



The Holy Trinity C of E Secondary School

Lettings Policy

Policy last reviewed:	July 2023
Next review due:	June 2025
Member of staff responsible:	Chrissie Millwood

Vision Statement

Our vision is to be a centre of excellence for learning inspired by Christian values where every person in our school community fulfils their potential.

Mission Statement:

Our mission is to be a deeply Christian inclusive community which values every individual as a child of God.

Values Statement

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its students.

Dignity

Underpinning all that we do is the core belief in the ultimate worth of each person as a child of God – precious, valued and loved by God. Dignity comes from the knowledge of our ultimate worth as human beings.

Community

Having understood our value as individual human beings, we express this value through the quality of the relationships that we share with each other. Community, living well together, is of incredibly significant importance to us as a school, as is the place we each take in the wider community locally, nationally, and internationally.

Wisdom

As a school we seek to foster confidence, delight, and discipline in seeking wisdom, knowledge, and truth. This is achieved through the nurturing of academic habits and skills, emotional intelligence, resilience, and creativity across the breadth of the curriculum.

Hope

As we prepare our students for the future, we look to open horizons of hope and aspiration, encouraging our students to embrace these with confidence and sending them out to make a difference to the world in which they live.



Purpose & Aim

The school has a wide range of facilities and accommodation that are suitable for use by the community when not required for the purposes of school or school related activity. It is the policy of the governors that the school facilities be available for hire to appropriate organisations and individuals. Requests for hire of the facilities shall be subject to the needs of the school remaining paramount and the terms and conditions laid out in the is policy being complied with.

Summary of Facilities

The Holy Trinity School is an 11-18 Church of England Voluntary Aided Comprehensive school, accommodating 1350 pupils including approximately 260 in the sixth form.

The original school building was built in the 1960's with several significant additions being made since that time. The school now possesses a comprehensive range of facilities, and it is the policy of the Governors that the campus be used by the community when it is not required for the schools' educational purposes.

There is a wide range of facilities available for use and in summary these are described as follows:

The **School Hall** is a room of 215 sq. m consisting of a main floor of 180 sq. m and raised ambulatory areas on all four sides. There is no traditional stage but, imaginatively used, the ambulatory areas, which can be separately curtained off, are able to fulfil this function. The school has a range of portable staging which can supplement the permanent arrangements if required. The hall is available for hire with tables and chairs if specified.

Adjoining the hall and at the front of the school an **Entrance Hall**, which provides an imposing welcome to the school and the School Hall in particular. Use of this facility is included in a booking for the hall. This area of the school is fully accessible including adjacent marked parking areas. The school entrance hall incorporates a **Conference Room** seating up to 16 people. Full conference facilities can be made available, and details can be provided on request. Adjacent to this is a small **Interview Room** and a combination of this, Entrance Hall and School Hall make the location ideal for a wide range of conferences, concerts, exhibitions, meetings, weddings, and other celebrations although we regret that it not our policy to allow 18th or 21st birthday parties.

Adjoining our Learning Resource Centre at the front of the school is The **Monnington Multi-Media Centre**. This flexible facility offers a meeting space for up to 50 with full audio visual and other conference facilities. There is also a suite of 23 computers which are available for use.

The **Chichester Refectory** provides kitchen and dining facilities for up to 132 people. The dining area can be cleared allowing for a smaller general-purpose hall.

A variety of **Classrooms** are available either individually or as a supplement to other facilities.



Indoor sports facilities consist of a range of rooms as follows. The **Gym** (21m x 13m) was built with the original school buildings and has recently been refurbished with the fully sprung wooden floor being of high quality. There are changing facilities available in this building but currently no shower facilities although these can be provided in the main sports complex. The newer complex, known as **The Smyth Centre**, consists of a four court **Main Sports Hall** (34m x 18m), which can be divided into two separate areas and is offered for hire on this basis. The hall is marked for basketball, netball, volleyball, and badminton. The adjacent **Ancillary Hall** (18m x 12m) has a fully sprung wooden floor making it ideal for many specialist activities. As a matter of policy, the school accept bookings in a series consisting of a minimum of ten individual hiring's extending over a playing season or a minimum of three months, whichever is less. The Smyth Centre incorporates four individual changing rooms, separate match official changing, Accessible changing and a meeting room. The facility is fully DDA compliant and there is adjacent dedicated car parking.

Outdoor facilities include the use of **rugby and soccer pitches** together with an **artificial cricket wicket**. These are available on a per match basis and the whole **school field** is available for larger events by arrangement. There are large areas available for car parking and these can be made available for use as caravan pitches for organised rallies by bona fide organisations.

This is a summary of the facilities available. For full details visit <https://htscrawley.schoolhire.co.uk/>

Conditions of Hire of School Premises

1. The Hirer shall satisfy themselves that the facilities to be hired are suitable for their purpose.
2. The use of the premises must not interfere with the proper working of the school or impair its efficiency.
3. All bookings for use of the school facilities by persons and organisations outside of the school will be made using the online system provided by the school's partner Schoolhire.
4. The contract for the hire of the premises between the Hirer and The Governors of the School shall take effect only upon acceptance of the application on behalf of the Governors being sent to the hirer using the Schoolhire portal.
5. The Hirer shall be advised of the hiring fees (and any insurance premium) on completion of the online application and acceptance of the hiring and shall pay the hire fee due in advance as advised on the online portal. A new application must be made for each academic year.
6. If the hirer cancels or amends the hiring, the following fees shall be repayable to the Hirer, less any expenses incurred, at the Governors discretion:



- (a) less than 28 days but more than 14 days' notice of cancellation - 75% of fees
 - (b) less than 14 days but more than 7 days' notice of cancellation - 50% of fees
 - (c) less than 7 days' notice of cancellation - no refund
- 7. The Hirer shall indemnify the Governors of The Holy Trinity School and West Sussex County Council against all claims for damages, compensation and/or costs in respect of:
 - (a) bodily damage or illness to Third Parties, and/or
 - (b) damage to Third Party property caused by or arising out of or being incidental to the Hirer's use of the premises
- 8. The hirer shall be responsible for loss or damage to the school premises and any of the contents.
- 9. The hirer shall obtain adequate insurance in respect of the liabilities and the loss or damage referred to respectively in Conditions 5 and 6 above. (See appendix following Conditions of Hire for explanatory notes on insurance).
- 10. The hirer shall draw up a risk assessment and provide the school with a copy if requested. The Risk Assessment does not have to be a detailed document, but it will need to provide information on what activity will take place on the school premises and in which rooms. It should include as a minimum:
 - (a) How and where children and adults will gather for the activity
 - (b) How and where children will be supervised including those who may arrive early or are not collected on time
 - (c) Action to be taken in the event of a fire alarm activation (this to cover your own procedures for accounting for your members)
 - (d) Information to be given to members concerning where they can and cannot go within the school
 - (e) Control measures to deal with emergencies, eg: first aid, calling emergency services.
- 11. The Governors do not hold licences for (a) public dancing, music, or any other public entertainment and (b) public performance of plays. The hirer will be responsible for ensuring that any activity undertaken is properly licensed if required and shall produce the licence for inspection prior to the hiring date. The hirer shall be responsible for complying with the terms of any such licence.
- 12. The Hirer will observe West Sussex Fire and Rescue Service safety regulations.
- 13. The use of candles or naked flames is not permitted
- 14. The maximum number of persons to be permitted at any one time in The School Hall:
 - (a) When used for closely seated audiences 240 persons



- (b) When used for dancing 200 persons
 - (c) When used for functions utilising seating at tables 135 persons
 - (d) When used for purposes combining (b) and (c) above 180 persons
15. The Hirer shall be responsible for complying with the legislation relating to copyright in relation to the hiring and with the legislation relating to copyright in relation to the hiring and the requirements of the Performing Rights Society Limited, Motion Picture Licensing Company and Phonographic Performance Limited concerning the performance respectively of musical work, film, and sound recordings on the premises. The Hirer indemnifies the Governors and West Sussex County Council against any breach of this condition.
16. If the hirer intends to apply for a Temporary Event Notice under the Licensing Act 2003 for the sale of intoxicating liquor, then the written approval of the Governors shall be first obtained. The Hirer shall be responsible for ensuring compliance with the provisions of the Licensing Acts.
17. The Hirer shall be responsible for ensuring that any gaming or lottery, which takes place on the school premises, complies with the relevant legislation.
18. Use of premises is limited to the accommodation hired and necessary facilities such as toilets. Car parking is permitted in designated areas on the premises subject to availability.
19. All arrangements for use of the premises including changes of use or accommodation must be made directly with the school. On no account may a hirer or hirers make or attempt to make changes to agreed arrangements without the agreement of the school in writing.
20. Where permission is given for the use of the Refectory or Food Technology areas, this will normally be limited to the use of ranges, hot cupboards and wash up sinks. The Hirer shall be responsible for the provision of crockery, glasses, cutlery, and cleaning materials. The Refectory and Food Technology areas must be left in a clean and tidy condition. On no account may the Hirers use foodstuffs stored on school premises. Any deviation from these arrangements must be agreed with the school in writing.
21. The Hirer is responsible for the preservation of good order during the hiring. The Hirer shall provide an adequate number of stewards who shall be present throughout the hiring.
22. The Governors reserve the right to require the Premises Manager or one of his staff to be in attendance for the preservation of good order and safety and to recover from the Hirer any additional expenses incurred because of this condition.
23. The wearing of nailed or stiletto-heeled or other unsuitable footwear in indoor areas is prohibited. Outside footwear must not be worn in the gymnasium or sports halls.



- 24.No nails or screws shall be driven into the walls, floors, ceilings, furniture or fittings, and no placards shall be affixed to any part of the premises.
- 25.The laying of composition or other preparation on school floors is prohibited, save with the prior approval of the Governors.
- 26.No smoking is allowed in any part of the school or its grounds.
- 27.School furniture (other than chairs in the hired accommodation) and equipment shall not be moved except by prior arrangement.
- 28.Any alteration or addition to the school lighting or mechanical and electrical systems is forbidden, except with the written consent of the Governors. Consent may be subject to conditions, which the Hirer will be required to observe.
- 29.Any electrical appliances introduced by the hirer must comply with Portable Electrical Testing (PAT) Regulations.
- 30.If any special equipment is required, it must be clearly stated on the application form. An extra charge will be made for this service, and the school must be satisfied that a competent person supervises the use of the equipment.
- 31.The Hirer will be responsible for providing any first aid facilities that they deem necessary in accordance with the Health and Safety (First Aid) Regulations 1981
- 32.The Hirer is responsible for ensuring that a fire evacuation procedure is in place and is communicated to users of the facility being hired.
- 33.Where the proposed hire is for persons under 18 years of age, the hirer shall confirm that all staff/volunteers have received appropriate safeguarding training and are DBS checked.
- 34.Holy Trinity School is committed to safeguarding and promoting the welfare of children and young people and we cooperate with other agencies and initiatives at local and national level. We expect all staff, volunteers, hirers and visitors to the site to share that commitment. The school reserves the right to require the hirer to provide evidence of this training and a copy of the hirers Safeguarding Policy.
- 35.No function or letting shall extend beyond the hiring period and the Hirer shall completely vacate the premises and grounds by that time unless special arrangements have been agreed on behalf of the Governors.
- 36.After use, the Hirer must leave the premises in a clean and tidy condition, the Hirer's property must be removed, and all appliances switched off and lighting extinguished. The Governors reserve the right to recover from the



Hirer any addition expenses incurred because of non-compliance with this condition.

37.The Governors reserve the right to cancel any hiring without notice if:

- (a) the accommodation will be unavailable for the hire period, or
- (b) the Hirer has failed to disclose material information concerning the proposed hiring, or
- (c) there are reasonable grounds to conclude that the Conditions of Hire may be breached to a material extent.

38.In the event of 35 (a), all hiring fees will be refunded to the Hirer, but the Governors shall have no further liability to the Hirer. In the event of (b) and (c) any refund of the hiring fees shall be at the discretion of the Governors.

Revised July 2023

Further Details

Further details and booking may be obtained from <https://htscrawley.schoolhire.co.uk/>

All contact with the school should be via Schoolhire which operates a messaging system.

If there is a need to contact the school directly please contact the School Office:

**The Holy Trinity Church of England Secondary School,
Buckwood Drive, Gossops Green, Crawley RH11 8JE
Tel 01293 423690**

office@holytrinitycrawley.org.uk



APPENDIX

Hirers Insurance – Indemnity Clause

Injury to persons or property

The Hirer shall indemnify The Governors of The Holy Trinity School and West Sussex County Council against all claims for damages, compensation and/or costs in respect of:

- bodily injury or illness to Third Parties, including the County Councils servants and agents or Governors and/or
- damage or loss to Third Party property caused by, or arising out of, or being incidental to the hirer's use of the premises

The Hirer shall effect adequate insurance to cover this liability with a minimum limit of indemnity of £10million, although £5million is acceptable subject to approval from our insurers.

Damage to premises and equipment

The Hirer shall be responsible for the loss of, or damage to the premises and contents therein, which is the property of The Holy Trinity C E Secondary School and/or West Sussex County Council, except when loss or damage to the premises or contents is as a result of the negligence of The Holy Trinity C E Secondary School and/or West Sussex County Council.

The Hirer shall effect adequate insurance in respect of such loss or damage.

Hirers who have no Public Liability Insurance, must as a condition of the proposed hiring take out the Hirer's Insurance arranged by West Sussex County Council, (provided they do not fall within the definition of the exclusions listed below) and the premium must be added to the hiring fee payable.

Hirers Insurance

In accordance with the terms of hiring it is customary to require persons/organisations to accept responsibility for damage to the premises and its equipment and for Third party claims involving injury to persons and/or damage to property.

Due to the difficulties experienced by non-commercial hirers in arranging Public Liability Insurance with a Limit of Indemnity of at least £10 million, the County Council has arranged the following policy on behalf of non-commercial individuals and organisations: -

West Sussex County Council – on behalf of non-commercial individuals and organisations hiring County Council Schools.

Operative Clause

The indemnity will cover individual hirers for their legal liability for injury/illness to third parties and/or loss/damage to their property, and loss or damage to the premises and contents hired, including such liability that may be imposed on the hirer under the terms of the hiring agreement.



Limitations

For loss/damage caused other than by Fire or Explosion, cover is limited to £10,000 per hiring and is subject to an excess of £100.

Damage resulting from Fire or Explosion is limited to £10 million.

Exclusions

Political Meetings and Professional Entertainment Promotions.
Commercial or trade hiring.

Premiums

The premium is charged at 10% of the basic hire charge, plus Insurance Premium Tax (IPT)

If a group is affiliated to the school or establishment, they can obtain a special rate detail of can be supplied by contacting Litigation, Insurance and Risk Management Section at West Sussex County Council.

Scale of Charges

All charges are as detailed on the School Hire site and are reviewed at regular intervals. Charges may be subject to a minimum fee. Where applicable, the cost of insurance and insurance premium tax will be due in addition. Charges are payable in advance. For regular bookings this should be for a monthly period in advance. Cancellation charges are incorporated in the Terms and conditions.

