



*“We want everyone at Hillingdon Primary School to be happy, caring and independent. Our school is a place where we learn together, doing our best to achieve success.”*

## **LETTINGS POLICY**

### **1. INTRODUCTION**

The Local Governing Body will make every reasonable effort to ensure the school building and grounds are available for community use. However, the overriding aim of the Local Governing Body is to support the school in providing the best possible education for its pupils. Any lettings of the premises to outside organisations will be considered with this in mind.

#### **1.1 DEFINITION OF A LETTING**

A letting may be defined as ‘any use of the school premises by either a community group or a commercial organisation’, regardless of whether a letting fee is charged. It must not interfere with the primary activity of the school, which is to provide a high standard of education for all its pupils.

#### **1.2 CHARGES FOR A LETTING**

The Local Governing Body is responsible for setting charges for the letting of the school premises. A charge will be levied which covers the following:

- Cost of services (heating, lighting & catering);
- Cost of staffing (additional security, caretaking and cleaning) - including “on- costs”;
- Cost of administration;
- Cost of “wear and tear”;
- Cost of use of school equipment (if applicable);
- Fee in lieu of use of premises, ie a rental value.

In order to achieve full cost recovery the school Business Leader should calculate costs using school financial and energy costs based on actual room sizes. The Local Governing Body is responsible for setting the charges for the letting of the school premises. The current charges are set out at Appendix A.

### **2. APPLYING TO USE THE SCHOOL**

Applying to use the school premises should be made to the Business Leader and the Letting Agreement (Appendix B) should be filled in at least 21 days before the event.

The Business Leader will resolve any conflicting requests for the use of the premises, with school functions always receiving priority.

The Business Leader is responsible for the management of lettings, in accordance with the school’s policy, but the School Principal retains overall responsibility.

If the Business Leader / Principal has any concern about the appropriateness of a particular request for a letting, he/she will consult the Chair of Governors, who has the authority to determine the issue on behalf of the Local Governing Body.

The Local Governing Body has the right to refuse an application and no letting should be regarded as 'booked' until approval has been given in writing. No public announcement of any activity or function taking place should be made by the organisation concerned until the booking has been confirmed in writing.

### **3. LETTING AGREEMENT**

Once a letting has been approved, a letter will be sent to the Hirer, confirming the details of the letting, along with a copy of the letting agreement (Appendix B) and terms and conditions (Appendix C).

The letting agreement needs to be signed and returned to the school before the letting can take place. It should be signed by a named individual and the agreement should be in their name, giving their permanent private address.

The named individual applying to hire the premises will be invoiced for the cost of the letting.

All letting fees will be paid into the school's bank account to offset the costs of services, staffing etc.

#### **3.1 TERMINATION OF LETTING AGREEMENT**

The Principal, or the Chair of the Local Governing Body, has the immediate power to terminate any letting agreement relating to the hire of the school premises, in accordance with the terms and conditions as at Appendix C.

### **4. SAFEGUARDING**

The Hirer shall ensure that where a hiring involves activities aimed predominantly at children, and/or the activity is positively supported by the school for the attendance of children, they have appropriate safeguarding policies and procedures in place and that they, themselves and those persons likely to have contact with children, have been subject to Enhanced Disclosure and Barring Service checks. The Governors reserve the right to require the Hirer to produce evidence that enhanced DBS checks have been carried out on all persons and to review safeguarding policies and procedures and to impose any additional requirement they consider appropriate in connection with the hiring. If for any reason the Governors are not satisfied then they reserve the right to cancel any hiring and there shall be no liability to the Hirer other than to refund any hiring fee or deposit paid. The latest guidance can be found at:

<http://publications.education.gov.uk>

**CURRENT LETTINGS CHARGES**

The current Scale of Charges will apply until the start of the new financial year each April. At this time the charges may be amended in line with the current NJC rates of pay adopted by Hillingdon Primary School.

Hall – maximum capacity in the hall is 250 people.

The lettings charge includes the use of hall, chairs, tables and benches. Rates will be negotiated for other parts of the school and equipment that is requested for a letting.

The current scale of charges is:

NB Hourly rate charged for first hour + all hours and part-hours thereafter.	Hourly rate Mon - Fri 6.00 a.m. - 10.30 p.m. £	Hourly rate Weekends / Bank Holidays 6.00 a.m. - 10.30 p.m. £
Non-profit making	£25	£40
Profit making	£35	£50
VAT - private lettings only (i.e. not statutory lettings or designated lettings)	All lettings are exempt from VAT	
Site Keyholder / Supervisor (this is normally included within the letting fee)	12.50	18.50

Discounts will be negotiated for block bookings paid in advance.



Chair of Local Governing Body ..... Date ....27/03/18.....

**LETTING AGREEMENT**

(Please complete this form in block capitals)

**SECTION 1: BOOKING DETAILS**

Facilities Required:	
Other requirements (e.g. chairs set out, equipment, etc):	
Dates and times:	
Purpose of letting:	
Name and address of organisation:	
Will alcohol be brought onto the premises:	
Are you obtaining a license for sale of alcohol:	
Do you have you insurance to cover the event:	YES / NO (If Yes, please complete section 2)
Full name of Hirer:	Mr/Mrs/Miss
Address of Hirer:	
Contact Number:	
Signature of Hirer:	
Date:	

Please complete and return to the school at least 21 days before the event. We will confirm the booking and notify you of the charges. You will need to send copies of any licenses required on confirmation.

Principal's acceptance of booking  
(The approval of the Chair of Governors must be obtained where the Hirer requires alcohol to be brought onto the school premises).

**SECTION 2: LETTINGS INDEMNITY (Complete if applicable)**

INSURANCE COVER – To comply with the conditions of the hiring agreement.

I hereby indemnify the school against any claims made against it arising from the use of hired premises. In addition I accept responsibility for any claims the school may have for any damage to its property arising from its use during my hire.

I maintain a Public Liability Insurance Policy, the details of which are as under:

Policy Number \_\_\_\_\_ Expiry Date \_\_\_\_\_

Name and Address of Insurance Company: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Indemnity Limit: \_\_\_\_\_

**SECTION 3: DECLARATION (Please read before signing)**

I have received a copy of the Lettings policy and Terms and Conditions for the Letting of School Premises and agree to be bound by them. I agree that systems are in place with regards to safeguarding measures as per the lettings policy. Any licenses necessary and the Theatres Act 1968 and the Cinematograph Acts 1909 and 1952 have been or will be observed and any requirements of the Licensing Justices, where necessary, have been or will be met. I agree to pay the charges due as required and hereby certify that the premises and grounds will be used only for the purpose stated.

I am over 18 years of age.

Signature: \_\_\_\_\_ Date of application: \_\_\_\_\_

NAME (BLOCK CAPITALS) Mr/Mrs/Ms/Miss \_\_\_\_\_

**FOR SCHOOL USE ONLY:**

Availability of facilities: YES / NO

Letting Charge: \_\_\_\_\_

Lettings supervisor: \_\_\_\_\_

Invoice: \_\_\_\_\_

**TERMS AND CONDITIONS OF LETTING OF THE SCHOOL PREMISES**

These terms and conditions must be complied with.

The 'Hirer' shall be the named individual on the letting agreement and this person will be personally responsible for payment of all fees or other sums due in respect of the letting.

**1. STATUS OF THE HIRER**

Lettings will not be made to persons under the age of 18, or to any organisation or group with an unlawful or extremist background.

The letting agreement is personal to the Hirer only, and nothing in it is intended to have the effect of giving exclusive possession of any part of the school to them or of creating any tenancy between the school and the Hirer.

**2. DISCLOSURE AND BARRING SERVICE CHECKS**

It may be necessary for the Hirer to undergo a disclosure and barring services check via the Disclosure and Barring Service (DBS). If a particular letting involves contact with children and young people, it is the responsibility of the Hirer, as advised by the Principal, to ensure that they have complied with the DBS Code of Practise.

When there is a requirement for DBS checks to be undertaken, the Hirer must keep appropriate records in line with the DBS Code of Practise 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.

**3. INDEMNITY AND INSURANCE**

Lettings are made on the agreement that the Local Governing Body are indemnified by the Hirer against any loss, damage, costs and expenses during the use of the school premises by the Hirer except where such loss, damage costs and expenses are directly attributable to the negligence of the employees of the Local Governing Body.

The Hirer shall agree to repay to the School all expenses which may be incurred by the School in repairing, making good or replacing any part of the school buildings or the contents thereof which may be lost, damaged or destroyed in consequence of the Hirer's use of the school. The School will notify the Hirer within 72 hours, or as soon as reasonably practical, the nature and details of any claim. The Hirer will be given the opportunity to investigate and respond before any monies are deducted.

The Hirer must be able to show that they have public liability insurance of no less than £5,000,000 in respect of each and every claim and able to indemnify the Local Governing Body of the School if it has to repair, replace or make good any part of the school premises or contents which may be lost, damaged or destroyed as a result of the Hirer's use.

In the event that the Hirer is unable to produce satisfactory evidence that they hold adequate Public Liability insurance to the sum of £ 5,000,000, the Hirer agrees for the School to arrange Public Liability insurance to this amount on their behalf and further

agrees that it will reimburse the School for cost of such Public Liability cover.

#### **4. STATUTORY REQUIREMENTS**

The Hirer must not do or permit any act, matter or thing which would, or might, constitute an illegal or immoral activity affecting the school premises or which would, or might, vitiate in whole or in part any insurance affected in respect of the premises from time to time.

#### **5. LICENSES AND PERMISSIONS**

The Hirer shall be responsible for obtaining any public licenses necessary in connection with the booking and should confirm with the school the licenses they hold.

Permission or license must be obtained from the copyright owner, the owner of the sound recordings (if appropriate) and the publisher for any public performance of music, musicals, operas, or stage plays. The borrowing of music scores or plays from a local library does not constitute permission to perform.

Hirers are reminded that it is illegal to photocopy music or plays without the express permission in writing of the copyright holder except in certain circumstances. Any infringement of this is liable to prosecution.

The Hirer shall indemnify the governors against all sums of money which the governors may have to pay by reason of an infringement of copyright or performing right occurring during the period of hire covered by this agreement.

#### **6. PUBLIC SAFETY**

All conditions attached to the granting of the license, stage play or other licenses and the school's health and safety policy shall be strictly observed. Nothing shall be done which will endanger the users of the building, or invalidate the policies of insurance relating to it and its contents. In particular:

- a) Obstructions must not be placed in gangways or exits, nor in front of emergency exits, which must be available for free public access and exit at all times
- b) Fire-fighting apparatus shall be kept in its proper place and only used for its intended purpose
- c) The fire brigade shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to the Principal
- d) The Hirer is responsible for familiarising his/herself with the procedure for evacuation of the premises, the escape routes, assembly points, and shall be familiar with the fire-fighting equipment available
- e) Performances involving danger to the public shall not be permitted
- f) Highly flammable substances shall not be brought into, or used, in any part of the premises. No internal decorations of a combustible nature (e.g. polystyrene, cotton, hay, etc) shall be undertaken or erected without the consent of the Local Governing Body

- g) The use of any form of pyrotechnics or fireworks is strictly prohibited.
- h) No unauthorised heating appliances shall be used on the premises
- i) All electrical equipment brought into the building shall be subject to regular PAT testing and certification provided in evidence. The intention to use any electrical equipment must be notified on the hire application form. The Local Governing Body disclaim all responsibility for all claims and costs arising out of or in any way relating to such equipment
- j) Adequate supervision must be provided to maintain order and good conduct, and, where applicable, the Hirer must adhere to the correct adult/pupil ratios at all times when these are specified for particular activities, e.g by national governing bodies of sports, scouts etc.

## **7. THE HIRER'S RESPONSIBILITIES**

The Hirer must inform the school of any fault, damage or other problems with the premises or equipment encountered during the letting.

No part of the premises is to be used otherwise than for the purpose of the premises requested.

No part of the premises requested is to be used for any unlawful purpose or in any unlawful way.

### **7.1 OWN RISK**

It is the Hirer's responsibility to ensure that all those attending are made aware of the fact that they do so in all respects at their own risk.

### **7.2 FIRST AID FACILITIES**

It is the responsibility of the Hirer to make their own first aid arrangements, such as the provision of a first aid kit, and the provision of first aid training for supervising personnel, particularly in the case of sports lettings. There is no legal requirement for the school to provide first aid facilities and use of the school's resources is not available.

An automated external defibrillator (AED) is maintained on the school premises and can be found behind the main reception desk.

### **7.3 FURNITURE AND FITTINGS**

Furniture and fittings shall not be removed or interfered with in any way. Nor shall they be rearranged except by prior agreement and will be subject to reinstatement at the end of each session of use. No fittings or decorating of any kind necessitating drilling, or the fixing of nails or screws into fixtures which are part of the school fabric, is permitted. In the event of any damage to premises or property arising from the letting, the Hirer shall pay the cost of any repair required.



Hall floors are used by children for physical education and no substance is to be applied to floors to prepare them for dancing or any other activity. No footwear liable to damage floors may be worn in school buildings. If activities involve outdoor use, participants should ensure footwear is cleaned before re-entering the building.

#### **7.4 FOOD AND DRINK**

No food and drink may be prepared or consumed on the property without the direct permission of the Principal in line with current food hygiene regulations.

#### **7.5 KITCHEN/FOOD PREPARATION, FACILITIES AND EQUIPMENT**

The Hirer shall only be permitted to use of kitchens and/or equipment where a member of the school's staff is available to supervise such use and subject to reimbursement of the resultant staff costs.

#### **7.6 INTOXICATING LIQUOR**

No intoxicating liquors are permitted to be bought, sold or consumed on any part of the premises without the permission in writing of the Principal / Local Governing Body, whose written consent must also be obtained prior to seeking any Temporary Event notice for the sale of alcoholic liquor from the local Licensing Authority. All evidence of intoxicating liquor must be removed from the premises at the end of the letting.

#### **7.7 SMOKING**

The whole of the school premises, which includes the grounds, is a non-smoking area, and smoking is not permitted.

#### **7.8 BETTING, GAMING AND LOTTERIES**

Nothing shall be done on, or in relation to, the premises in contravention of the law relating to betting, gaming and lotteries, and the persons or organisations responsible for functions held in the premises shall ensure that the requirements of the relevant legislation are strictly observed.

#### **7.9 NUISANCE/DISTURBANCE**

Hirers and organisers of events in the school premises are responsible for ensuring that the noise level of their function does not interfere with the other activities within the building nor to cause inconvenience for the occupiers of nearby houses or property.

#### **7.10 DISPOSAL OF WASTE**

The Hirer must comply with the school's arrangements for disposal of any rubbish or waste materials.

#### **7.11 ANIMALS**

Except in the case of trained guide dogs for the blind and hearing dogs for the deaf, animals shall not be permitted on the school premises.

## **7.12 RULES**

The Hirer shall comply with any rules and regulations which the Local Governing Body shall make from time to time.

## **7.13 CHARGES AND CANCELLATIONS**

The Hirer acknowledges that the charges are as set out in the letting agreement, including any review arrangements specified. Charges will normally be calculated on half hourly periods.

Unless otherwise stated, full payment must be received 10 working days in advance of the letting. The letting will not be allowed to take place unless full payment has been received in advance of the letting.

Payment for a regular weekly letting or block booking must be made termly in advance.

Cancellation, postponement or alteration of the letting, or in the case of a block letting, cancellation, postponement or alteration of one session of the block letting, should, where possible, be advised to the School in writing not later than 48 hours before the date of the booking. If, for any reason, the School does not receive this written cancellation in the timescale specified, the Hirer may, at the discretion of the School, still be liable for the full cost of the letting or, in the case of a block letting, for the cost of that one session.

The Local Governing Body will not accept any responsibility for any loss, or other expenses however incurred by the Hirer, in the event of a cancellation by the Local Governing Body of the letting as a result of circumstances beyond its control (including, without prejudice to the generality of the same, industrial action by its employees, or others, oil shortage, failure of electricity/gas supply).

The decision of the Local Governing Body as to whether a letting should be cancelled shall be binding on the Hirer.

Where payment for the hiring of the school facilities is not reached by the prescribed deadlines, and/or without prior agreement by the Business Leader the Local Governing Body reserves the right to terminate the letting with notice of one week. The Local Governing Body will not accept any responsibility for any loss, or other expenses, however incurred by the Hirer, in the event of the cancellation of the letting as a result of the circumstances described above. The decision of the Local Governing Body as to whether a letting should be cancelled shall be binding on the Hirer.

It is the Hirer's responsibility to notify its club members appropriately of the withdrawal of the school facilities in the event of the letting being cancelled for the reason outlined above.

## **7.14 SUB-LETTING**

The Hirer shall not sub-let the premises, underlet or share possession with any other parties.

#### **7.15 STORAGE ANCILLARY TO THE LETTING**

The permission of the Local Governing Body/Principal must be obtained before goods or equipment are left or stored on the premises, except that the Principal is authorised to grant permission for the overnight storage of goods and equipment brought to the school for a particular event.

#### **7.16 LOSS OF PROPERTY**

The Local Governing Body cannot accept responsibility for damage to, or the loss or theft of, Hirer's property and effects. It is the responsibility of the Hirer to make his/her own insurance arrangements if required.

#### **7.17 CAR PARKING**

Cars shall not be parked so as to cause an obstruction at the entrance to, or exits from, the school. In particular the Hirer must ensure that access to the school by emergency vehicles is not obstructed or delayed. Users of the school should avoid undue noise on arrival and departure.

The Hirer may, subject to availability, use the School car park at their own risk. The School does not accept responsibility for any loss or damage that may occur to vehicles that use its car park.

#### **7.18 TOILET FACILITIES**

Access to the designated school's toilet facilities is included as part of the letting arrangements.

#### **7.19 RIGHT OF ACCESS**

The Local Governing Body reserves the right of access to the premises during the letting for emergency or monitoring purposes (The Principal or members of the Local Governing Body from the Finance Committee may monitor activities from time to time).

#### **7.20 VACATION OF PREMISES**

The Hirer shall ensure that the premises are vacated promptly at the end of the letting session. The Hirer is responsible for supervising any children taking part in an activity until they are collected by a responsible adult.

Any Hirer who does not vacate the premises at the agreed time will be charged for the additional letting time. The charges will be based on half hourly periods.

**8. Jurisdiction**

The Hirer and School agree that this contract is governed by the Laws of England and that the exclusive jurisdiction of the English Courts applies.

I have read and understood the above terms and conditions and agree to be bound by them.

..... signed on behalf of the Hirer

..... Date

..... signed on behalf of the School

..... Date