



St Anne's  
Church of England Academy

The best for everyone  
The best from everyone  
We have faith in our future

---

## Lettings Policy

---

Review Date: Spring 2022

Policy reviewed by Headteacher

DATE Spring 2021

Signed

Chris Heyes

Headteacher

ST ANNE'S CHURCH OF ENGLAND ACADEMY

HOLLIN LANE, MIDDLETON, M24 6XN.

## Contents

Conditions of Hire .....	3
Definitions.....	3
Cancellation by Hirer.....	3
Responsibility of the hirer for Good Order and Safety .....	3
General conditions .....	4

## Conditions of Hire

1. Application for hire of facilities must be made to the Finance Department of St Anne's Academy. The school have the right to refuse an application, and no letting should be regarded as "booked" until approval has been given in writing.
2. Users either pay as they use the facilities or are invoiced for their hire charges monthly in arrears with payments due in 30 days of the invoice date.
3. In the event of charges not being paid in accordance with these conditions, all further periods booked by the hirer will be cancelled by the school upon written notice given by the Business Manager, and the school will seek to recover any debts outstanding for bookings that have not been cancelled.
4. There will be no sub-letting of facilities under any circumstances.
5. Hirers wishing to book facilities in order to provide private coaching to individuals must inform the Finance Department at the time of the application. The Business Manager will decide if such a booking is appropriate. Failure to comply will result in immediate cancellation of the booking.
6. The hirer must be 18 years or over.

## Definitions

7. In these regulations
8. 'Centre' – means St Anne's CE Academy
9. 'School' or 'Academy' means St Anne's CE Academy
10. 'Trust' means Cranmer Education Trust
11. 'Hirer' means the person signing the application form for the hire of the facilities at the Centre. Where a promoting organisation is named in the application for hire that organisation shall also be considered the hirer and shall be jointly and separately liable thereon with the person who signs the form.
12. 'Manager' – means the manager of the facility or any person acting on their behalf.

## Cancellation by Hirer

13. In the event of the hirer cancelling or failing to take up any period booked, the hirer shall remain liable to pay the charge for that period booked unless reasonable notice of cancellation (1 month) has been given.

## Responsibility of the hirer for Good Order and Safety

14. The hirer shall not use the facilities for any purpose other than the purpose for which they were hired
15. Customers and visitors must adhere to the Academy Code of Conduct at all times.
16. The named hirer is responsible for the conduct of visitors for that booking and as such shall be liable for any claims for damages that may arise that do not fall within the responsibility of the school itself.

17. Hirers must take responsibility for their own safeguarding arrangements including arranging their staff/volunteers' DBS checks where required. St Anne's CE Academy reserves the right to refuse any application for hire if it has safeguarding concerns.
18. The Hirer must have the appropriate public liability insurance to cover all its legal liabilities for accidents resulting in injuries to persons (including all participants in the activity for which the premises are being hired), and/or loss of or damage to property, including the hired premises, arising out of the letting. The minimum limit for this insurance cover is £5 million. The Hirer must produce the appropriate certificate of insurance cover before the letting can be confirmed.
19. If the Hirer does not hold the appropriate public liability insurance the hirer can request to be covered by the Trust public liability insurance. A pro-rata cost of the insurance premium will be included in the hire charge.
20. Hirers must ensure that risk assessments and fire evacuation procedures are carried out for all activities undertaken and are available for inspection by the Academy if requested.

### General Conditions

21. Any damage to the premises, fittings, conveniences, accessories, or any other property of the Centre during such time as it is used by an Individual, Club or Organisation and not arising from the act or default of the said Centre or an officer, or servant thereof shall be made good at the expense of the Individual, Club or Organisation.
22. The management reserves the right at all times to refuse or restrict entry to the Centre or any part of it. It also reserves the right to specify on what days and at what times entry to the Centre and the use of its facilities and equipment will be available, to declare facilities or equipment unfit for use and to decide the opening and closing times for the Centre and each facility within it. The management further reserves the right to evict from the Centre any person refusing to comply with the regulations or misconducting themselves or in any way causing danger or annoyance to other persons.
23. Black soled shoes and/or outdoor shoes will not be allowed on indoor sports playing areas. Those participating should be appropriately and suitably dressed for the activity in which they are engaged.
24. The Academy is a non-smoking environment. Hirers using the premises must adhere to these regulations and are not allowed to smoke within the Academy building or its surrounding grounds.
25. The hirer shall not use the facilities for any purpose other than that specified in the agreement.
26. The hirer acknowledges the right of the Academy, through the Site Manager, to enter upon the Centre and/or activity area at any time during the period of hire and to cancel the hiring forthwith in the event of breach of any of the conditions specified or if they are of the opinion that the hiring is likely to prove of an objectionable or undesirable character, and may return any booking fee paid by the Hirer. In the event, the Academy shall not be liable to pay any compensation to any person in respect of the cancellation.

27. The hirer is responsible for maintaining acceptable standards of behaviour and noise levels by their patrons both inside and/or outside of the facility being used.
28. An Individual, Club or Organisation hiring a facility at the School shall ensure the presence of suitable persons to carry out proper supervision for all elements of safety. The School takes no responsibility for First Aid provision. Hirers are recommended to provide their own First Aid cover at events. Please note that there is a defibrillator situated on the left-hand side of the corridor near the entrance of the Sports Hall.
29. A hirer shall not unless expressly authorised:
30. Bring any food or drink or any dangerous substance into the premises.
31. Sell or supply to other persons any goods of any description whatsoever.
32. The hirer shall ensure that no gaming or unlawful act is permitted during the hiring.
33. The hirer will ensure that the accommodation and equipment used is left in a clean, tidy and orderly condition at the end of each period of use.