



2018

Lettings Policy

Reviewed and adopted by The Governing
Body on: 4th December 2018

To be reviewed: December 2019

St James the Great RC Primary and Nursery School
Windsor Road, Thornton Heath, Surrey CR7 8HJ
Tel: 020 8771 3424

Objectives

The governors recognise that:

- The school premises represent a significant capital investment and should be fully utilised;
- The school premises is a valuable community resource;
- Educational usage constitutes a natural priority;
- Profit margin is an important consideration when derived from commercial usage but is not always the objective when facilitating educational activities by designated users.

Priority Users

The governors have adopted the following category of priority user:

- (i) Statutory users
- (ii) Designated users
- (iii) Private users

The Governing Body have reserved the right to determine some organisations designated status. These will usually be non-profit making organisations that create extra-curricular opportunities for the wider school community e.g. scouts/guides or after school provision.

Scale of Charges

On arriving at their scale of charges, the governors have followed the following principles:

- Statutory users will be charged an amount commensurate with cost recovery and an element of income margin for the school;
- Designated users may receive a discount (up to 25%);
- Private users will be charged an amount commensurate with cost recovery plus an income margin for the school;

Every effort will be made to achieve parity of treatment for similar users;

General

The entire school site is a smoke free zone.

The governing body recognise that it would be impossible for them to personally vet every applicant or organisation who wishes to make use of the school premises. Accordingly they have delegated the authority to accept applications for hire and determine which group any particular organisation or organisation belongs to from at least two of the following persons:

- Headteacher
- Deputy Headteacher
- School Business Manager

This policy will be reviewed and updated at least annually and the hire charges for the forthcoming year will be agreed.

Appendices

- Appendix 1 - Conditions of Hire
- Appendix 2 – Scale of Charges
- Appendix 3 – Hire Booking Form
- Appendix 4 – Hire Invoice
- Appendix 5 – Reminder Re. Hire Invoice
- Appendix 6 – Confirmation of booking to let the school premises

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Conditions of Hire

All requests for use of the hall or other parts of the school premises must be lodged via the School Business Manager A diary of bookings will be maintained by the school office .

A meeting with the School Business Manager will be arranged to review the facilities available, discuss the conditions of hire and agree the charges (Charges are inclusive of utilities and personnel costs)

A deposit of 25% of the total hire fee is payable with the application from (Appendix3) to secure a booking.

The total booking fee becomes due seven working days prior to the hire taking place. An additional cash 'Security Deposit' of £200 must also be paid to secure a booking and which will be withheld for a period of ten working days following use of the school premises and returned subject to a deduction for any damages, additional cleaning, failure to return keys or access fobs etc. that may be required. For long term hires/regular hires the deposit will be returned after a period of ten working days after the final day of hire subject to a deduction for any damages, additional cleaning, failure to return keys or access fobs etc. that may be required.

All payments will be made to the school office – cheques (made out to St James the Great Primary School and supported by a guarantee card) is acceptable, however payment by BACS is preferred. Receipts will always be provided as proof of payment.

A charge of £50 will be deducted from the deposit to cover the administration costs of any returned cheque. Unless full payment in cash for the proposed hire is made within 48 hours of notification of the returned cheque the school reserves the right to cancel the booking;

The school will deduct from the deposit any costs incurred which are unavoidable and result directly from the cancellation of a booking;

Hirers must state the maximum number of people expected and the school reserves the right to limit the number of people admitted dependent on the type and size of the accommodation hired and the requirements of the school's insurance policy;

The hirer must take out public liability insurance as part of their booking agreement. Proof of insurance must be provided to the school. For one-off lettings the school can provide public

liability insurance at a cost of 12% of the total booking cost.

The School's kitchen facilities are not included in the hire arrangements

Parking is at the risk of the vehicle's owner, is only allowed on hard surfaces and is controlled by the School Business Manager, Site Team and the hirer

All hiring is subject to the hirer (the person who signed the Hire Booking Form – Appendix 3) occupying and vacating the premises at the stated times – should the function over-run the stated time, the hirer will be liable for extra fees which will be added to their costs and deducted from the security deposit.

The School Business Manager and/or Site Team and hirer will inspect the condition of the area to be hired before the function has taken place on the day of the hiring.

The hirer must clean the area at the end of function ensuring the area is left clean and tidy and all rubbish is bagged and removed from the school site. A cleaning charge of £100 will be deducted from the deposit if the area is not left clean and tidy

The hirer and the School Business Manager and/or Site Team will inspect the area(s) hired following the function and sign the completion slip on the lettings booking form to confirm that the hiring has been completed within the terms of the agreement

In the event of the hirer not arriving within 30 minutes of the agreed starting time, the premises will be secured and the let considered cancelled – in this event, no money will be refunded and the deposit retained

If the hiring finishes earlier than the stated time, a responsible person must remain on site until the designated keyholder has been informed and locking up can begin

The school reserves the right to refuse without explanation any application and to cancel the hiring at any time without written notice

On the termination of the hiring under condition xvii above, the school shall return all or part of any money paid but shall not be under any liability for any loss or damage arising out of such termination.

NO excisable liquor shall be sold or supplied in any event. Bar facilities are available in the Main School Hall and can be provided by arrangement. Requests for this facility must be made at the time of booking

The hire of the hall does not entitle the hirer to use or enter the premises at any time other than the specific hours as per the booking form unless prior arrangements have been made with the School Business Manager

The hirer shall not sub-let the hall or any part thereof.

The hirer is responsible for all damage to the hall and (adjacent premises) and to any furnishings, fixtures and fitting in the hall and adjacent premises, occurring during the period of the hiring or while persons are entering or leaving the hall pursuant to the hire, however and by whomsoever caused.

The School shall not be responsible for any loss of or damage to any property arising out of the hiring nor for any loss, damage or injury which may be incurred by or be done or happen to any person or persons resorting to the hall during the hiring arising from any cause whatsoever or for any loss due to any breakdown of machinery, failure of supply of electricity, leakage of water, fire, government restriction or act of God which may cause the hall to be temporarily closed or the hiring to be interrupted or cancelled and the hirer shall indemnify the owner against any claim which may arise out of the hiring or which may be made by any person resorting to the hall during the hiring in respect of any such loss, damage or injury

The right of entry to the premises is reserved to the School and any other agent of the owner and any police officer at any time during the hiring.

The hirer shall be responsible that good order is kept in the premises during the hiring and the school may, if they think fit, charge the hirer for any extra expense incurred for engaging emergency services to preserve order prior to, during or after any entertainment or meeting in the school.

The School reserves the right to put a stop to any entertainment or meeting not properly conducted, refuse entry to any person and insist on the ejection of any person who is acting in a disorderly fashion

No bolts, nails, tacks, screws, bits, staples, pins or other like objects shall be driven into any part of the hall nor shall any placards or other articles be fixed thereto.

The hirer shall at the expiration of the period of the hiring leave the hall, reception, carpeted areas, toilets and cloakrooms in a clean and orderly state. Additional charges or withholding of the deposit will be incurred if the school is not cleaned properly.

PROPERTY of the hirer must be removed at the end of the event and before the day next following the period of hiring or fees will be charged for each day or part of a day until the same is removed. The school accepts no responsibility for any property left on the premises after the hiring.

No flags, emblems or other decorations shall be displayed outside any part of the hall without the previous consent of the school.

The school shall remove any flag, emblem or other political or religious decoration displayed inside the hall if in the opinion of the school it shall be unseemly or expose the premises to any undue risks including disturbance or a breach of the peace.

No exits may be blocked, chairs or obstructions placed in corridors or fire appliances removed or tampered with.

The hirer is responsible for the actions of all guests including the entry and exit in a quiet and orderly manner and with regard for the immediate neighbours.

Health and Safety and Other General Conditions applicable to the hire/hirer;

Normal emergency procedures are followed

In the case of youth and junior organisations, a sufficient number of responsible adults, in accordance with the organisations standard operating procedures, must be in charge for the period of hire and ensure adequate supervision of all areas of the site to which the children have access

The hirer shall not use or permit the use of the premises for the sale of goods by way of competitive bidding unless the sale is for the purpose of assisting the funds of a voluntary organisation whose activities are not carried out for profit and the whole, or substantially the whole, of the proceeds are devoted to the funds of the organisation

PA systems or sound equipment are not to be used without prior agreement;

The premises are not licensed for public entertainment and consequently the collection of money for admission and advertising any entertainment to the general public cannot be

permitted

Familiarity with emergency equipment such as fire extinguishers, alarms and first aid facilities.

The emergency evacuation procedure is fully understood by the hirer and guests.

Facilities and furnishings are used in a responsible manner, an orderly way and for the purposes for which they are hired and do not compromise the safety of the users or the premises and equipment. This includes ensuring that;

- Emergency exits, fire extinguishers alarm points are not obstructed.
- Adequate walkways are available to allow free and easy access and egress.
- No gas cylinders or canisters are used inside the premises or on School grounds.
- Combustible material and rubbish are cleared at the end of the hire.
- SMOKING IS NOT PERMITTED inside the school or in the immediate vicinity. A designated smoking area/shelter is provided at the rear of the car park.
- No naked flames, fires or candles or unauthorised electrical equipment will be used on the premises

Intoxicating liquor may not be brought on to or consumed on school premises during or in connection with a letting unless written specific prior approval is obtained. Such approval will not be forthcoming if scheduled youth activities are taking place on the premises at the time of letting. Alcohol must not be sold on the premises on any occasion.

Lettings will not normally be agreed beyond 23.59

Failure to comply with these regulations in any part may render the hirers ineligible for further hiring.

Scale of Charges

Charges for Hire of School Facilities (15:30 – 18:00 term time)			
Facility	Contents/Fixtures and Fittings	First Hour	Additional Hourly Rate
Main School Hall	Small Tea bar provides access to mini-kitchen, refrigerator, freezer, glass washer and boiling water. Tables and chairs are available. Seating Max. 120 persons	£60	£20
Outdoor Area (Field and playground)	Grassed and Tarmac areas	£60	£20
Classrooms, Music Room, Training room	Classroom with whiteboard, seating and desks for up to 30 young people	£30	£15
Jubilee Room	Self-contained Hall incl. fully fitted kitchen, toilets and exit to the playing fields.. Tables and chairs are available. Seating Max. 70 persons	£60	£20
Performing Arts Studio	Self-contained studio incl. fully fitted kitchen, toilets and disabled access. Suitable for dance and drama. . Furniture is NOT available for use in this hall. Max. 70 pers/standing	£60	£20

Hire of School facilities – School Holidays, weekends and after 18:00 during term time		
Days	Start Time	Finish Time
Monday to Saturday	10:00	23:59
Sunday	10:00	23:59
Classrooms, Music Room, Training Room - £40 for first hour and £20 per hour thereafter		

Hall, Outside Area, Jubilee Room and Performing Arts Studio - £70 for first hour and £50 per hour thereafter

Car Park - £30 per day or part thereof

A late fee of £10:00 per 15 minutes, or part of 15 minutes, will be charged for every 15 minutes the hire exceeds the agreed completion time

Appendix 3

Hire Booking Form

BLOCK CAPITALS PLEASE:

NAME OF HIRER:			
TELEPHONE:			
ADDRESS:			
ORGANISATION:			
FACILITY OR ROOM TO BE HIRED:			
PARENT, GUARDIAN (OR CONNECTION WITH THE SCHOOL)	Employee Name/CHILD'S NAME:	CLASS:	
DATE OF HIRE:	TIMES:		
PURPOSE OF HIRE:			
I have read through the "Conditions of Hire" with the hirer.			
Signature of School Business Manager/ Designate and/or Site Team: _____ Date: _____			
The school's no smoking policy applies at all times and covers all school grounds and premises			
I have read and agree to abide by the "Conditions of Hire."			
Signature of the Hirer: _____ Date: _____			

Print Name:

I am satisfied the conditions of hire have been duly observed and that the school has not incurred additional costs as a result of the booking.

Time Arrived _____

**Time
Departed** _____

**Signature of School Business
Manager/Designate and/or Site Team:**

_____ **Date:** _____

I am satisfied the school has fulfilled its obligations as defined in the "conditions of hire."

Signature of the Hirer:

_____ **Date:** _____

Note: You must provide PhotoID as proof of ID when making any booking which will be retained with our hire paperwork

- I hereby agree to pay a non-refundable hire deposit of £..... as 25% of total hire fee. I understand that the deposit is non-refundable, even if the event is cancelled. I agree to pay full balance due at least seven working days prior to the hire date.
- In addition, I hereby agree to pay a refundable cash sum of £200 as a Security Deposit. I agree that St James the Great School will withhold the Security deposit for a period of up to ten working days. The security deposit will be refunded following inspection of the premises, subject to deduction for any damages, additional cleaning or breach of any of the points specified in the Conditions of Hire
- All cheques should be made payable to **"St James the Great School"**

Completion Slip – to be completed once the event has taken place:

Where either party feels unable to sign the completion slip, representation should be made in writing to the headteacher. The reverse of the lettings booking form is to be used to outline the reasons.

COMPLAINTS PROCEDURES

If the school has a complaint or concerns about a group, organisation or letting the following procedures will be followed

- i. A representative of the Governing Body will verbally raise the concern with the named Hirer;
- ii. The situation will be monitored for two sessions to allow the issues to be addressed;
- iii. If the situation remains unresolved, the Hirer will receive written notification of the concern and a further two sessions will be given to allow the Hirer to address the situation;

If the Hirer fails to comply with the terms as specified in the Conditions of Hire – Appendix 1 in any part or breaks the Conditions of Hire, the let can still be terminated immediately

If a Hirer has a complaint about their letting or booking agreement

- iv. Talk to the named representative of the Governing Body, discuss the problem and confirm concerns in writing. Allow 5 working days for the situation to be resolved;
- v. If still unresolved, the Hirer should notify the Governing Body through the Head Teacher in writing and allow 5 working days for the situation to be resolved;
- vi. If still unresolved, the matter will be placed on the agenda of the next appropriate committee of the Governing Body. (If the concern needs urgent attention, a special meeting of this group will be convened;)
- vii. If still unresolved, the matter will be taken to the next full governing Body meeting and the Hirer will receive a written response from the Chair of Governors detailing the outcome;

If a third party complains

- viii. If the school receive a complaint from a third party the matter will be investigated by a representative of the Governing Body and a written response will be sent to the complainant within 10 working days;
- ix. If any further correspondence is received, the matter will be placed on the agenda of the next appropriate Governing Body committee. A final response will then be sent by the Chair of the Governing Body explaining the final outcome.

INVOICE

Invoice Number: _____

Date : _____

To:

Your application to use the facilities at our school as per the details below has been agreed.

This permission is dependent on ;

1. all regulations and conditions stated in our Hire Policy being met
2. the receipt of payment of any deposit required within _____ days of the date of this invoice, and ;
3. the full cost of your let (as stated below), being paid within _____ days of the date of this invoice.

Hire of	
*on (day/date)/ *from (day/date)to (day/date)	
*Term time only – 15:30 – 18:00	
	TOTAL COST
First Hour: *£30/£60	
*Additional Hours: hours @ £15.00/£20.00 per hour	
*Cost – 10:00 – 23:00 – School Holidays and weekends	
	TOTAL COST
*Classroom - hour(s) @ £40 per hour for first hour and £20 per hour thereafter	
*Hall, Jubilee Room, and Performing Arts Studio - Hour(s) @ £70 per hour for the first hour and £50 per hour thereafter	
* Outdoor Area (Field and Playground) hours @ £40 per hour	
*Car Park - £30 per day or part thereof	
Tables and 8 Chairs - sets @ £7.50 per set (Performing Arts Studio only)	
Discount where applicable (Up to 25%)	
Public Liability Insurance @ 12% of total cost of letting	
TOTAL HIRE CHARGES	

*Delete/Add as applicable

All cheques should be made payable to the “St James The Great Primary School” and returned to the school at the address shown above

Reminder Re: Lettings Invoice No:

Dear

We note from our records that the balance of payment for the above letting is now due.

Please pay, by _____(date) the sum of £_____which is the balance now due.

Cheques should be made payable to Kensington Avenue Primary School and returned to the school at the address as show above.

*We would also like to remind you that a deposit of £_____ is also due for payment now.

Failure to pay the amount due by _____(date) will mean that your booking to let part of the school premise will NOT be able to go ahead.

We thank you for your co-operation.

Yours sincerely,

M A Humphreys
School Business Manager

(*delete as appropriate)

Appendix 7

CONFIRMATION OF BOOKING TO LET SCHOOL PREMISES

Dear

This is to certify confirmation of your booking to let the school premises as detailed in the Letting Invoice No:dated

Please accept this confirmation as your receipt for payment of the full amount due in respect of this let.

We hope you will find our premises a satisfactory venue for your let and will consider using us again in the future.

Yours sincerely,

M A Humphreys
School Business Manager