



Lettings Process 2026/27

The letting of the premises of St Cuthbert Mayne Catholic Primary School is welcomed provided the purpose for which premises are hired and used supports the ethos of the School.

To protect both the School and Hirers of the school we have set out 'Terms and Conditions of Use' to which the Hirer must agree to abide. If you have any queries or concerns as to the points raised within the Lettings Policy and how this applies to your request for use, please do not hesitate to telephone the School (01483 274961).

Term and Conditions of Use

Application and Cancellation

1. All applications for hire of the school's facilities must be made on the 'Application for Hire of School Premises and Agreement of Use Form'. Applications must be submitted to the School Office. The School reserves the right to refuse any application.
2. Payment of the appropriate charges will be made upon receipt of an invoice from the school.
3. Acceptance of the hire is conditional upon the Hirer agreeing to accept all Terms and Conditions of Use.
4. Hire fees will be reviewed annually and are subject to change at the discretion of the School.
5. In the event of fees not being paid all future bookings may be cancelled without prior notice to the Hirer.
6. The Hirer shall not sub-let the hired premises. Should the Hirer do so the hiring agreement will be cancelled immediately, and no refund will be issued for any balance of letting fees previously paid.
7. In the event of loss or damage occurring as a result of negligence or carelessness on the part of the Hirer, or where the School has good grounds for presuming that the damage occurred at this time and was not reported, the School reserves the right to make a charge to the Hirer to cover the costs of repairing the damage and making good the loss.
8. The facilities are let in a clean and well-maintained condition. If the Hirer believes that this is not the case or there is any damage to the facilities at the start of the hire period, the Hirer must notify the school within an hour of the start of the hire via email (info@stcuthbert-mayne.surrey.sch.uk) and the hirer should include a detailed description of the damage and a photograph.
9. It is the Hirer's responsibility to return the property in the condition it was let. Any additional cleaning costs which the School incurs as a result of the letting will be charged on to the Hirer.

10. The Hirer is responsible for ensuring that no unauthorised persons enter the premises during the hours of use and to ensure the premises have been fully vacated at the end of each use.
11. In the event of the Hirer cancelling a booking 14 days or more before the booking, the School may, at its discretion, return a percentage of the hire charge to the Hirer. Cancellations must be received in writing by the School. The School retains the right to issue keys at its discretion. Any breach of security caused by the Hirer that results in the need to replace locks or change security equipment will be charged to the Hirer. All keys must be returned immediately, and in person, to the School upon the cessation of the hire agreement.
12. Liability insurance is the responsibility of the Hirer.
13. No intoxicating liquor will be brought on to or consumed on the premises except as a function organised by a body or bodies which the school shall have approved. Where a licence of the sale of intoxicating liquor is necessary for a function the responsibility for obtaining such a licence is solely the Hirer's.

Safeguarding

1. This school is committed to safeguarding and promoting the welfare of children and young people and expects hirers to share this commitment. All hirers providing activities for children are expected to comply with the DfE Guidance [Keeping children safe during community activities, after-school clubs and tuition: non-statutory guidance for providers running out-of-school settings](https://www.gov.uk/guidance/keeping-children-safe-during-community-activities-after-school-clubs-and-tuition-non-statutory-guidance-for-providers-running-out-of-school-settings) - GOV.UK (www.gov.uk).
2. All hirers working with children are required to have a DBS disclosure at an appropriate level (as defined by the Disclosure & Barring Service) for those individuals working in school premises on behalf of the Hirer. It is the responsibility of the Hirer to ensure that appropriate DBS checks have been carried out on any assisting staff. The school will also require the name, DBS number and the date of the DBS Certificate for any staff who will be working in the school on your behalf.
3. The Hirer will follow the school Safeguarding and Child Protection Policy and procedures, including informing the LADO, in response to any concerns or allegations about an individual's behaviour whilst using the school premises for the purposes of running activities for children. [The Safeguarding and Child Protection Policy](#) can be accessed on the school website.
4. The Hirer will be expected to provide their own Safeguarding Policy or signed to say they have read, understood and adopted the Safeguarding Policy of St Cuthbert Mayne Catholic Primary School.
5. The Hirer will be expected to sign the declaration form confirming the details of, and checks undertaken for all employees that will be on-site.
6. The Hirer will be expected to confirm they are aware of, and understand, the Government's Prevent strategy and how to fulfil the Prevent duty.

Health and Safety

1. It is the responsibility of the Hirer to inform the users as to the locality of the emergency exits and procedures in case of fire or other emergency. The Hirer is also responsible for the effective control of the users and their safe and orderly departure to and from the hired premises in the case of an emergency. In the event of a fire, please call 999 to notify the fire brigade using your own mobile phone.
2. In an emergency the premises manager can be contacted. **The number will be provided to you.**
3. It is the responsibility of the Hirer to carry out their own risk assessment.
4. It is the responsibility of the Hirer to ensure that adequate first aid provision is available.
5. It is the responsibility of the Hirer to notify the school of any accidents occurring on the school premises for monitoring purposes (although there is no legal obligation to do so).

6. The security of the school site is of paramount importance. The Hirer will follow the steps below on arrival and departure from the school site.
 - When vacating the premises, please turn off the lights/fans and any equipment used and close all window /doors.

Oak Room Hire

Arrival

1. **Open Wooden Gate (Next to Green gate) with code (Code will be given separately).** Release hook at top of gate (School playground side)
2. **Key for the Oak room provided by school.**

Departure

Closing up at the end of the day

1. Check nobody is left in the Oak room or in the playground
2. All lights are turned off
3. Check all windows and doors are closed and locked
4. Leave the building directly lock the Mian Oak Room door
5. Check wooden gate is firmly closed and hook is attached

Main Hall Hire

Arrival

The key for the main door, main internal door, green gate padlock and shed is in the key lock safe. Code (to be provided)

Open up at the beginning of the day

1. Open Main door with key
2. Go directly to intruder alarm (main reception area right hand side wall next to St Cuthbert Mayne flag).
3. Input the code – **(Code will be given separately)**. (You do not need to enter anything else into the key pad).
4. Use key to unlock next internal door (it opens both locks on the internal door)

Departure

Closing up at the end of the day

1. Check nobody else is left in the school or playground
2. Return any tables and chairs used to the shed. Lock shed.
3. Check all doors and windows you have opened are closed and locked
4. All lights are turned off
5. Lock main internal door (top and bottom)
6. Reset intruder alarm. Input the code **(Code will be given separately)** into intruder alarm (you do not need to enter anything else into the key pad)
7. Leave the building directly and lock the main front door

I acknowledge that I will not share these instructions or codes with any other individuals – they are strictly confidential.

I acknowledge receipt and take full responsibility for the above key while in my possession.

I understand that any key issued to me remains the property of St Cuthbert Mayne Catholic Primary School and is provided for my sole use as key holder.

I understand that the key may not be duplicated, transferred or loaned to any other person.

I understand that I am required to immediately report the loss, theft or damage to the key in my

possession and that £20.00 will be charged to cover replacement costs.

I agree to return the key to the key lock immediately at the end of the event.

I have read and understand the Letting Process and agree to abide by these terms and conditions.

Expectations

St Cuthbert Mayne Catholic Primary School is located in a residential area. In recognition of the needs of the surrounding community we request that all users of the School's facilities conduct themselves in a manner that is conducive to a pleasant and safe environment. The expectations of site users are set out below:

- The use of foul language is forbidden;
- Litter must be placed in the bins provided;
- Speed limits must be adhered to when accessing the school;
- Whilst it is accepted that participating in sport generates noise, it is requested that all efforts are made to keep noise to a minimum;
- Violent or threatening behaviour will not be tolerated;
- No chewing gum is allowed;
- No smoking is allowed;
- Consideration at all times for the multi-users of the school.
- Tables and chairs may be used but **MUST** be put back into the shed
- All refuse must be removed off site, the school bins are not for external use.
- Hirers will have access to the hall and accessible toilet only.
- There is no access to kitchen facilities
- The school Car Park is for hirers use at weekends, however lettings on week days require parking off site.
- **Please DO NOT park in the church car park.**

The Hirer shall not allow:

- Any article of a dangerous or offensive character, any flammable materials or any naked flame to be brought onto the hired premises;
- Any alterations to lighting arrangements or the introduction of any electrical equipment, without the prior written consent of the school;
- The use of chalk, polish or any other materials on the floors;
- The wearing of unsuitable footwear that may cause damage to the floors and/or cause a health and safety risk;
- Any fixtures or decorations to be attached to the walls;
- The rooms to be re-arranged, except by prior agreement.
- Any bouncy castles in the hall or on the grounds
- Access to the gym, music equipment and IT equipment.

Emergency Procedures

- The fire exits are clearly marked and the fire drill notice in the main entrance explains the evacuation route and assembly point.
- There is firefighting equipment available but should not be used if you have not received training to use this equipment.
- Call the Fire brigade with your own phone if there is a fire.
- There is a first aid kit in the Hall.
- To contact the emergency services please use your own mobile phone.

- ***In an emergency, the care taker should be contacted on (Phone number will be given separately) (An additional charge may be made if the caretaker is called out to the site).***

If the fire alarm goes off

1. Go to the fire alarm panel (it will show the zone on the panel and in the picture frame next to it shows the location of all zones. Please check this location and that there is no fire. If there is a fire call emergency services – and ensure everybody exits the building through the fire exit. (The key for the padlock on the green gate is with your keys. You do need to remove the padlock and then press the button on the raised sensor near the gate to allow you to open the gates to depart and for the emergency services to enter if necessary).
2. To turn alarm off:
3. Input **(Code will be given separately)** on fire alarm panel
4. Press Silence/Activate Sounds
5. Enter (Code will be given separately)
6. Press Control Panel reset (this resets the fire alarm)
7. Fire Alarm (Location Wall next to Year 2 Classroom)

Club Rates £1.50 per child per hour per session

Main Hall Hire £25.00 per hour

Oak Room Hire £15 per hour

When visitors fail to abide by the expectations or behave in an unreasonable manner, the School may restrict their future use of the facilities, and this may lead to the hire agreement being cancelled.