



# Crowlands Primary School

## Lettings Policy 2015-18

Reviewed and Agreed Leadership and Management Committee

Date: September 2015

Updated: May 2017

Next review date: Autumn 2018

Approved by Governing Body

**Status of this document**

This policy details the local arrangements for managing premises lettings at Crowlands Primary School. For the purpose of this policy a letting is defined as any use of the school premises outside normal school hours.

**Statement of intent**

The governing body is committed to making the school premises available to further links with the local community and provide space for worthwhile activities to take place, especially those that develop further the lives of pupils.

The governing body is responsible for any letting involving the school facilities and delegates the day to day organisation to the head teacher or her deputy.

In all cases, school usage will have precedence over a letting request.

During the letting, all activities must comply with the current school policies as well as complying with current health and safety legislation.

In order to ensure that any letting operates in a safe manner and does not pose a threat to the safety of any member of the school or wider community, the head teacher or their nominated representative will carry out any relevant risk assessments.

The hirer will also be required to carry out any relevant risk assessments for the activities for which they are responsible.

Lettings likely to upset the school neighbours will not be permitted.

Signed Chairman of Governors



Signed Headteacher



### **Organisation of Lettings**

The overview for organisation of lettings is the responsibility of the head teacher who will make decisions concerning the suitability of individual lettings.

Hirers will be issued with a copy of this policy, including the conditions for letting and booking form (Appendix 1), at the time of application in order that they may withdraw if they are unable to accept the conditions of hire.

All applications for the hire of accommodation should be made on the standard booking form.

The application will identify the hirer by name and state whether the request is made on behalf of an individual or a corporate body. It will also indicate the nature of the event.

All applications will include details of a designated named person responsible for the letting who will liaise with the head teacher or their nominated representative prior to and during the letting.

The school reserves the right to refuse any application.

### **Type of Lettings**

The school premises may be let for the following purposes:

- a) Local authority organised (i.e. directed).
- b) Adult education.
- c) Concessionary (e.g. Parents association, school staff).
- d) School organised.
- e) Clubs and associations.
- f) Private individuals.
- g) Others.

### **Charges for Lettings**

The scale of charges (Appendix B) is agreed by the finance and staffing committee and reviewed annually.

Where a new situation arises with a letting, the head teacher and chair of governors will make a decision and a report will be made to the governors at the next meeting.

A returnable deposit will be requested in circumstances where extra charges are likely to be incurred, e.g. additional cleaning.

Employees of the school will be allowed a discount on current charges subject to conditions.

### **Conflict of Interests**

The school reserves the right to refuse or cancel a booking where it is considered that it would conflict with the ethos and policies of the school or have an adverse effect on its reputation.

**Basic conditions for permission to let a school facility**

Lettings that generate large quantities of litter will be refused.

Activities that require extensive reinstatement of the building for normal use will be refused.

The nature of any club or society should be clearly stated on the booking form and the possible effect on the school will be investigated.

Events that are likely to cause disturbance or offence to our neighbours will be refused.

The Governors decision in these cases will be final

**Revision of Policy and Letting Practices**

The policy needs to reflect changes to the building or to health and safety legislation. The head teacher will make an evaluation of these when necessary and recommend amendments for approval by the governing body.

## **Appendix 1: Conditions of letting and booking form**

### Conditions of Letting

All applications for the hire of accommodation should be addressed to Crowlands Primary School, London Road, Romford, Essex, RM7 9EJ and made on the standard booking form.

The school reserves the right to refuse any application.

The school reserves the right to vary the hiring fee at any time up to six weeks before the date of the event for which the accommodation has been hired, whether the previously notified fee has been paid or not. Any additional fee involved must be paid before the hire takes place.

Provisional bookings will be reserved for seven days from the receipt of the enquiry.

The hirer must be over eighteen years of age and will be required to pay the full fee no later than six weeks before the letting takes place. For block/regular bookings, the fee must be paid termly in advance.

The school may cancel bookings at any time, in which case the hirer will be reimbursed the full amount paid. The school will not be held responsible for the loss of any estimated income or actual expenses arising from such cancellations.

Cancellations by hirers will be accepted on the basis that if 28 days or more notice is given then one-third of the full fee will remain payable, and if less than 28 days then the full fee will be payable.

School kitchens may be used by the hirer or a catering contractor who is approved by the council, subject to the payment of a fee and in compliance with the specific conditions set out elsewhere for their use.

No items likely to cause damage to the floors, walls or other finishes, such as barrels, bottles, cases etc shall be brought into school accommodation without the hirer having taken adequate protective measures.

The school will not be responsible for any loss of property, injury to persons or other claim sustained during the period of hire, except insofar as any loss or injury may be caused by, or any claim result from, any act or default of the school or of any employee of the council acting in the performance of his duties as such an employee.

The hirer is responsible for the preservation of good order and shall fully compensate the school for any damage howsoever occasioned except insofar as he satisfies the school that such damage or loss was caused by any act or default of the school or of any employee of the council acting in the performance of his duties as such an employee.

The hirer shall at all times permit access to the premises and services by the staff of the director of children's services. Access must also be given at all times to police officers and environmental and consumer services officers if the premises are in use for a licensed event.

The school will not be responsible for any loss to the hirer due to any breakdown of machinery, failure of supply of gas, water or electricity, leakage of water or fire (except insofar as any such loss may be caused by any act or default of the school or any employee) or due to any government restrictions or act of God, which may cause the premises to be closed or the hiring to be interrupted or cancelled.

The hirer shall not sub-let or assign any part of the accommodation and shall not use it for any other purpose than that for which it has been hired.

No copyright dramatic or musical work shall be performed without the license of the owner of the copyright and all such licenses shall be produced on demand to the school or any duly authorised officer of the council. The hirer shall indemnify the school against any infringement of copyright which may occur during the hiring. All Performing Rights Society conditions must be adhered to where musical works are being performed.

The hirer shall, upon request, provide for approval, a copy of the programme of any entertainment to be given by the hirer. Once approved, the entertainment provided must conform to the programme. If the programme is not approved and cannot subsequently be varied as necessary, the hirer will be allowed to cancel the hiring on payment of the appropriate fees as set out in Appendix 2.

The hirer or the responsible person, whose name and address must have been supplied to the school before the date of the hiring, must be in attendance at the premises throughout the period of the hire.

The hirer will be responsible for any call out charge made by Metro Securities due to the burglar alarm being activated in error / accidentally or maliciously whilst on site.

The hirer shall be responsible for maintaining good order throughout the period of the hire and shall ensure that events are properly supervised, with sufficient stewards if so required.

The hirer should ensure that the use of the premises does not cause a nuisance to local inhabitants.

The school will normally have a representative in attendance during the period of a letting to ensure compliance with these conditions and that person will be invested with the power to terminate a use immediately if circumstances so demand.

The schools' representative or other authorised officer of the council will also have the authority to control the volume of sound caused by musical equipment.

In the event of a hire being terminated, due to failure to comply with any of these conditions, all sums paid by the hirer will be retained and the school will reserve the right not to accept any further requests to hire accommodation.

The school premises are not licensed for public entertainment. For certain types of events an occasional license must be obtained from the council's environmental health licensing officer. Separate advice is available on those uses/events that would require a license. The initial approach on such matters should be made to the school. Hirers are responsible for ensuring that the conditions attached to any granting of a license are fully observed.

No alcohol shall be consumed on the school premises without the express permission of the school governing body. In addition, no alcohol shall be sold on the premises unless an occasional license has been obtained from the local licensing justices. (an occasional license is not required for the supply or consumption of alcohol providing that it is supplied free of charge. The use of tokens or tickets for purchasing alcohol is not permissible).

Hirers must give sufficient notice for these procedures to be followed and, if approved, the hirer will be responsible for the opening and closing of the bar as required by the conditions of license.

All hiring (other than in specifically approved cases), must cease by 11pm. Other activities, such as dancing, must end by 11pm. to ensure that the hire ends and the premises are vacated by midnight.

The hirer shall ensure that the number of people admitted to a function does not exceed the maximum number for that type of use as laid down by the school or in an occasional license.

When booking the use of the premises, the hirer should indicate the number of chairs or any other special requirements, which will be met if possible. If sufficient chairs, etc. cannot be provided by the school, consideration will be given to grant permission for the hirer to provide, at their own expense, such additional items. It would normally be the role of the hirer to arrange, set out and put back furniture used in conjunction with a letting.

No bolts, nails, tacks, screws, etc. shall be used on the school premises, nor shall notices or bills be displayed without express permission. The wearing of stiletto heeled shoes is not permitted under any circumstances.

No alterations or additions shall be made to the school premises or services (e.g. additional lighting) without express prior written approval.

Hirers will leave the accommodation in a reasonable and tidy condition after use. A charge will be made to cover the cost of additional reinstatement and cleaning.

The school will not be held responsible for the loss or damage to cars parked on its premises.

The hirer is responsible for the safety of all the people attending the function. Appendix 3 outlines the Health and Safety requirements that the hirer must make themselves familiar with.

The school requires that hirers have adequate public liability insurance covering the period of the letting. Evidence of this insurance, i.e. A current policy, will be required at the time of booking. If this is not produced the school will refuse the letting.

Should these conditions not cover a specific circumstance arising out of a particular request from a hirer, then due consideration will be given to that at the time of booking and any necessary special conditions will be set out in writing. Hirers should ensure that sufficient notice is given of such needs to enable them to be considered before the hire takes place.

<b>Hire of School Accommodation Form</b>				
Name of Hirer:			Date:	
Address:				
Telephone no:				
<b>Accommodation Requested</b>				
Main Hall			Kitchen	
Room	Room	Room	Room	Room
<b>Purpose of Hire:</b>				
Additional Requirements (If available)				

<b>Payment</b>	
Hire Fees:	Deposit:
Full / Part fees	

<b>Declaration</b>
<p>I/We agree to hire the above accommodation and confirm that it is to be used for the purpose described above.</p> <p>I have read the Terms &amp; Conditions of Hire and agree to abide by these conditions</p> <p>Name: ..... Signed: .....</p> <p>Date: .....</p>

**Appendix 2: Charges for Lettings**

Area of school	Charge £	
	Standard hire	PTA hire
KS1 Hall	£25/hour	£15/hour
KS2 Hall	£30/hour	£15/hour
Sports Playgrounds	£15/hour	£15/hour
The Hub	£35/session	N/A
Dining Hall	£30/hour	£15/hour

**Maximum number of persons allowed in specific areas of school**

Area of School	Maximum Numbers
KS1 Hall	120
KS2 Hall	220
Dining Hall	

### **Appendix 3: Health & Safety**

There are several health & safety requirements that must be adhered to when the school premises are open to the public.

It is the responsibility of the hirer to ensure that any equipment brought onto the school site conforms to current health & safety regulations and is safe to use. Also, suitable precautions must be taken to isolate specialised equipment from unauthorised members of the group. The school's representative is authorised to stop the use of any equipment which is obviously a threat to the safety of persons present.

In general, it is the responsibility of the hirer to ensure that a fully stocked first aid kit (in accordance with current legislation) and a qualified first aider are provided. However, by agreement, the first aid facilities and a qualified first aider within the school will be made available.

In accordance with current health & safety legislation, it is the responsibility of the hirer to report any accident, incident or near miss, however small, to the school so that the appropriate report is generated and procedures are complied with.

It is important that all persons in the school building(s) during a letting are made aware of the nearest route to an open exit. It is therefore the responsibility of the hirer to relay this correct information to all members of the public visiting the school during the period of let. This should take place at the earliest convenient time when all visitors are present.

Hirers should:

- a) Inform all visitors of exits that will be open during the evening.
- b) Check with the school's representative that these exits are in fact open.
- c) Arrange with the school's representative to ring the emergency bell in order that all present will recognise it in the event of an emergency.
- d) Act on advice given by the school's representative with regards to health & safety.
- e) Evening lettings – to be made aware of school fire procedure.
  - a. Press fire button at fire call point

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- b. Call 999 and summon fire, police or ambulance. Advise the operator that they need to attend the school via the Lessington Avenue entrance.

In an emergency call 999 and summon fire, police or ambulance. If the emergency is out of normal school hours please telephone Mrs McClenaghan (HT) 07931705123.

The name and address of the school is:

Crowlands Primary School

London Road

Romford

Essex

RM7 9EJ

Tel: 01708 743402

**Appendix 3a: Letting of educational premises – health and safety checklist**

(To be completed by the person on duty in consultation with the person hiring the premises).

**Crowlands Primary School**

**Date of Letting:** ..... **From:** ..... **To:** .....

**Name of person on duty:** .....

**Please Tick**

- Limits on accommodation
- Location of fire extinguishers
- Location of fire alarm call points
- Location of First Aid box
- Telephone access (for emergency use)
- Location of emergency exits
- Location of toilets
- Person in charge of the group to explain
- Person in charge of the group to arrange procedure for emergency evacuation
- Person in charge to inform person on duty of any incidents/damage when leaving the site
- In the case of 'Repeat Bookings' the person on duty will inform of any changes

**Any other information**

The person on duty has explained the above items to me.

**Name:** ..... **Signed:** ..... **Date:** .....

**Group Name:** .....

**Appendix 4: Notes for the school representative (usually site manager)**

You must read and ensure that you understand the school's lettings policy.

Check with the head teacher for:

- a) The name of the hirer.
- b) The precise date, time and duration.
- c) The areas to be let.

Referring to the plans of the areas in use, ensure that the emergency exits indicated as being open are in fact open.

Meet with the hirer at the beginning of the let and discuss the procedures with him/her. Make sure they are familiar with the location of the emergency exits.

Express any concerns you have about any health & safety aspects of the let.

Remind the person in charge of the let to publicly announce to all the assembled persons of the procedures for an emergency evacuation.

Arrange to ring the emergency alarm at the beginning of the let in order that all persons present are aware of it.

Point out the position of the local fire alarm points, public telephone and nearest accessible office.

Monitor the let for any concerns you may have with regard to the safety of all those present. Be especially watchful for blocking of exits, etc. or situations that may lead to fire, e.g. naked candles.

Signed:  
Headteacher

Dated:

Signed:  
Chair of Finance

Dated:

Signed:  
Chair of Governors

Dated: