government or Local Authority imposes any restrictions on events taking place, for any reason, the school will be obligated to cancel any planned events, but will fully refund to the Hirer any amounts paid.
19. This Policy must be read in conjunction with the school's comprehensive **Terms and Conditions for Letting Agreement**. All Hirers must agree to the Lettings Terms and Conditions (emailed to Hirers at the booking confirmation stage), and abide by all conditions contained therein.

Review due : **May 2024**

Review cycle : **Bi-annually**

As at 29/04/2022