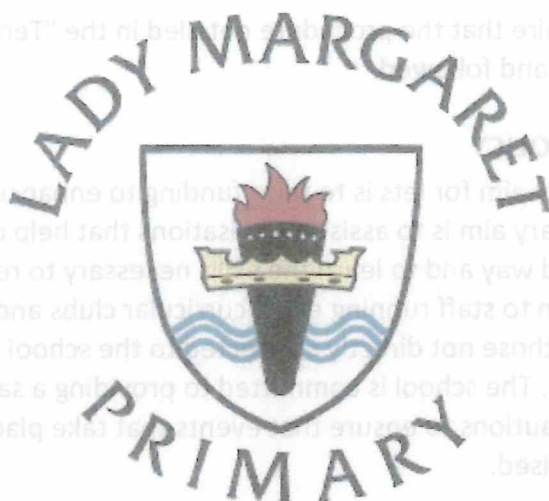
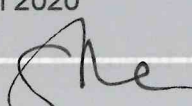


Lady Margaret Primary School



Where children come FIRST

Lettings Policy

Approved by:	Governing Body	Date: 21 st March 2019
Last reviewed on:	March 2019	
Next review due by:	March 2020	
Signed by:		

LETTINGS POLICY AND CONDITIONS OF HIRE

1 INTRODUCTION

- 1.1 Lady Margaret Primary School supports the community and private organisations by letting the school premises for appropriate activities that are carried out under the supervision of suitably trained people.
- 1.2 It is a condition of hire that the procedure detailed in the "Terms and Conditions of Hire" section is accepted and followed.

2 AIM OF LETTINGS POLICY

- 2.1 The school's primary aim for lets is to raise funding to enhance development of the school. The secondary aim is to assist organisations that help children to develop in a whole and balanced way and to learn the skills necessary to reach their full potential. Priority will be given to staff running extra-curricular clubs and the P.S.A. Privately run organisations – or those not directly connected to the school – will be charged at differentiated rates. The school is committed to providing a safe environment and takes all reasonable precautions to ensure that events that take place on the school premises are properly supervised.

3 SCOPE

- 3.1 This policy covers all private hire activities on the school premises and applies to all those attending such activities, whether or not they are pupils at the school.

4 TERMS AND CONDITIONS OF HIRE

- 4.1 The routine of the school must not be disrupted. This means that the earliest time any part of the school may be let is 4.45pm during term time. In many cases, the school will use its discretion to decide the most appropriate time for lettings to commence and cease.
- 4.2 Every effort must be made by the hirer before a let to protect school books, instruments, displays or anything else that is in the area of the let. Damage to any property will be charged directly to the hirer.
- 4.3 Any let **must be agreed by the Headteacher** to ensure it is practical.
- 4.4 The final decision to let the school rests with the Headteacher, in consultation with the Governing Body. The organisation of lets are an operational matter although their occurrence should be in line with the strategic aims of the school.
- 4.5 Governors will be notified of lettings periodically.
- 4.6 Notification of intention to sell and/or consume alcohol must be made on "The Application for Hire Form". This will be subject to the permission of the Headteacher and proof of compliance with all legal requirements for a license.

- 4.7 **Good Neighbour Clause - Our school is situated in a residential area and as such we are anxious to be good neighbours.**
- 4.8 Loud music/noise must be kept to minimum. **No letting shall continue beyond 10.30pm** unless permission is obtained in writing from the School.
- 4.9 **All outside activities must be curtailed by 10pm on any day.**
- 4.10 Music/noise should not be heard from the premises at the school perimeter.
- 4.11 The hirer must take responsibility for the clearance of litter and other such waste.
- 4.12 The hiring form includes a clause making the hirer responsible for any damage wilful or accidental or any theft. (The school's insurance will cover any major structural damage). A returnable deposit of £100.00 will be asked for and will be used to contribute towards the cost of damage repair/replacement should any be necessary.
- 4.13 Lettings are charged on the basis of the level of space/services used see appendix 1. Charges are levied on the time the building is open, not the duration of the let. This allows an adequate level of time for cleaning and security checks.
- 4.14 The person signing the form shall be an officer of the hiring organisation and shall be deemed to be the hirer and the person responsible for ensuring that the hiring conditions are complied with, if the school accepts the application.
- 4.15 Every application must state the exact nature and purpose of the meeting for which the premises is required; failure to correctly identify the nature and purpose of the meeting may result in access being denied, or hiring terminated early.
- 4.16 Charges for hire are at the discretion of the Governing Body. Cover may be arranged for a hirer where the hirer will be indemnified.
- 4.17 Insurance Company's liability in respect of any one event is limited to £2500000. The first £250 of any claim in respect of third party property damage is not covered.
- 4.18 The premises must be left in good order and vacated not later than the time booked. A charge will be levied for any time used over and above that booked. **Money may be deducted from the deposit should a letting run overtime.**

- 4.19 No hirer shall sub-let the premises to another party.
- 4.20 No preparations are to be applied to the floor or paintwork.
- 4.21 Use of equipment which may cause damage to the floors is forbidden.
- 4.22 No equipment or furniture other than that provided may be used or left on the premises without written prior authorization from the Headteacher. The hirer will be required to ensure that any item of furniture used during the hire is returned to its original position in its original condition prior to leaving the premises. For individuals who do not have public liability cover.
- 4.23 Lettings for music, dancing or stage plays are permissible only if the entertainment is for a closed organisation where admission is by invitation or ticket. The maximum group size is 80 people. Entertainments are regarded as private if admission is restricted to members of a club or similar association and their guests. The hirer is advised to ensure that only members or persons specially invited, are admitted to any entertainment. Other forms of entertainment may be classified as public entertainment and the school building is not licenced for public entertainment purposes. Responsibility rests with the hirer to obtain the appropriate licence from PRS (Performing Rights Society) or PPL (Phonographic Performance Licence) if required. If in any doubt, the hirer is advised to contact the Borough Environmental Health Officer for confirmation if a licence is required.
- 4.24 **Smoking is not permitted on the premises.**
- 4.25 No animals or livestock may be brought onto the premises without prior written permission from the Headteacher.
- 4.26 The Headteacher reserves the right to cancel a letting if the premises are closed or required for official purposes.
- 4.27 For ad hoc lets 7 days' notice of cancellation (in writing) by the hirer must be given. Deposits will not be refunded on cancellations of less than 7 days. Where block bookings have been made on a termly basis, the school requires at least 8 weeks' written warning of the cessation of the contract (not including school holidays). The school would in turn give the same notice to the hirer. If the hirer requires a longer period of notice by the school, then the school would require identical notice from the hirer.
- 4.28 The contract for long term lettings will run from 1st April until 31st March. Any review by the school of charges and/or conditions would be made by the previous December and the hirer informed. The school would expect the hirer to adhere to similar procedures when informing the school of any changes it proposed to make.

- 4.29 The new contract should specify room rate charges and the maximum number of pupils allowed in each class (normally 28).
- 4.30 The hirer must undertake to make good any loss of property or damage to premises or property and to compensate the school against all actions, expenses, claims, damages, penalties and demands arising out of or in any way connected with the hiring. A guarantee or security against loss will be demanded prior to confirmation of booking if considered necessary by the Governor.
- 4.31 Hirers will have access only to the particular room(s) let to them. The use of the W.C. accommodation will be made available. No access will be permitted to other parts of the building other than those specifically hired.
- 4.32 There will be no access to the telephone except by pre-arrangement or for an emergency. All calls will be charged for. Hirers are expected to ensure that a mobile telephone number is provided to the school in the event that contact needs to be made.
- 4.33 The school does not hold insurance to cover loss or damage to hirer's property which is stored, kept or brought on to these premises. It is up to you to take out such insurance.
- 4.34 Cover may be arranged for a hirer where the hirer will be indemnified.
- 4.35 Insurance Company's liability in respect of any one event is limited to £5000000. The first £250 of any claim in respect of third party property damage is not covered.
- 4.36 Schools advise Ealing Council's insurance section of the intention to hire by supplying the name, address and date and time of hire, so that confirmation of cover may be provided to the hirer. The attached form must be completed appendix 2.
- 4.37 No announcement or advertisement shall be made as to the proposed event or activity for which a hiring is requested until the application for such hiring has been accepted by the Headteacher and Governing Body.
- 4.38 Full payments of agreed price including the deposit must be made at least 14 days prior to the date of each hire.
- 4.39 The views of the school expressed by a member of school staff or governors will be final with regard to Health and Safety issues.
- 4.40 Hirers must provide their own First Aid kit and keep a log of any accidents.
- 4.41 On application, hirers will be required to produce a fire exit plan that satisfies the school's requirements.

4.42 External organisations working with children

If the Hirer is working with children they must follow the guidance issued in Working Together to Safeguard Children 2018.

It will be necessary for the hirer to undergo an enhanced DBS check if a particular letting involves contact with children and young people. It is the responsibility of the hirer, as advised by the Headteacher, to ensure that they have complied with this requirement and any relevant Ealing Safeguarding Children Board requirements for working with young people. When there is a requirement for DBS checks on associated staff to be undertaken, the Hirer must keep appropriate records in line with current Safeguarding and Child Protection best practice and report to the school any safeguarding concerns which may arise.

The Hirer will be required to provide evidence that DBS checks have been carried out on request. They will also be expected to show they have robust Safeguarding arrangements in place and that there is a named “designated person” for referring Child Protection and Safeguarding concerns.

The policies and procedures related to Safeguarding and Child Protection should be robust enough to stand up to scrutiny in line with the expectations of the school.

National organisations may have their own safeguarding policies and procedures that stand up to scrutiny and the school should satisfy themselves that the person responsible for the lease is fully aware of Ealing’s policies and procedures as well.

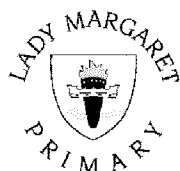
Where the hirer is providing sporting activity or coaching, valid and current First Aid certificates must be in place when school or Academy First-Aiders are not present.

A certificate of public liability insurance must also be in place for the provider. Coaches working for that provider must also be able to show evidence of public liability cover if that is a requirement of their role within the organisation that is hiring or letting the school premises.

An initial Safeguarding meeting may be appropriate prior to the beginning of a lease, to allow a briefing on how to report a CP concern in Ealing and how to contact the LADO if there is a concern about the suitability of an adult to work with children, meeting the criteria stated below –

- Behaved in a way that has harmed a child, or may have harmed a child;
- Possibly committed a criminal offence against or related to a child;
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children.

Appendix 1: Hire charges



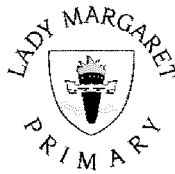
HALL HIRE PRICING

Availability 7 days a week

Monday	4:45pm	5:45pm
Tuesday	4:45pm	5:45pm
Wednesday	4:45pm	7:45pm
Thursday	4:45pm	5:45pm
Friday	4:45pm	5:45pm
Saturday and Sunday	9.30am	10.30pm

Hall Hire	Week day evenings		Weekends		Bank Holidays		Dimensions	Seats
Upper Hall	£ 40.00	per hour	£ 60.00	per hour	£ 100.00	per hour	19.5m x 8.6m	80
Kitchen upstairs	£ 25.00	per hour	£ 37.50	per hour	£ 50.00	per hour		
Lower Hall	£ 40.00	per hour	£ 60.00	per hour	£ 100.00	per hour	19.5m x 8.6m	110
Music Room	£ 30.00	per hour	£ 45.00	per hour	£ 60.00	per hour	7.6m x 4.7m	30
Ground floor House	£ 20.00	per hour	£ 30.00	per hour	£ 40.00	per hour	7.6m x 3.0m	12
Small Meeting Room	£ 25.00	per hour	£ 37.50	per hour	£ 50.00	per hour		8
Cleaning deposit of £100 is required for each booking								
10% discount available for block booking								
Facilities	Equipment							
Toilets	Film Projector							
Entrance	Fire Alarms							
Upper Hall with Stage	Piano							
Lower Hall	Projection Screen							
Wheelchair Access	Sound Equipment							
Small Kitchen								
Parking								

Appendix 2 Hire Agreement



HIRE OF FACILITIES AT LADY MARGARET PRIMARY SCHOOL

Hirer Details (to be completed by Hirer):

Name of Hirer:

Address.....

Telephone Number..... Email Address.....

Name of Organisation.....

Activity of Organisation.....

Details of Premises Requested (Lower hall, upper hall, Classroom etc.):

.....

Dates Requested:

Start Time: Finish Time: *(please allow time for your preparation and clearing up)*

Frequency:.....

Use of School Equipment (please specify your request).....

Details of any Electrical Equipment to be brought on site.....

Maximum Number of Participants.....

Number of Supervising Adults.....

Relevant Qualifications of Supervising Adults.....

Enhanced DBS Form: Please state the name of the candidate, the date the form was issued, who issued it and the DBS number.

.....
Dates during the year when facilities will be unavailable due to school use or closure will be issued at the beginning of the school year in September. These dates may be subject to change, but prior notice will be given wherever possible.

Agreement

The Hirer confirms that adequate and appropriate insurance cover is in place for the activity to be carried out (see Terms and Conditions 4.33 – 4.36 for further details) and has attached a copy to this document

The Hirer agrees to all hire charges as outlined by the School and to comply with the Terms and Conditions of Hire of the School Premises as per the School’s Lettings Policy

The Hirer confirms that he/she is over 21 years of age, and that the information provided on this form is correct

Signed: (The Hirer) *Date:*

The school agrees to the hire based upon the above information provided by the Hirer and in accordance with the Terms and Conditions of hire of the School Premises as per the School’s Lettings Policy.

Signed: (on behalf of the School) *Date:*

