**Trustees’ Lettings Application Form and Regulations**

Thank you for your interest in hiring our premises. Trustees are keen to promote the wider use of school facilities outside of school hours and to support educational and leisure activities by members of the local and wider Bristol community. All funds generated from letting of school facilities are used by the Trustees to maintain and enhance the school grounds and facilities, for the benefit of SMRT students and future hirers of school facilities.

Hirers are advised to discuss their needs with the Premises Manager, Mr R Toogood, who can be contacted at the school on **0117 3772100**. Once the attached form is completed, it should be returned to the school together with evidence of your Public Liability Insurance and, where applicable, copies of relevant certificates.

We normally invoice at the beginning of each month in arrears, though for large events or new hirers we reserve the right to ask for a non-refundable 20% deposit. Settlement can be made using bank transfer only to:

Executive Trustees of SMRT

National Westminster Bank

Account Number 29163781

Sort Code 56-00-40

Please include the name of your organisation in the Reference field.

You can pay via Bank Transfer, as above. If this will be problematic for you, please contact us to discuss.

We look forward to receiving your completed booking application form and welcoming you to our school. Please return your form by post to Ms Lynda Hynam, Lettings Administrator, at the address below or by e-mail to [Lettings@smrt.bristol.sch.uk](mailto:Lettings@smrt.bristol.sch.uk), and copy to [toogoodr@smrt.bristol.sch.uk](mailto:toogoodr@smrt.bristol.sch.uk)

**St Mary Redcliffe and Temple School**

**Somerset Square**

**Redcliffe**

**Bristol**

**BS1 6RT**

Yours faithfully

Mr S Brooke

Chair – Executive Trustees of SMR with Temple

EXECUTIVE TRUSTEES OF SMRT

APPLICATION FORM 2024/2025

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Part 1 Application Details** (to be completed by the applicant) | | | | | | | |
| **Accommodation/**  **Facilities required** | **Purpose of Hire** | **Day of the week** | | **Dates required** | | **Times required** | |
| From | To | From | To |
|  |  |  | |  |  |  |  |
| **Do you wish the letting to continue through school holidays? YES/NO** (delete as appropriate) | | | | | | | |
| **Name of Applicant** …………………………………………………………………………………………………………………….  **Name of Organisation** .……………………………………………………………………………………………………………………  **Full postal address** …………………………………………………………………………………………………………………….  **Contact telephone no** (office hours) ....…………………………………………………………………………………………………………………  **Contact email address** ……………………………………………………………………………………………………………………  I personally agree to be responsible for the fees charged in respect of this letting and I will ensure that the letting regulations are fully observed and performed.  **Signature of applicant** ………………………………………………………………….. **Date**…………… | | | | | | | |
| **Public Liability Insurance Certificated seen** | | | **YES/NO** (delete as appropriate) | | | | |
| **Training Certificate(s) seen** (if appropriate) | | | **YES/NO** (delete as appropriate) | | | | |
| **Do you have any additional requirements / equipment you would like to discuss?** | | | **YES/NO** (delete as appropriate)  **If Yes, please provide details separately** | | | | |
| **For Office Use only**  Application approved – Yes/No  Comments  Signed ……………………………. Dated …………….  Role ………………………………………………………. | | | Date Caretaking Team informed………….  For WEEK-END USE ONLY –  Will the caretaker be required to be on active duty throughout the duration of the letting?  **YES/NO** (delete as appropriate) | | | | |

The Executive Trustees of SMRT are a Registered Charity No. 311604

**Lettings Terms and Conditions**

**Bookings and Charges**

Due to recent changes in Government child-care and safeguarding legislation, bookings for school facilities will no longer be taken before 6.00pm. If your booking starts at 6.00pm, you must also ensure that members of your group do not come onto the school site before 6.00pm. as entry will be refused.

All lettings must be approved by the Premises Manager.

All prospective hirers must complete a St Mary Redcliffe and Temple School Lettings Application Form (LAF).

The hirer must personally sign the LAF and may not assign or sub-let the premises.

Hirers are also reminded that they are responsible for the Health & Safety of all those in their group. Children must be fully supervised at all times when on the premises, as St Mary Redcliffe and Temple School is a working secondary school, so therefore geared to older children.

A LAF must be received at least 14 days before the proposed date of use. Where the proposed date falls within a school holiday, the LAF must be received 14 days before the end of term.

The minimum hire period will be one hour. Trustees reserve the right to require a deposit over and above the hiring charge as a surety against damage to the premises (including any equipment) or the premises being left in an unacceptable condition necessitating additional expense being incurred for cleaning, caretaking or other such costs. This deposit will not be returned should the premises be left in an unsatisfactory condition at the end of the letting period.

The Trustees reserve the right to impose special conditions in respect of any letting to protect its property or employees. Any special conditions will be notified in writing to hirers before the deposit is paid.

Lettings charges for regular users will be invoiced monthly in arrears. All charges must be paid by the due date. Trustees are constrained by law to apply Value Added Tax (VAT) to all transactions where this is appropriate.

Notice of cancellation must be received at least 24 hours before the let commences. If less than 24 hours’ notice is given, the Trustees reserve the right not to refund any payment made. Trustees will seek to recover any costs incurred by the school which are unavoidable and result directly from the cancellation of a letting.

The Trustees reserves the right to cancel any letting at any time. Any fees paid will be refunded or an alternative date offered, except in the case of misconduct or non-payment of debts.

The Trustees are mindful of their responsibilities in safeguarding the school from bad debt. Invoices will be sent monthly with payment expected within 30 days; bank transfer is acceptable. **Cash cannot be accepted by any member of the school staff.** when paying by bank transfer please quote Account Number **29163781** and Sort Code **56-00-40**.

Where payments are not received within 30 days after invoicing, access to school facilities may be refused. The Trustees reserve the right to seek legal advice to reclaim monies outstanding.

Applications and charges for regular lettings will be reviewed annually in the Summer Term. Any changes will be notified to regular users by the end of June each year and will come into effect from the beginning of September.**Equipment and Accommodation**

The hirer must pay the school the cost of making good any damage to property that may ensue. The hirer must clear away any rubbish and leave the premises in the condition in which they were found.

Any desks, furniture or equipment in the rooms hired must not be used without the prior approval of the Premises Manager. Any furniture provided by the hirer must be removed immediately after the end of the letting. Standing on seats, furniture, window sills, etc. is not permitted.

Fittings, fixtures or decorations of any kind are not allowed, other than purely temporary arrangements that require no nails, screws or other fixed devices that would damage any part of the premises.

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

The lighting arrangements of the premises must not be supplemented or altered. Specialist equipment such as a public address system must not be installed by the hirer, except with the express approval of the Premises Manager.

Specialist rooms and equipment (including but not limited to gymnastic equipment, laptops, public address systems, projectors and stage lighting) are not included in the lettings arrangements unless specifically mentioned in the LAF and approved by the Premises Manager. The hirer is responsible for their proper use if approved.

While the Trustees give no guarantee as to the fitness, suitability or condition of the premises at the commencement of the letting, every effort will be made to see that the premises are in a reasonable state.

**Safety and Security**

A no smoking policy including vaping and e-cigarettes applies at all times while on the school site.

Premises or grounds covered by these conditions must not be used without a LAF being approved. Any person who knowingly uses premises or grounds without authorisation will be either charged at the appropriate rate or asked to leave.

Due to recently updated government safeguarding guidance, all hiring of the premises, including: the astro pitch, sports facilities, main school building and swimming pool, will now only be accepted after 6pm (during term time).

DBS checks will now be mandatory for the named contact of any letting that is agreed. This is in accordance with our duty of care towards students and staff and the safety of our site.

The hirer must ensure that a responsible adult is present and able to supervise at all times during the letting. All children in lettings groups should be closely monitored and not be taken to any other areas of the school.

No food or drink (except for water) is to be taken onto the 3G pitch. Footwear policy for the 3G pitch is trainers and moulded boots. Hirers of the 3G pitch should note that they are responsible for ensuring that all spectators remain outside of the Arena at all times.

The chewing of gum is not allowed on the school site.

Insurance effected by Bristol City Council does not extend to a hirer’s liabilities. Therefore, it is the responsibility of the hirer to obtain public liability insurance cover of at least £5 million**.**

Evidence of this insurance must be provided to the school when the LAF is submitted. A copy will be retained on file with regards to expiry dates of hirers insurance.

Hirers should make their own arrangements to ensure they have appropriate first aid cover in place and access to a telephone. The Trustees do not provide first aid facilities for the hirer or guarantee access to a telephone during lettings. Hirers must familiarise themselves with the school’s fire evacuation procedures which are provided to them when booking is confirmed by the Premises Manager.

If an activity takes place on the school site before 6pm, or requires the supervision of children, or is provided for the benefit of vulnerable adults, then evidence of DBS clearance and relevant safeguarding policies/procedures must be provided to the school by the hirer at the time of booking.

Evidence of current relevant qualifications, where necessary, to instruct or supervise a particular activity must be provided to the school by the hirer at the time of booking. Hirers of the swimming pool will be expected to provide a qualified lifeguard. Evidence of these qualifications will be required at the time of booking.

The Trustees will not normally insist upon continuous caretaking presence. However, they reserve the right, and have delegated power to the Premises Manager, to insist on caretaking presence where, in their view, the nature of the hiring may leave the school vulnerable to theft or damage. A charge will be made for this time and will be included in the price quoted for the booking.

**Legal Requirements**

The hirer must comply with the legal requirements concerning consumption of intoxicating liquor, music, singing and dancing licences, theatre licences and copyright. The hirer must not apply for licences without the specific approval of the Premises Manager.

The hirer must comply with any legislation in force at the time of the letting. If the letting is for any play or entertainment, it is the responsibility of the hirer to station a sufficient number of responsible adults to prevent more people being admitted to the building than can be safely accommodated there and to control the movement of people whilst entering and leaving the building, and to take all other reasonable safety precautions.

The hirer will to the best of his/her endeavours ensure that the requirements of the Race Relations Act 1976 amended 2000 (in particular the need to promote good relations between persons of different racial groups) are 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 purposes 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.

**Compliance with Conditions**

Failure by the hirer to comply with any of the above conditions, whether intentionally or not may be deemed by the Trustees to be just cause for the immediate cancellation of any letting or series of lettings.

**Lettings Charges**

**Appendix 1**

**Charges for Outdoor Facilities**

|  |  |
| --- | --- |
| **Activity** | **Charge from 1 September 2024** |
| Tennis  Per court per hour (including changing) | £11 |
| Netball  Per court per hour (including changing) | £21 |
| All weather pitch (including floodlights if required)  Per hour (including changing) | £53 |
| All weather pitch (Half) (including floodlights if required)  Per hour (including changing) | £37 |

**Charges for Indoor Facilities**

|  |  |
| --- | --- |
| **Activity** | **Charge from 1 September 2024** |
| General classroom  Per hour  Each additional classroom per hour | £21  £12 |
| Specialist rooms  Per hour | £27 |
| Main Hall  Per hour | £27 |
| Main Hall and stage  Per hour (excluding equipment) | £37 |
| Gym\*  Per hour (including changing) | £21 |
| Sports Hall\*  Per hour (including changing) | £37 |
| Swimming Pool  Per hour (including changing) | £60 |
| Dance Studio  Per hour | £32 |

\* One-off booking of the Dance Studio, Gym and Sports Hall will attract VAT at the standard rate (currently 20%). However block bookings of 10 or more sessions of either facility are exempt from VAT.

The Scale of Charges have been reviewed and all have risen by 5%. This represents the first across the board rise in prices for a number of years.

The Trustees will review the Scale of Charges annually in Term 5.