



Lettings Policy

November 2015

Introduction

This Lettings Policy contains details of letting arrangements for Gallions Primary School premises.

The school buildings and grounds are a community asset, and every reasonable effort will be made to use them as much as possible.

Priority will be given to education or community use, and any lettings of the premises to outside organisations will be considered with this in mind.

Definition

A letting is defined as “any use of the school buildings and grounds by parties other than the school”, and may be an individual, community group or commercial organisation

Three types of lettings are defined as:

School lettings for activities for pupils or their partners and carers that provide educational benefit to pupils, which may be subsidised by the school

Community lettings for other community activities, which will be charged to cover the cost of usage.

Commercial lettings which will be charged at cost plus an income margin for the school

Terms & Conditions of Hire

The Terms & Conditions of hire are as follows. A copy of this document will be provided to the Hirer, and is attached as Appendix1

Terms and Conditions for use of Premises

USE

1. Payment for hire shall be made in advance on submission of the Booking Form, and a returnable deposit against damage shall be paid on request.
2. The accommodation shall only be used for the purposes stated on the application, and within the hours agreed in the letting agreement issued by the school. The applicant shall be responsible for ensuring these conditions of occupation are observed.
3. Applicants providing services to children, whether pupils at the school or others, must ensure children’s safety, and must provide evidence of this to the school as required.
4. Alcohol is not allowed to be sold on the premises unless prior agreement is given and a licence obtained. Illegal drugs are not to be brought onto or consumed on the school premises. Smoking is not allowed on the school premises at any time.
5. Any fees for music licences or performance licences are to be paid for by the applicant.

DAMAGE; INJURIES; NUISANCE

6. The applicant shall be responsible for any damage to the school property or buildings caused by them or their guests. If the applicant causes damage to buildings or furniture the applicant will be required to report this to the school and pay for the damage caused. This will be in addition to the specified lettings charges.

7. The applicant will immediately inform the school of any accident or serious incident that occurs on the schools premises. This should be done in person and may require the applicant telephoning the Head teacher or the Premises Manager. The applicant will be responsible for reporting to the Health and Safety Executive any accident that arises from activities that it organises.

8. The applicant shall not cause any noise nuisance to neighbouring residents and shall behave reasonably at all times.

9. The applicant shall be required to take any precautions necessary to ensure the safety of those attending the function, including ensuring the means of escape from fire are not blocked or impeded.

10. The applicant shall ensure that all accommodation is left in a clean and tidy condition at the end of the letting. Using litterbins and recycling facilities as appropriate will help this.

CONDITIONS

11. The applicant shall comply with any reasonable instructions given by the Headteacher, Site Supervisor or other member of the School Staff.

12. The Governing body reserves the right to withdraw permission for any letting.

13. If the applicant cancels up to 10 working days before the event the full fee will be refunded. If less than 10 working days' notice is given 50% of the fee will be required; if less than 5 working days' notice there will be no refund.

14. The London Borough of Newham and the School Governing Body disclaims liability for injury or damage to persons or property upon its premises (so far as they are legally able to do so). The applicant will be required to indemnify the Council against all claims arising directly or indirectly out of the use of the premises rather than claims arising as a result of negligence of the council or its employees.

15. The applicants will complete all relevant paperwork in a true and accurate way. False information may lead to an application being terminated.

FIRE EVACUATION

- If a fire is discovered, the fire alarm must be activated immediately, and the occupants should not attempt to fight the fire
- On hearing the fire alarm all occupants must leave by the nearest available fire exit and assemble by the main gate at the front of the school, to await the arrival of the fire service
- Nobody shall return to the building to collect any personal belongings or to look for missing persons
- The hirer shall be responsible for a record of all attendees of the letting, and for providing the fire service with all necessary details to establish whether any occupants are unaccounted for

Booking Form

All Bookings will be made on the Bookings Form attached as Appendix 2, accompanied by the Covering Letter which is attached as Appendix 3.

Scale of Charges

All bookings will be made on the Scale of Charges attached as Appendix 4, unless separately agreed by the Headteacher or School Business Manager.

Lettings Contract

Once the letting has been agreed with the School and paid for by the hirer, the Lettings Contract, attached as Appendix 5, will be issued to the hirer.

This Policy has been formally approved by the Governing Body of Gallions Primary School.

See minutes of __/__/__ Minute reference _____

Signed by:

_____ Chair of Governors Date: __/__/__

_____ Headteacher Date: __/__/__

APPENDIX 1
TERMS & CONDITIONS

**Terms and Conditions for use of Premises, Fire Evacuation procedure and Lettings
Checklist for Hirer**

(A) Terms and Conditions for use of Premises

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4. *Alcohol* is not allowed to be sold on the premises unless prior agreement is given and a licence obtained. *Illegal drugs* are not to be brought onto or consumed on the school premises. *Smoking* is not allowed on the school premises at any time.
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(C) Lettings Checklist for Hirer

	Things to do	Tick or state if not applicable
1	Read through these terms & conditions of use and fire procedures, the schedule of charges, and the booking form	
2	Complete booking form	
3	Send in booking form to school to request a booking	
4	School notifies you that the booking is available or not available and sends you an invoice	
5	Complete risk assessment of activity (including CRB forms if working with children) licences etc. if required	
6	Send in risk assessment, CRB forms, and a copy of any licences required, and payment of invoice	
7	Receive signed Lettings Contract from school	
8	Inform attendees of fire procedures and terms and conditions of use	

APPENDIX 2
BOOKING FORM

Gallions Primary School
Booking Form for the use of School Premises

Name of individual or organisation		
Contact person		
Address		
Contact number(s)		
Date(s) of booking		
Start and end time(s)		
Number of people expected	Adults	Children
Will there be alcohol	Sold? Yes/No	Served? Yes/No
Will a music/ performance license be needed?	Yes	No
Accommodation required: xxx		
Equipment required: xxx		
Other arrangements: xxx		
I have read and accept the letting policy, and the terms and conditions of use, and confirm that I am aged over 18 years.		
Signed		Date

No letting will be regarded as "booked" until payment received in full, all requested paperwork has been submitted and a signed Contract Agreement issued by the school. The School has the right to refuse any application or cancel bookings.

APPENDIX 3
BOOKING COVERING LETTER

Dear

Re – xxx letting xxx 2012, xxx-xxx pm

Please find attached two copies of the Booking Form, and the Terms & Conditions of Booking for xxx 2012, xxx-xxx pm

The booking cost is £x

The booking will be secured with a deposit of £x

Please will you complete & return one copy of the Booking Form as soon as possible, and keep the other for your own reference. I will then send you a Contract to confirm the booking.

The balance of £x, plus a £100 damage deposit is required 10 working days before the booking (i.e. by xxx date).

The £100 damage deposit will be returned on xxx date if there are no breakages, damages or additional cleaning costs incurred as a result of the booking.

Please call me if you have any queries

Regards

School Business Manager

APPENDIX 4 **SCALE OF CHARGES**

The scale of charges below applies to all lettings, unless a separate agreement is approved by the Headteacher

All lettings are for the full period – the school will not let the same facility more than once in one day

1 - School Lettings

All lettings free of charge

2 - Community Lettings for other community activities

Main School Hall:

- Weekdays 3.30pm to Midnight: £25 per hour
- Weekends 11am to Midnight: £30 per hour

Family & Community Room:

- Weekdays 8am to 8pm: £80 - £100 per day, or £25 per hour
- Weekends 11am to Midnight: £200 per day, or £30 per hour

School Playground:

- Weekdays 3.30pm to dusk (to be agreed at booking): £25 per hour
- Weekends 11am to dusk (to be agreed at booking): £200 per day or £30 per hour

School Playground and Field:

- Weekdays 3.30pm to dusk (to be agreed at booking): £30 per hour
- Weekends 11am to dusk (to be agreed at booking): £250 per day or £35 per hour

3 - Commercial Lettings

Main School Hall:

- Weekdays between 3.30pm to Midnight: £30 per hour
- Weekends between 11am to Midnight: £40 per hour

Family & Community Room:

- Weekdays 8am to 8pm: £100 - £120 per day, or £30 per hour
- Weekends 11am to Midnight: £150 - £200 per day, or £40 per hour

School Playground:

- Weekdays 3.30pm to dusk (to be agreed at booking): £30 per hour
- Weekends 11am to dusk (to be agreed at booking): £250 per day or £40 per hour

School Playground and Field:

- Weekdays 3.30pm to dusk (to be agreed at booking): £35 per hour
- Weekends 11am to dusk (to be agreed at booking): £300 per day or £50 per hour

Additional equipment may be provided on request and at an appropriate charge

APPENDIX 5
LETTINGS CONTRACT

Gallions Primary School
Lettings Contract

[Insert hirers name and address]

Dear *[insert name]*

The Governing Body has approved your application for the use of the premises of the above-named school on the ***[insert date]*** between the hours ***[insert start time]*** to ***[insert end time]***. This use is for ***[insert nature/ name of event]*** and

The facilities which you have permission to use are:

- ***[List all accommodation including access to toilets, kitchen, first aid, reception as appropriate]***
- ***[List all equipment]***

All other facilities and equipment are not to be used without prior permission.

These special arrangements apply ***[insert any special requirements relating to setting out the room, caretaking, cleaning etc]***

Your use of the premises will be subject to the terms and conditions of use.

Yours faithfully,

Head Teacher on behalf of the Governing Body