



**CORPUS CHRISTI**  
We are His body, living and learning as one.

---

# COMMUNITY LETTINGS POLICY



Document Record	
Policy title	Community Lettings Policy
Date approved	March 2023
Approved by	CEO
Purpose of policy	The purpose of this policy is to set out the basis under which school facilities may be used by third parties when not required by the school itself.
Author	CFOO
Review period	August 2024
Date last reviewed	March 2023
Date consulted with ur	n/a

## CONTENTS

Section	Page
1. Introduction	4
2. Scope of the Policy	4
3. School Comes First Statement	4
4. Sporting Facilities	4
5. Hours of Use	5
6. Management Responsibilities	5
7. Calculation of the Lettings Tariff	5
8. Lettings Procedure	5
9. Terms and Conditions of Hire	5
10. Responsibility of Hirer	5
11. Disclosure / Qualification	6
12. Payment	6
13. Cancelations	6
14. Photographs	7
15. Liability	7
16. Supervision	7
17. Footwear	7
18. Promotional Literature	7
19. School Letting Request Form	8

## **1. Introduction**

- i. The Corpus Christi Catholic Academy Trust (referred to hereafter as the Trust) has developed a number of key policies to ensure that the principles of Catholic Social Teaching in relation to respect, objectivity and belief in the dignity of the individual become embedded into every aspect of school life and these policies are reviewed regularly in this regard.
- ii. The distinctiveness of a Catholic school is lived out through the care and respect shown for each other. All staff are principally responsible for a Catholic school's ability to put into effect its ethos, aims and projects.
- iii. The Trust supports the creation of a safer culture to ensure the schools are an environment where everyone is safe and happy by reinforcing the safeguarding and well-being of children and young people in its care.
- iv. The Trust is mindful of its obligations and duties under the Equality Act 2010 and will be mindful of the protected characteristics in the Equality Act (i.e. age, disability, gender, gender reassignment, race, religion or belief, sexual orientation, pregnancy, maternity and marriage or civil partnership) in the application of this code of conduct.
- v. The Trust may take positive action to help redress any imbalances that may have arisen as a result of past discrimination or disadvantage. The aim of this positive action is to ensure that people from previously excluded groups are included.
- vi. This policy complies with the Data Protection Act 2018 (DPA 2018).
- vii. This policy meets the requirements of the UK General Data Protection Regulations (UK GDPR) – the EU GDPR was incorporated into UK legislation, with some amendments by The Data Protection, Privacy and Electronic Communications (Amendments etc) (EU Exit) Regulations 2020
- viii. This policy meets the requirements of the Protection of Freedoms Act 2012 when referring to the use of biometric data. This policy reflects the ICO's code of practice for the use of surveillance cameras and personal information.

## **2. Scope of the policy**

- a. This policy applies to all employees who work at schools within the Trust.
- b. The purpose of this policy is to set out the basis under which school facilities may be used by third parties when not required by the school staff itself.
- c. This policy applies to self-employed staff, trainees, contractors, external consultants, volunteers, agency staff and governors, whether by direct contract with the Trust or otherwise. This policy also applies to parents, students, members of the public and users of the school or Trust website.
- d. This policy should be read alongside relevant Trust Policies and Procedures.
- e. This policy complies with the Trust's funding agreement and articles of association.
- f. Unless indicated otherwise, all references to "Governing Body" apply to school's Local Governing Body or Interim Management Board.

## **3. School Comes First**

The needs of the school shall be given absolute priority. This may include cancelling bookings due to adverse weather affecting the condition of the facilities or the need to use the facilities for its own use. Such cancellation will result in a credit for the booking.

## **4. Sporting Facilities**

The site is able to offer the following facilities for community benefit:

1. Full pitch at £75 per hour (£70 up to 31<sup>st</sup> March 2023)
2. Half pitch at £40 per hour
3. Sports Hall at £40 per hour

Other facilities may be available for hire at the discretion of the School Business Manager.

## **5. Hours of Use**

Monday to Friday 5:30pm to 10pm during term time and 9am to 10pm during school holidays  
Saturday & Sunday: 9am to 5pm

## **6. Management Responsibilities**

At all times the facilities will be managed by the School, or its agent, and users will be expected to abide by the Terms and Conditions of Letting. The school reserves the right to terminate any letting where it considers the hirer is in breach of any of these terms and conditions.

## **7. Calculation of the Lettings Tariff**

Tariffs will be reviewed each year and normally apply from September to August. Tariffs will be set after consideration of charges for similar facilities in the surrounding area. Income from lettings is used to help meet the cost of running the school and maintaining the facilities for the direct benefit of its pupils and the local community.

## **8. Lettings Procedure**

Hirers must apply on Hire Agreement Form and must sign to confirm that they have read and agreed the terms and conditions of hire.

On receipt of an application form the school shall verify that the request is capable of being fulfilled, and meets the terms defined herein and send confirmation of the letting and an invoice.

## **9. Terms and Conditions of hire**

Lettings will not be made to persons under the age of 18 or to any group with an unlawful or extremist background. The School reserves the right to refuse a letting for any reason.

All lettings shall be subject to the following terms and conditions:

## **10. Responsibility of Hirer**

1. To leave rooms, entrance areas, toilets / showers and equipment in a satisfactory state and to remove their own rubbish.
2. To have Public Liability Insurance of at least £10m
3. To respect the facility and community. This includes vacating the facilities promptly and quietly, not to cause any damage or to deface any of the facilities and surrounding area; no foul language to be used and to dispose of any litter in the bins provided.
4. To pay for the letting in advance.

5. To ensure the number of persons using the facilities does not exceed that for which the application was made and approval given.
6. To pay for the cost of any damage to the school's equipment used for the letting.
7. To leave the facilities at the end of the letting in a reasonably tidy condition.
8. Smoking is not permitted anywhere on the facility.
9. No alcohol is permitted on the premises at any time.
10. Only service animals are admitted to the facility.
11. No food or drink is allowed in the sports facilities, with the exception of water bottles which may be taken in but must be removed from the premises or disposed of in the bins provided after the letting.
12. Any dispute relating to the hire of the facility will be referred to the School Business Manager.
13. Guests and other visitors should be made aware of these conditions and regulations.
14. The person making the booking will be responsible for payment, behaviour of their group and any damage caused by group members.

## **11. Disclosure / Qualification**

Those admitted to the facility must observe the conditions and regulations. The contract of hire **MUST** be signed by at least one adult who must remain on the premises during the contract of hire.

All adults either coaching or helping with junior teams must hold a current, satisfactory disclosure check and appropriate level of qualification.

## **12. Payment**

All bookings must be paid for in advance. Payments are non-refundable within seven days of the booking.

Block bookings may be paid for in instalments so long as each payment is in advance of the individual letting it relates to.

## **13. Cancellations**

If payment is not received in advance of the letting the booking will automatically be cancelled and the user will be liable to meet the full booking cost.

Cancellations or modifications to an existing booking cannot be made less than 48 hours before the session is due to start.

Booking customers cancelling in line with this cancellation policy will receive a credit which can be redeemed against future sessions.

#### **14. Photographs**

From time to time photographs may be taken of activities for promotional purposes. If you have any objections to your child / team being photographed, please inform us in writing. It is the hirer's responsibility to ensure that any photographs or videos involving children are only taken and used with prior consent of the child's parent / guardian.

#### **15. Liability**

The School will not be held liable for accident to person(s) or loss of property by any person or organisation during or in connection with bookings at any of the facilities. Anyone entering or using the facility does so at their own risk, and the School accepts no liability in respect of any loss, damage or injury, howsoever caused.

#### **16. Supervision**

If you organise a child's team (Under 16) please ensure parents or responsible adults accompany their children into the venue and are responsible for their safety before and after the booking.

#### **17. Footwear**

Players should wear appropriate footwear. Metal studs must not be used on AstroTurf.

#### **18. Promotional Literature**

A draft copy of any promotional material that relates to the booking should be shared in with the School Business Manager in advance of the letting.

## 19. School Letting Request Form

Name of Group or organisation	
Name of person making booking	
Address	
Tel. number	
Approx. number people due to attend	
Facilities required	
Nature of Activity	
Date of single letting	
Dates of Multiple Lettings	
	<i>I confirm that the information given in this form is correct and I agree to accept the terms and conditions of hire and use. I enclose a copy of the relevant Public Liability Insurance</i>
Signed	
Print Name	
Date	