

# Harrow Lodge Primary School



## LETTINGS POLICY

**APPROVED BY GOVERNORS ON:** Autumn 2022

**DUE FOR REVIEW:** Summer 2024

**RESPONSIBLE PERSON:** MS M HAYNES

**SIGNED BY CHAIR OF GOVERNORS**

## Policy Statement

It is the wish and intention of the Harrow Lodge School Governing Body to maximise the out of school hours use of the building/grounds/resources in order to generate income, bearing in mind the overriding requirement to maintain the fabric of the school in good condition.

For the purpose of this policy a letting will be defined as any use of the school premises outside normal school hours.

Lettings for the school field will only be accepted if, in the opinion of the Head Teacher, they are unlikely to damage the field.

The agreed policy to be operated is stated below:

1. The Governing Body is responsible for any letting involving the school facilities and delegates the day to day organisation to the Head Teacher or his/her deputy who will make decisions concerning the suitability of individual lettings.
2. The school reserves absolutely the right to refuse any application.
3. In all cases, school usage will have precedence over a letting request and any activities which require extensive reinstatement of the building for normal use will be refused.
4. 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 and must 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.
5. Hirers will be issued with conditions for letting (Appendix 1) at the time of application in order that they may withdraw if they are unable to accept the conditions of hire.
6. During the letting, all activities must comply with the current school policies as well as complying with current health and safety legislation.
7. 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.
8. The hirer will also be required to carry out any relevant risk assessments for the activities that they take responsibility for.
9. All hirers must provide evidence of full insurance cover to the Business Manager before the letting is permitted. They must be fully insured in line with local authority guidelines. The hirer may make their own insurance arrangements, but the certificate must be available for confirmation before the letting takes place.
10. Lettings likely to upset the school neighbours will **not** be permitted and 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.
11. There will be a maximum of five lettings, at different times, per week. Additional lettings will only be considered if the building is already in use.

12. Weekend use will be consistent with Partnership Learning Trust guidelines. The school will be expected to make a profit, except when used by Harrow Lodge PTA, when costs will be covered.
13. Harrow Lodge School is a NON SMOKING SITE. Therefore, smoking will not be allowed during any letting. NO DOGS are allowed within the school grounds (except guide dogs). NO ALCOHOL is to be consumed on school premises without express permission of the Governing Body. Such requests must be made at the point of application.
14. A detailed record of out of school use will be maintained by the Office Manager and Site Manager.
15. The Site Manager's maximum number of overtime hours per week shall be limited to 10, to cover no more than two evening lettings per week on average, overtime to be authorised by the Head Teacher.
16. A strict safety limit of adults and children for the school halls is imposed. It will vary depending on the type of letting. This will be notified at the time of enquiry and must be strictly adhered to.
17. This policy will be reviewed in accordance with the school policy review process or sooner if there are any fundamental changes (the scale of charges will be reviewed annually by the Leadership & Management at the summer term meeting to be effective from the following academic year).
18. 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.
19. The policy needs to reflect change to the building or to Health & Safety legislation. The Head Teacher will make an evaluation of these when necessary and recommend amendments for approval by the Governing Body.

### **COST OF HIRING 2022 - 2023**

Invoices will be raised for all letting charges.

Where the school consider it to be appropriate, half an hour will be added to the start and at the end of each letting to secure the building, and help towards cleaning costs.

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

## Cost per hour

	Term Time	Weekends/Holiday Period
Hall	£40	£50
Dining Hall	£50	£60
Classroom	£30	N/A
Playground	£25	£30
11 a side Pitch	£40	£50
7 a side Pitch	£30	£40
Field (sole use) up to 4 hours	£200	£250

Concessionary price for employees and clubs run for Harrow Lodge children only (term time rate) 25% off the above rates.

All charges can be changed at the discretion of the Head teacher and Governors dependant on circumstances.

## **CONDITIONS FOR THE HIRE OF SCHOOL ACCOMMODATION**

All applications for the hire of accommodation should be made using the standard booking form and be addressed to Harrow Lodge Primary School. A 50% deposit will be required for every booking. This deposit may be retained in the case of damage or extraordinary cleaning.

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.

The school reserves absolutely 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 5 days from the receipt of the enquiry.

The hirer, who must be over 18 years of age, will be required to pay the fee in full not later than six weeks before the letting takes place. For block i.e. regular bookings the fee must be paid monthly or weekly in advance.

The school may cancel any booking 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 accrued 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 be payable, and if less than 28 days then the full fee will be payable.

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.

Lettings which generate large quantities of litter will be refused.

The school will not be responsible for any loss of property, injury to persons or any 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 schools or of any employees of the Trust acting in the performance of his duties as such employees.

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 of default of the school or of any employee of the Trust acting in the performance of his duties as such employees.

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

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 of default of the school or of any employee of the Trust acting in the performance of his duties as such employees.

The hirer shall at all times permit access to the premises and services by the staff of the Director of Educational Services. Access must also be given at all times to Police 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 purposes than that for which it has been hired.

No copyright dramatic or musical work shall be performed without the licence of the owner of the copyright and all such licences shall be produced on demand to the schools or any duly authorised officer of the Trust. 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 above.

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 shall be responsible for maintaining order throughout the period of the hire and shall ensure that events are properly supervised, with sufficient stewards is 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 letting to ensure compliance with these conditions and that person will be invested the power to terminate a use immediately if circumstances so demand.

The school's representative or other duly authorised officer of the Trust will also have the authority to control the volume of sound caused by musical equipment.

In the event of a hire being terminated because of 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.

School premises are not licensed for public entertainment. For certain types of events an occasional licence must be obtained from the Council's Environmental Health and Consumer Services Division. Separate advice is available on those uses or events which would require a licence. 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 licence are fully observed.

No alcohol shall be consumed on school premises without the express permission of the school's Governing Body. In addition no alcohol shall be sold on the premises unless an occasional licence has been obtained from the local Licensing Justices. 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 the licence. An occasional licence 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.

All hiring (other than in specially approved cases), must cease by 10.30 pm. Other activities, such as dancing, must end by 10.30 pm to ensure that the hire ends and the premises are vacated by 11 pm to allow sufficient time for clearing up.

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

When booking 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, up to the maximum number, cannot be provided by the school, consideration will be given to permission for the hirer to provide, at his 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's premises, nor shall notices or bills be displayed without express permission.

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

It will be expected of hirers that they leave the accommodation in a reasonable and tidy condition after use. If additional cleaning beyond that which would normally be required has to be undertaken a further charge will be made against the hirer

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.

### **Health and Safety**

**There are several Health and Safety requirements that must be adhered to when the school premises are open to the public.**

### **Fire Regulations**

Keep all Fire Exits clear at all times.

All school halls have fire extinguishers. In the event of fire turn off all appliances, evacuate the hall through the outside doors, check any used areas of the building and notify the Fire Brigade. Each classroom has its own Fire Safety Rules. It is the responsibility of the hirer to familiarise him/herself with such rules.

## **General Health and Safety**

It is the responsibility of the hirer to ensure that any equipment brought onto the school site conforms to current health and safety regulations and is therefore safe to use. Also suitable precautions are to 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 and 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 –**

- inform all visitors of exits that will be open during the evening;
- check with the school's representative that these exits are in fact open;
- act on advice given by the school's representative with regards to Health and Safety;
- 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;
- the hirer must have access to a mobile phone and must have a contact number provided by the school's representative;
- in the case of an **emergency**, dial 999 to contact the emergency services.



## LETTING OF EDUCATIONAL PREMISES – HEALTH AND SAFETY CHECKLIST

### **(Policy folder copy)**

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

**Name of Establishment** .....

**Date of Letting** ..... **Times: 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 number (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.

Signed ..... Date.....

Print name .....



# HARROW LODGE PRIMARY SCHOOL FACILITIES BOOKING FORM

<b>Contact Name of Hirer:</b>				<b>Organisation:</b>													
<i>The hirer or a representative from the organisation named above must be in attendance on the dates requested</i>																	
<b>Address:</b>																	
<b>Telephone Number:</b>					<b>Email:</b>												
<b>Purpose of Hire:</b>								<b>No. of People Expected:</b>									
<b>Event Type:</b>		Private function of hirer named above <input type="checkbox"/>			Business / profit making event <input type="checkbox"/>			Charity / not for profit event <input type="checkbox"/>									
Bookings must be made for full hourly slots and include sufficient time for preparation and clearing away before and after the																	
<b>Single / Occasional Booking:</b>		<b>Date:</b>				<b>Start Time:</b>				<b>End Time:</b>				<b>Total Hours:</b>			
<b>Regular/Block Bookings:</b>		<b>Start Date:</b>								<b>End Date:</b>							
<i>Regular/block bookings must be made for a full Academic Year (Sept – August). Any School closure dates will be notified &amp; invoices adjusted accordingly</i>		<b>Days:</b> (please select)		<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>	<b>Sat</b>	<b>Sun</b>							
		<b>Start Time:</b>															
		<b>End Time:</b>															
		<b>Total Hours:</b>															
<b>Facilities Required: (please select)</b>																	
KS2 Hall <input type="checkbox"/>		Dining Hall & Kitchen <input type="checkbox"/>		Dining Hall <input type="checkbox"/>		Additional Room <input type="checkbox"/>											
KS1 Hall <input type="checkbox"/>		KS2 Field <input type="checkbox"/>		KS1 Field <input type="checkbox"/>													
<b>If you require use of the hall, YOU MUST provide the following information:</b>																	
<b>No. of chairs required:</b>								<b>No. of tables required:</b>									
<b>If you require use of the kitchen YOU MUST provide the following information:</b>																	
<b>Kitchen</b>		<b>Start Time:</b>				<b>Finish Time:</b>				<b>Caterer's Name:</b>							

I confirm that I have:

1. Read the updated School Lettings Policy and agree with the Terms and Conditions of hire
2. Enclosed deposit payment (if applicable)
3. Enclosed evidence of Public Liability Insurance (if applicable)
4. Supplied 2 references preferably of current/previous lettings

<b>Signed:</b>						<b>Date:</b>					

**Please return completed forms to: [mhaynes@harrowlodgeprimary.com](mailto:mhaynes@harrowlodgeprimary.com)**

**Or by post to: Office Manager, Harrow Lodge Primary School,  
Rainsford Way, Hornchurch, RM12 4BP**

**BACS Payments: Bank - Lloyds, Acct No - 39644960, S/Code - 30-65-41**