

St Richard's Catholic College

Charging for School Activities and Lettings Policy 2023 - 2024



The Policy was approved by the Governing Body: January 2023 amended September 2023

Chair of Governors: *Alison Horan*

The Governing Body will review the policy in September 2024

Charging for School Activities provided or arranged by East Sussex County Council (ESCC) (the Local Authority) or St Richard's Catholic College

This policy statement has been drawn up by the school in accordance with the requirement of sections 449 - 462 of the Education Act 1996.

Main points

- School governing bodies and local authorities, subject to the limited exceptions referred to in this advice, cannot charge for education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- Schools must ensure that they inform parents on low incomes and in receipt of the benefits listed on page 9 of this document of the support available to them when being asked for contributions towards the cost of school visits.

SCHOOL CHARGING

Education

School governing bodies and local authorities, **cannot** charge for:

- an admission application to any state funded school - paragraph 1.9 (n) of the
- 'School Admissions Code 2012' rules out requests for financial contributions as any part of the admissions process;
- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the national curriculum¹, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school; and
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.²

Schools and local authorities **can** charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- optional extras (see page below);
- music and vocal tuition, in limited circumstances (see page 6); □ certain early years provision³;
- community facilities⁴.

¹ It should be noted that 'part of the national curriculum' is not restricted to learning outside the classroom experiences that are specifically subject based (e.g. geography or science fieldwork) and include, for example, activities designed to fulfil requirements under the national curriculum 'inclusion statement' (e.g. developing teamwork skills).

² However, if a pupil fails, without good reason, to meet any examination requirement for a syllabus, the fee can be recovered from the pupil's parents.

³ The Education (Charges for Early Years Provision) Regulations 2012

⁴ The powers to provide community facilities are under s.27(1) of the Education Act

Optional extras

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment.

Optional extras are:

- education provided outside of school time that is not:
 - part of the national curriculum;
 - part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
 - part of religious education.
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- transport (other than transport that is required to take the pupil to school or to other premises where the Local Authority/Governing Body have arranged for the pupil to be provided with education);
- board and lodging for a pupil on a residential visit;
- extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).

In calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra;
- the cost of buildings and accommodation;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- the cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Furthermore, in cases where a small proportion of the activity takes place during school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. Therefore, no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

Voluntary Contributions

Nothing in legislation prevents a school Governing Body or Local Authority from asking for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, the Governing Body or Principal should make this clear to parents at the outset. The Governing Body or Principal must also make it clear to parents that there is no obligation to make any contribution.

It is important to note that no child should be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then it must be cancelled. Schools must ensure that they make this clear to parents. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit. Schools should make it clear to parents at the outset what their policy for allocating places on school visits will be.

When making requests for voluntary contributions, parents must not be made to feel pressurised into paying as it is voluntary and not compulsory. Schools should avoid sending colour coded letters to parents as a reminder to make payments and direct debit or standing order mandates should not be sent to parents when requesting contributions.

Music Tuition

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule.

The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition. They allow charging for tuition in larger groups than was previously the case.

Charges may now be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the pupil's parent. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition.

The regulations make clear that charging may not be made if the teaching is either an essential part of the national curriculum, or is provided under the first access to the key stage 2 Instrumental and Vocal Tuition Programme. They also make clear that no charge may be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(l) of the Children Act 1989).

Transport

Schools **cannot** charge for:

- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the Governing Body or Local Authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school; and
- transport provided in connection with an educational visit.

Guidance on school travel is available from East Sussex County Council (CZONE):

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/445407/Home_to_School_Travel_and_Transport_Guidance.pdf

Charging and Remissions Policies

No charges can be made unless the Governing Body of the school or Local Authority has drawn up a charging policy giving details of the optional extras or board and lodging that they intend to charge for, and a remissions policy.

The Governing Body's policy may be more or less generous than the Local Authority's, as long as it meets the requirements of the law. A policy statement will take account of each type of activity that can be charged for and explain when charges will be made.

If a charge is to be made for a particular type of activity, for example optional extras, parents need to know how the charge will be worked out and who might qualify for help with the cost (or even get it free). This information should be made available to parents.

The remissions policy must set out any circumstances in which the school or Local Authority propose to remit (wholly or partly) any charge which would otherwise be payable to them in accordance with their charging policy. For example, a school may decide to provide an Italian language evening class as an optional extra. The Governing Body may decide to reduce the cost for those children whose parents are in receipt of certain benefits.

Residential Visits

Schools **cannot** charge for:

- education provided on any visit that takes place during school hours;⁵
- education provided on any visit that takes place outside school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Schools **can** charge for:

- board and lodging and the charge must not exceed the actual cost.

When a school informs parents about a forthcoming visit, they should make it clear that parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- Universal Credit in prescribed circumstances;⁶
- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (financial year 2013/14);
- the guarantee element of State Pension Credit;
- an income related employment and support allowance that was introduced on 27 October 2008.

Education Partly During School Hours

Where an activity takes place partly during and partly outside school hours, there is a basis for determining whether it is deemed to take place either inside or outside school hours. However, a charge can only be made for the activity outside school hours if it is not part of the national curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of religious education.

⁵ See section 452 of the Education Act 1996 for guidance as what counts as during school hours.

⁶ The government plans to prescribe the circumstances when Universal Credit is fully rolled out.

If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.

Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening.

Non-Residential Activities

If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.

Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening.

Residential Visits

If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A 'half day' means any period of 12 hours ending with noon or midnight on any day.

Example 1

Pupils are away from noon on Wednesday to 9pm on Sunday. This counts as 9 half days including 5 school sessions, so the visit is deemed to have taken place during school hours.

Example 2

Pupils are away from school from noon on Thursday until 9pm on Sunday. This counts as 7 half days including 3 school sessions, so the visit is deemed to have taken place outside school hours.

HIRING OF SCHOOL PREMISES (LETTINGS)

Status of St Richard's Catholic College

St Richard's Catholic College is an 'Aided School' and is not owned by ESCC and therefore the hiring of the premises is not wholly paid in to the school budget. However, part of the hiring charge would be for expenses borne out of Children's Services funds (school budget, e.g. caretaking, energy, and administration) and therefore a proportion of the let will be paid into the school budget to cover these costs. A calculation of these costs would need to be kept for Audit purposes.

Conditions for the hiring of school premises

The Governing Body have adopted a hiring policy (this policy) that covers the conditions under which the school premises are hired. The approach adopted is mindful of the proposed use of the school premises and any hiring should be in keeping with, or compatible with a building used primarily for educational purposes.

Hiring Charge

To arrive at a charging-out rate, all costs have been taken into account. It is important that the school, do not 'Let at a loss' unless the Governing Body has made an informed decision to do so. In this case any "Parish" related lets are charged as "gratis"

A checklist of the main items is provided below:

- Caretaker - cost of opening and locking-up the school.
- Cleaning - this may be a separate additional item.
- Heat/Light - calculation of cost i.e. hourly rates, if appropriate.
- Water - if relevant.
- Wear & Tear - will depend on type of use.
- Wear/Damage to Grounds - hiring is an extra use of the facility; consequently, extra wear might therefore require extra care and maintenance. The adverse effects of hiring could also impinge on curriculum needs through leaving pitches in a poor condition for pupil use, for example. □ Insurance - (See Insurance section for further information)
- VAT - If applicable

Financial Administration

The application form to be issued to prospective Hirers is attached at Appendix A. This is completed by the hirer and returned to the school for confirmation that the let can take place and the cost involved.

A copy of the conditions governing the hiring of the school premises (Appendix B) should also be issued to the Hirer.

Issuing Accounts

An invoice is issued to the hirer before the hiring takes place. As the school is now cashless, payment for the hire of the premises must be made by bank transfer, cash and cheques are no longer accepted. The bank details for all payments will be on the invoice issued to the hirer.

Refunds for cancelled hiring can be made with a deduction for administration or loss of income and will also be made by bank transfer upon the hirer providing appropriate bank details.

Online safety in community activities, after-school clubs, and tuition

- When our school hires out or lets school facilities/premises to organisations or individuals (e.g. community groups, sports associations and service provider to run community or extra-curricular activities), we ensure that appropriate arrangements are in place to keep children safe.
- We seek assurances that where services or activities are provided separately by another body (not under direct supervision or management of our school staff) there are appropriate safeguarding and child protection policies and procedures in place (including online safety) and will inspect these as necessary. This applies regardless of whether or not the children who are attending these services are on our school roll.
- Safeguarding arrangements are clearly detailed in any transfer of control agreement (i.e. lease or hire agreement).
- The DfE has published [Keeping Children Safe during community activities, after-school clubs and tuition](#) for organisations and individuals who provide these activities for children and young people and this document contains a section on online safety which makes clear that the provider should have an online safety policy or acceptable use policies in place as well as appropriate filtering and monitoring. A staff behaviour policy should also include information on relationships and communications between children (and parents) and staff/volunteers, including the use of social media.

Appendix A Application to hire Facilities at St Richard's Catholic College

HIRING ORGANISATION (including name and address of person responsible):

.....
.....
.....

PURPOSE OF HIRING:

DATES AND DAYS REQUIRED:

ACTUAL TIMES REQUIRED (to include preparation time and time for cleaning afterwards):

.....

MAIN FACILITIES/ROOMS REQUIRED:

WILL ANY OTHER FACILITIES BE REQUIRED? Eg stage lighting/piano/specialist equipment

.....

DO YOU REQUIRE HEATING: Yes No

DECLARATION BY HIRER:

I acknowledge that I have received a copy of the conditions governing this hiring and understand them. I agree to abide by them and to pay the sum due. I agree to pay for the reinstatement following any damage to property caused as a result of this hiring.

Signature: Date:

TO BE COMPLETED BY THE SCHOOL

This Hiring has been approved for, and on behalf of, the school.

Signature: Date:

The charge for this Hiring will be: £_____

Application to hire facilities at St Richard's Catholic College.

PAYMENT RECEIVED:

DATE:

Appendix B

Conditions governing the hiring of school premises

1. General Conditions

- 1.1 (a) Applications for the use of school premises must be made to the Principal of the school, and responsibility for their approval rests with the Governing Body. The person signing the application will be deemed to be the Hirer, and must accept responsibility for ensuring compliance with these conditions.
The hirer must comply with the law of the land.
- 1.1(b) All hirers must state the purpose of the hire. The purpose of each application for hire will be checked and any concerns over the nature of the letting or gathering will be reported to the Principal before approval is given. The Site Manager will submit an incident report if he suspects that the letting or gathering has been used for political purposes not previously authorised by the Principal, the dissemination of inappropriate material or other purposes which could be reportable under the new statutory Prevent duties or which contravene current legislation in any way.
- 1.2 Hirers will be informed, at the time the application is approved, of the charge for the use of the facilities required. Payment will be made in advance, at the time when hiring is confirmed. If there is damage, or the need for caretakers/cleaners to work longer than expected after the hiring, the Hirer will pay any subsequent account sent to him/her.
- 1.3 The school reserves the right to cancel any hiring if the accommodation is required for urgent official or academic business. In these circumstances, the Hirer will be reimbursed the hiring fee.
- 1.4 Any intention on the part of the Hirer to cancel a hiring must be notified to the Principal of the school at least 24 hours before the hiring is due to take place. In the event of the Hirer failing to give at least 24 hours' notice, no reimbursement of hiring fee will be made and if preparatory works have already been undertaken the Hirer will bear the actual costs incurred.
- 1.5 The Caretaker is normally expected to prepare for hiring, to do any necessary cleaning afterwards, and where the school requires, be in attendance throughout the course of the hiring. No payment should be made direct to the Caretaker, since he will be paid by the Local Authority. The Hirer's signature is required to support the Caretaker's overtime claim.
- 1.6 No structural alterations to school premises, fixtures or fittings will be permitted and notices must be fixed only to the boards provided.
- 1.7 (a) The Hirer is responsible for providing supervision during the course of the hiring and must satisfy the Principal that the arrangements being made are adequate.
(b) The Hirer or his accredited representative must be in attendance at all times and must accept responsibility for any damage caused to the school grounds, playing fields, buildings, fixtures, fittings, furniture and equipment resulting from the hiring. Every precaution must be taken to avoid such damage, and the Hirer will be required to meet the cost of making good any damage, however caused.
- 1.8 Hirers are responsible for arranging their own insurance for:
(a) Personal Accident
(b) Third Party Claims
(c) Any loss or damage to the school grounds, playing fields, buildings, fixtures, fittings, furniture and equipment resulting from the hiring.
- 1.9 If it is intended to organise a public performance or entertainment, or performance of music, singing or dancing to which members of the public are admitted, Hirers are advised to consult the Principal in advance to ensure that the school premises are adequately licensed for the purpose before submitting a firm application.
- 1.10 Footwear, which is likely to cause damage to school floors, must not be worn. French chalk or its equivalent must not be put down when the hall is used for dancing.
- 1.11 Members of the public must not be admitted to the school premises after 10.00 PM.

- 1.12 Alcoholic liquor must not be sold or consumed on the school premises unless specific approval has been given by the Governing Body. If approval is given to the sale or consumption of alcoholic liquor, the responsibility for obtaining the necessary licence rests upon the Hirer.
 - 1.13 School premises must be left clean and tidy after use.
 - 1.14 The hirer must adhere to the school's No Smoking policy, that smoking is not permitted on any part of the school campus.
 - 1.15 The hirer must comply with all Statutes or any other regulations or other requirements in relation to the use of the premises including those contained in this Agreement and shall indemnify St Richard's Catholic College or East Sussex County Council in respect of any breach or non-performance of them.
- 2. Additional conditions governing hiring of School Kitchens or Sculleries**
- 2.1 When the kitchen or scullery is used all persons using any equipment must have received training in its use from the Catering Manager.
 - 2.2 If boilers, cooking ranges or hot cupboards are used, any persons using them must have received training in its use from the Catering Manager.
 - 2.3 Hirers will normally be expected to provide their own cutlery, crockery and condiments.
 - 2.4 All equipment and sinks must be left clean and tidy after use.
 - 2.5 No animals (except guide dogs) are allowed anywhere on the school site.
- 3. Additional conditions governing the hiring of School Playing Fields and Playgrounds**
- 3.1 If there is any doubt as to the fitness of the ground the Hirer must consult the Principal who will make the final decision as to whether the ground may be used before the hiring takes place. In the event of the ground being deemed unfit for use immediately before a hiring is due to take place, any hiring charge already paid will be refunded, and any account due will be cancelled.
 - 3.2 Hirers must be responsible for ensuring that everyone taking part in the hiring involved in the school playing fields and playgrounds, and all spectators, are properly and adequately supervised.
 - 3.3 Casual spectators not connected with the hiring must not be admitted.
 - 3.4 Stakes or the like must not be driven into the ground, unless permission has been specifically given.
 - 3.5 Vehicles must not be driven over or parked upon the playing field at any time. Vehicles must not be parked upon playgrounds unless permission has been specifically given.
 - 3.6 Bonfires must not be lit, unless permission has been specifically given.
 - 3.7 Animals must not be allowed on the playing field.
 - 3.8 No marking out of pitches may be done except by the authorised grounds staff unless permission has been specifically given.
 - 3.9 Playgrounds and playing fields must be left in a clean and tidy condition after use.
 - 3.10 Any loudspeakers must be moderated so as not to cause a nuisance.
 - 3.11 Spiked boots/shoes must not be worn on any synthetic playing surface.
 - 3.12 The Principal must be consulted in advance if there is any doubt about the interpretation of the above conditions.
- 4. Fire Precautions**
- 4.1 The Hirer, or a responsible person nominated by him/her in writing, shall be in charge of and be upon the hired part of the premises during the whole time the premises are open to the public and there shall be during that time sufficient staff or competent attendants on duty on the premises. The person in charge shall not be engaged in any duties, which will prevent him from exercising general supervision of the premises. **The hirer shall ascertain and comply with any special fire precautions requirements contained in music, singing and dance, theatres, or any other licences appropriate to his intended use of the premises.**
 - 4.2 The seating accommodation, gangways, passages and stairways in the hired section of the premises shall be provided as outlined in the appropriate Risk Assessment.
 - 4.3 All gangways, corridors, staircases and external passageways intended for exit shall be kept entirely free from obstruction and shall not be used as cloakrooms.

- 4.4 All exit doors shall be available for exit during the whole time that the public are on the premises, and shall be opened at the end of the function for the use of the persons present at the function.
- 4.5 Doors and openings, other than exits, in sight of the audience, which lead to portions of the premises accessible to the public, shall have notices placed over them indicating the uses of such portions. Doors and openings leading to portions of the premises not accessible by the public shall have notices placed over them indicating "No thoroughfare".
- 4.6 Mats or other floor coverings shall be secured to prevent rucking, and any drapes over exit doors or exits shall be hung to prevent them trailing on the floor.
- 4.7 Inflammable materials shall not be used for the decoration of the premises unless such materials have been rendered flame retardant and are maintained in that condition.
- 4.8 All electric fires on the premises shall be provided with adequate protective guards.
- 4.9 Temporary electrical installations, which are necessary for any particular function, must comply with the following conditions:
- (a) All temporary electrical installations shall comply fully with the applicable recommendations and requirements of the current edition (with amendments) of the following:
 - (i) The Institution of Electrical Engineers Regulations for the electrical equipment of buildings;
 - (ii) The British Standard Specification and Code of Practice;
 - (iii) The Electricity Supply Regulations;and they shall only be installed by a qualified electrician. No temporary wiring shall be connected to circuits or fuse boards feeding the main auditorium lighting.
 - (b) Temporary wiring shall be carried out using PVC insulated and sheathed cable to CMA manufacture, and switchgear and apparatus of a voltage rating not less than the maximum rms voltage difference, which can normally develop under fault conditions. All additional stage lighting equipment that may be required shall be kept entirely separate from the existing installation, portable dimmer units being provided where required; no extensions shall be permitted from the existing dimmer equipment without the approval of the Director of Property Services.
 - (c) All temporary equipment shall be bonded to the main system of earthing in accordance with Part 4 of the IEE Regulations.
 - (d) All temporary installations, which have been installed, shall be disconnected from the permanent installation immediately after the occasion for which they have been used.
 - (e) Any special requirements or installations that are to be approved, or any item that requires clarification, shall be brought to the notice of the Director of Property Services seven days prior to the proposed date of the required installation.
- 4.10 The Hirer shall ascertain the position of telephones, escape routes, fire alarm systems and firefighting equipment, which shall be in the charge of some suitable person specially nominated for the purpose, who shall ensure that the appliances and equipment are always available for use. In the case of performances and exhibitions, a Risk Assessment must be undertaken as to whether any special firefighting equipment should be provided
- 4.11 Thorough checks should be made by the Hirer at the end of the hiring to ensure that no smouldering fires are left burning and that all doors and windows are properly secured.
- 4.12 If there is any doubt about the application of any of the above conditions, the advice of the Principal should be sought.

This guide is intended for use in respect of short-term use of the premises which are intended to give no right of occupation beyond the expiry of the agreement. Further advice should be sought where it is intended to grant use of the premises for periods of more than a few consecutive hours or days at any one time."

Fire Precautions

- 5.1 The Hirer, or a responsible person nominated by him in writing, shall be in charge of an be upon the hired part of the premises during the whole time the premises are open to the public and there shall be during that time sufficient staff or competent attendants on duty on the premises. The person in charge shall not be engaged in any duties, which will prevent him from exercising general supervision of the premises. The Hirer shall ascertain and comply with any special fire precautions requirements contained in music, singing and dance, theatres, or any other licences appropriate to his intended use of the premises.
- 5.2 The seating accommodation, gangways, passages and stairways in the hired section of the premises shall be provided as approved by the Chief Officer of the East Sussex Fire Brigade, acting on behalf of the Hiring Authority.
- 5.3 All gangways, corridors, staircases and external passageways intended for exit shall be kept entirely free from obstruction and shall not be used as cloakrooms.
- 5.4 All exit doors shall be available for exit during the whole time that the public are on the premises, and shall be opened at the end of the function for the use of persons present at function.
- 5.5 Doors and openings, other than exists, in sight of the audience, which lead to portions of the premises accessible to the public, shall have notices placed over them indicating the uses of such portions. Doors and opening leading to portions of the premises not accessible by the public shall have noticed placed over them indicating "No thoroughfare".
- 5.6 Mats or other floor coverings shall be secured to prevent rucking, and any drapes over exit doors or exits shall be hung to prevent them trailing on the floor.
- 5.7 Inflammable materials shall not be used for the decoration of the premises unless such materials have been rendered flame retardant and the maintained in that condition.
- 5.8 All electric fires, gas fires, stoves and open fireplaces in the premises shall be provided with adequate protective guards.
- 5.9 Temporary electrical installations, which are necessary for any particular function, must comply with the following conditions:
- 5.9(a) All temporary electrical installations shall comply fully with the applicable recommendations and requirements of the current edition (with amendments) of the following:
- (i) The Institute of Electrical Engineers Regulations for the electrical equipment of buildings;
 - (ii) The British Standard Specification and Code of Practice;
 - (iii) The Electricity Supply Regulations;
- And they shall only be installed by a qualified electrician.
- No temporary wiring shall be connected to circuits or fuse boards feeding the main auditorium lighting.
- 5.9(b) Temporary wiring shall be carried out using PVC insulated and sheathed cable to CMA manufacture, and switchgear and apparatus of a voltage rating not less than the maximum rms voltage difference, which can normally develop under fault conditions. All additional stage lighting equipment that may be required shall be kept entirely separate from the existing installation, portable dimmer units being provided where required; no extensions shall be permitted from the existing dimmer equipment without the approval of the Director of Property Services.
- 5.9(c) All temporary equipment shall be bonded to the main system of earthing in accordance with Part 4 of the IEE Regulations.
- 5.9(d) All temporary installations, which have been installed, shall be disconnected from the permanent installation immediately after the occasion for which they have been used.
- 5.9(e) Any special requirements or installations that are to be approved, or any item that requires clarification, shall be brought to the notice of the Director of Property Services seven days prior to the proposed date of the required installation.
- 5.10 The Hirer shall ascertain the position of telephones, escape routes, fire alarm systems and firefighting equipment, which shall be in the charge of some suitable person specially nominated for the purpose, who shall ensure that the appliances and equipment are always

available to use. In the case of staff performances and exhibitions the local Fire Officer shall be consulted as to whether any special firefighting equipment should be provided.

5.11 Thorough checks should be made by the Hirer at the end of the hiring to ensure that no smouldering fires of cigarettes are left burning and that all doors and windows are properly secured.

5.12 If there is any doubt about the application of any of the above conditions, the advice of the Principal should be sought.

“This guide is intended for use in respect of short-term use of the premises and agreements which are intended to give no right of occupation beyond the expiry of the agreement. Further advice should be sought where it is intended to grant use of the premises for periods of more than a few consecutive hours or days at any one time.”

St Richard's Catholic College
Hire Charges from January 2023

College Accommodation	Commercial	Charity	Vat	Duration
Hall	£33.00	£22.00		per hour
Dining Room	£22.00	£20.00		per hour
Drama Studio	£22.00	£20.00		per hour
Gym	£22.00	£20.00		per hour
College kitchen	£22.00	£20.00	*	per session
Art room suite	£22.00	£20.00		per hour
Dance Studio	£22.00	£20.00		per hour
Textiles	£33.00	£27.00		per hour
Computer Rooms	£33.00	£27.00		per hour
IT Technician	£33.00	£33.00		per hour
1 room	£14.00	£8.00		per hour
2 or 3 rooms	£17.00	£9.00		per hour
4 or 5 rooms	£20.00	£10.00		per hour
6 or 7 rooms	£25.00	£12.00		per hour
8 or 9 rooms	£30.00	£14.00		per hour
Changing Rooms	£22.00	£17.00		per hour
Grass Pitch	£40.00	£27.00	*	per match
Piano	£12.00	£10.00	*	per hour
Heating	£36.50	£36.50	*	per hour
Equipment by negotiation - Stage and Stage Lighting, AV, display boards, flip chart				

Caretaking Staff	Commercial	Charity	plus Vat	Duration
Saturday presence throughout	£27.00	£24.50		per hour
Sunday presence throughout	£33.00	£30.00		per hour

Saturday to open & close	£44.00	£38.50	Only available if a member of St Richard's staff is present at the function
Sunday to open & close	£60.50	£55.00	
Bank Holiday charges as Sunday Charge			
Toilets free of charge			

*if long-term let of 10+ - can be VAT free