



Hadley Wood Primary School Letting of School Premises Policy

Date the policy came into effect	July 2025
Date of the next policy review	July 2026
Version Number	6
Name of person responsible for this policy	Fran Worby
Issued to	Staff, governors, parents
Date of issue	1st May 2020

Letting of School Premises Policy

Introduction

The Governing Board Hadley Wood Primary School is keen to see that our School buildings and grounds are used for the benefit of the whole School and local community. This document outlines the school's policy regarding premises hire. It sets out the facilities available, space, the charges, and the responsibilities of the School and of the hirers when the School premises are hired.

The overall Premises Hire Policy for the school is the responsibility of the Governing Board; however, decisions regarding lettings and charges are at the discretion of the Head Teacher. Hire to the Friends of Hadley Woo Primary School is free of charge.

In deciding whether or not to let our School premises we will have regard to the nature of the proposed event or function, the likelihood of any damage being caused to the School grounds and buildings or neighbouring premises, and any nuisance that may arise, as a result of accepting the booking.

The final decision as to whether or not to accept a booking lies with the Governing Board/School.

All applications for the hire of the Premises must be made in writing on the attached Application Form. Where a promoting organisation is named in the application form, that organisation and its members shall be jointly and severally liable with the Hirer.

IT SHALL BE THE RESPONSIBILITY OF THE HIRER TO ENSURE THAT THE CONDITIONS SET OUT BELOW ARE ADHERED TO BY ALL PERSONS MAKING USE OF THE PREMISES UNDER THE CONDITIONS OF HIRE.

Aims and Scope

We aim to:

- ensure that the use of school premises and facilities is effectively co-ordinated and managed
- promote the use of school premises by the wider community
- give priority for established community providers of services for children and young people
- provide a clear statement of charges
- ensure a range of activities for children and young people
- ensure that the premises are not hired by any group whose ideals or values do not align with the school's Values-based Education agenda
- ensure that the premises are not hired by any extremist group or one likely to radicalise their members
- secure lettings which will not interfere with the primary activity of the school, which is to provide a high standard of education for all its pupils.

Areas available for hire

The school will permit the hire of the following areas:

- Main Hall
- Ks1/KS2 Library
- Classrooms
- Children's Kitchen

- Playing fields

Priority for lettings

Lettings should be agreed and prioritised in the following order, with school lettings (for pupils and/or parents/carers with educational benefits) followed by Community Lettings and then Commercial Lettings. Commercial Lettings with little or no potential to generate income or support the school should be discouraged. Those that promote gambling are not permitted.

Cost of lettings

The Headteacher in partnership with the Governing Body is responsible for setting charges for the letting of the school premises. These charges will differ between 'groups' and the Headteacher shall determine which group each application for letting belongs to. The Headteacher has the authority to offer discounts or subsidies for lettings as they deem appropriate.

A minimum hire period of 1 hour is to be charged and room hire should generally be charged in hour periods up to the maximum number of hours detailed below.

The school is not to proceed with any lettings unless a deposit of £100.00 or 50% of the total lettings fee (whichever is the greater amount) is received in advance.

Standard rates for community lettings are as follows

During School Opening Hours (8am – 5pm Monday to Friday)

Room type	Capacity	Hourly Rate
Main Hall	120	Hall - £27.50 7.30 – 9.00am and 3.20 – 4.30pm Hall - £30.00 per hour 4.30pm – 8.00pm
Classroom/small group room	Number is dependent on the number of tables and chairs available in each room. This will be confirmed upon enquiry.	£27.50 3.20 – 4.30pm £30.00 4.30 – 7.00pm
Children's Kitchen	15	£22.50 3.20 – 4.30pm
External Space including field and/or playground	40	£27.50 Monday – Friday

Outside of School Opening Hours including weekend hire

Room type	Capacity	Hourly Rate
Main Hall	120	£60.00 per hour
Classroom/small group room	Number is dependent on the number of tables and chairs available in each room. This will be confirmed upon enquiry.	£60.00
External Space including field and/or playground	40	£50.00

****All rates are subject to agreement. We may decide to impose an additional cleaning fee on top of the hiring rates.***

Considering Applications for Letting

Each potential hirer will complete a Hirer Application form for consideration by the school, a copy of which is attached to this policy (Appendix 1). A record of all enquiries should be kept on file. The Headteacher is to make all decisions on lettings, giving consideration to:

- The priorities set out by governors and agreed by the school in the Schools Lettings Policy
- The availability of facilities and staff
- The schools Equal Opportunities Policy
- The schools Child Protection Policy
- The schools Health and Safety Policy

Suitability of Hirers

When considering requests for lettings, due regard is to be given to the school's reputation and the manner in which the letting may reflect on the school. Lettings for political purposes, or those which are likely to give rise to inconvenience or offence to neighbouring residents, are to be refused. Authority to accept or refuse individual lettings is delegated to the Headteacher.

Review

The revenue raised from hiring out will be reviewed by the Governing Body and will be fed into the school's financial reporting, to ensure best value is being achieved.

Safeguarding

The school is dedicated to ensuring the safeguarding of its pupils at all times. It is a requirement of hire that hirers abide by the schools' requirements in respect of safeguarding. Any failure from the hirer in this respect will result in the hire being terminated.

It is the responsibility of the hirers to ensure that safeguarding measures are in place while hiring out the space.

If there is a chance that those hiring the premises will come into contact with pupils, for example if the hire occurs during school hours, or when pupils may be present in the school (during after-school clubs or extra-curricular activities), we will ask for confirmation that the hirers have had the appropriate level of DBS check.

The hirer will be required to have appropriate safeguarding policies in place, including safeguarding and child protection, and shall provide copies of these policies on request to the school.

The hirer confirms that, should any safeguarding concerns present themselves during the hire of the school premises, they shall contact Fran Worby, Headteacher as soon as reasonably practicable.

The hirer understands that if our school receives an allegation relating to an incident where an individual or organisation is using our school premises for running an activity for children, we will follow our usual safeguarding procedures and inform our local authority designated officer (LADO).

The hirer is responsible for reading the school's Child Protection Policies Procedures prior to the date of hire and to acknowledge that they have understood the content by signing appendix 3, even if they are not hiring the premises for use by or with children (in compliance with KCSIE guidance)

Health and Safety

Lettings are to comply with the same health and safety requirements as those which are applicable to school activities. The policy is available on the school website:

<https://www.hadleywood.enfield.sch.uk/page/?title=Policies+and+Procedures&pid=43>.

In addition to the school policy, the following guidelines must be adhered to:

- 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
- Fire – fighting apparatus shall be kept in its proper place and only used for its intended purpose
- The fire service shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to the Headteacher
- The hirer is responsible for familiarising themselves with the procedure for evacuation of the premises, the escape routes, assembly points, and shall be familiar with the fire-fighting equipment available
- Performances involving danger to the public shall not be permitted
- 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 Headteacher.
- No unauthorised heating appliances shall be used on the premises
- All electrical equipment brought into the building shall be subject to regular PAT testing and certification provided in evidence where required by the school. The intention to use any electrical equipment must be notified on the hire application form. The School disclaims all responsibility for all claims and costs arising out of or in any way relating to such equipment
- 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, eg. by national governing bodies of sports, scouts etc.
- The Hirer must ensure that access to the school by emergency vehicles is not obstructed or delayed.
- 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.
- 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.
- Furniture and fittings shall only be moved by prior agreement. In the event of any damage to premises or property arising from the letting, the hirer shall pay the cost of any repair or replacement required.
- The School will not accept any responsibility for any loss, or other expenses however incurred by the hirer, in the event of a cancellation by the School 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 Headteacher as to whether a letting should be cancelled shall be binding on the hirer.
- The hirer shall not sub-let the premises, underlet or share possession with any other parties.
- The School 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.
- The School reserves the right of access to the premises during the letting for emergency or monitoring purposes (The Headteacher or members of the Governing Body may monitor activities from time to time).
- 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.

Alcohol and Licences.

- Alcohol cannot be consumed, bought or sold on the premises without the prior permission of the Headteacher. A temporary Event notice should be sought and evidence provided to the school.
- 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.
- Regulated entertainment, public music, singing and dancing can only take place on premises which have a Premises License authorising entertainment, or by applying for a Temporary Event Notice.
- 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 school will not be held liable for any such infringement.

School Equipment

The equipment of the school can only be used by the hirer with prior written approval from the Governing Body or the Headteacher of the school.

School kitchens and serveries may only be used with the written consent of School Lettings. The use of school chairs, tables and furniture, audio and visual equipment all can be made available for hire purposes but may only be used if requested on the application form, and if its use is approved by the Office & Finance Manager. Responsible adults must supervise the use of any equipment which is issued and ensure its safe return. The Hirer is liable for any damage, loss or theft of school equipment it is using, and for the equipment's safe and appropriate use.

The hirer shall ensure that the school premises are left in a tidy condition after any period of use. The hirer will be charged a reasonable fee if the school has to clean up/dispose of any rubbish after any period of use by the hirer.

Damage.

- The hirer will pay the full cost of repair, or replacement of any fixtures or fittings that become unserviceable or unsuitable for use through damage caused by any person attending the function, whether deliberate or otherwise.
- The hirer must ensure they have their own Liability Insurance cover.

Vacation of Premises

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

Additional charges will be made where the Site Manager/Key Holding Service is unable to lock up whilst the Hirer ensures children are safely vacated beyond the time agreed in the letting agreement.

If the Hirer requires setting up time ahead of the start time of their let. They will need to factor this into their request for hire time. Access to the premises will be granted at the times stipulated on the letting agreement and not before.

Behaviour

The school must take appropriate measures to ensure that the Hirer is responsible for ensuring adequate supervision and preservation of good order for the full duration of the letting and until the premises are vacated, also the prevention of overcrowding and keeping clear all gangways, passages and exits.

Other Requirements

- 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.
- The whole of the school premises, which includes the grounds, is a non-smoking area, and smoking is not permitted.
- 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.
- It is the responsibility of the Hirer to ensure the premises are left in the same condition in which they were found.
- The School shall have the right to cancel any booking, whether confirmed or not, without prior notice, if it suspects that any of the above conditions have been broken by the Hirer, or any person organising any function or event, or any conditions printed within this Lettings policy are likely to be broken, by any person attending any function or event, or connected with the function or event in any way.

Application Process

Any individual or organisation wishing to hire school premises should, in the first instance, contact School Lettings for further direction. The School Lettings Application (Appendix 1) should then be completed in full, as hire of the premises cannot take place without it.

If the request is approved, School Lettings will contact the hirer with details of how to submit payment and make arrangements for the date and time in question. School Lettings will also send on details of the emergency evacuation procedures and other relevant health and safety documents. The hirer will also need to provide proof of its public liability insurance.

The School reserves the right to decline any applications at our absolute discretion, in particular where the organisation does not uphold the values of the school or reputational damage may occur.

Approval of Lettings

Lettings are to be approved by the Headteacher. Once approved, written confirmation is sent to the applicant by School Lettings, who organise lettings for the school. The person/company hiring the premises will be invoiced for the cost of the letting in accordance with the schools current scale of charges.

Settlement of Hire Costs

School Lettings will invoice individuals and companies on a termly basis for ongoing use of the school premises. Balances are expected to be cleared within ten days of receipt. All lettings income is to be credited in the main school account; this will be reviewed by Governors in the Finance Committee and Premises Committee.

Cancellation

See School Lettings terms and conditions (Appendix 2) for details and cancellation charges.

Appendix 1 – Letting Application Form

SCHOOL LETTINGS

Director of Operations

17 Whernside Drive

Stevenage, Herts SG1 6HW

Telephone: 07854 029622

Email: school-lettings@hotmail.co.uk

The lettings office is open for telephone enquiries between 8.30am and 4.30pm

APPLICATION FOR THE USE OF SCHOOL PREMISES INCLUDING SPORTS HALLS

To be completed and returned to the above address **by the person who will be responsible for the payment for the charges** for the use of the accommodation and other facilities and who will give the indemnity required by the conditions laid down by the Lettings Agency.

LICENCES

Applicants are advised that a licence, issued by your Local Authority Environmental Services, is required for the following forms of public entertainment, at any premises in Greater London. Public music, or public music and dancing.

Public performance of plays (including opera and ballet).

Cinematograph exhibitions to which the public are admitted on payment.

Cinematograph exhibitions for children who are members of a cinema club.

Public contests, exhibitions or displays of boxing or wrestling.

Application forms are available from this office on request, and should be completed by the hirer of the premises and forwarded to the Lettings Agency.

SECTION A (To be completed by all users)

1. a) Name of Organisation

b) Aims of Organisation

c) Name of leader or organiser
 who will be in attendance

(if different from the applicant)

SECTION B (To be completed by all users)

Name of school required.....

Accommodation and other facilities required	Tick as required
Gymnasium	
Sports Hall	
Playing Field*	
Playground*	
Showers	
Kitchen	
All Weather Pitch	
Swimming Pool	
Hall	
Classroom (state number required)	
Cloakroom	
Changing Accommodation	
No. of Chairs required	

Day of the week of proposed occupation	
Date(s) of proposed occupation	
Time of proposed occupation	

* State number of pitches or courts required

** Restricted use of gas ring, boiling pan and sink for washing up.

Under no circumstances may other kitchen equipment be used without prior approval of this Office. Facilities to be left clean and tidy

State if heating is required YES/No

Name and object of meeting

Estimated Numbers to be present: Adults Young Under 8 Yrs

Will all persons present be bonafide members of the Organisation? (State yes or no)

Will alcohol be available? (State yes or no)

If yes, state: Whether wine, beers or spirits

How is it to be paid for, will a licensee be present
or will guests provide their own.....

If a licensee is to run the bar
please give his/her name and address

Will any charge be made to the persons attending?

If yes, state: Amount of Charge:

To what purpose will proceeds be devoted:

Will copyright music be performed? (State yes or no)

Date last risk assessment carried out?.....

Names, addresses and CRB/DBS Numbers of instructors/supervisory staff/volunteers: PLEASE SUPPLY A COPY OF YOUR CURRENT SAFEGUARDING POLICY (with last reviewed date).

Name	Address	CRB/DBS No. and Date

Section C (To be completed by ALL users)

To School Lettings (herein after referred to as 'the Lettings Agency').

I (Mr./Mrs./Miss.)..... (BLOCK CAPITALS) (applicant)

And I,(BLOCK CAPITALS) (guarantor)

Both being over the age of 18 years, hereby apply for permission for the Applicant to use the before mentioned accommodation and other facilities as set out overleaf, it being understood that if such permission be granted it will be subject to the conditions made by the Lettings Agency in relation to the use of the school premises, copy of which we have received, and that such permission will be effective only so long as such conditions are duly observed and performed.

I, the applicant, hereby undertake and agree with the said school to perform and observe the said conditions should such permission be granted.

I, the applicant, hereby have read and give my consent for the data in this document and other documents provided by myself, to be used by the Letting Agency in accordance with their Data Protection Policy.

The Lettings Agency's blanket insurance policy does not extend to cover third parties, which means that all hirers of school premises must have their own insurance to cover all losses, and/or personal injury that may arise as a direct result of events or activities they may arrange and run in school premises.

Insurer:..... Policy No. Renewal date:.....

We, the Applicant and the Guarantor, hereby jointly and severally agree to indemnify and keep indemnified the Lettings Agency from and against all loss, damage, costs, claims, demands, expenses or charges which the Lettings Agency may sustain or incur in respect of any matter arising out of the use of the accommodation or the conditions relating thereto, and to pay to the Letting Agency on demand all such sums as may be payable by reason of this Indemnity.

Signature of Applicant.....

Occupation.....

Address.....

Telephone No. Home.....Work.....

Email Address.....

Signature of Guarantor.....

Occupation.....

Address.....

Telephone No.Home.....Work.....

Date.....

Appendix 2 - School Lettings Terms and Conditions

SCHOOL LETTINGS CONDITIONS FOR THE LETTING OF SCHOOL PREMISES TO EXTERNAL ORGANISATIONS

INTRODUCTION

Under the Education Act 2002 and the Children Act 2004 local authorities and all bodies working with children have a duty to safeguard and promote the welfare of children.

The following 'Conditions' for the letting of school premises (buildings and grounds) to third parties have been produced for the benefit of governing bodies, local authority employees, and external organisations. The purpose of these 'Conditions' is to make all parties aware of:-

2. the arrangements in place for hiring school premises and the responsibilities that are binding on all parties and consequences if these are not observed
3. the important issues that need to be considered when making school premises available for hire
4. the arrangements to ensure that school premises are used beneficially for all the community with as little risk to health and safety as possible

These 'Conditions' should be read in conjunction with the school's Letting Policy and Scale of Charges and are intended to complement these two documents. The school's Letting Policy and Scale of Charges should specify the premises and facilities available to let, the particular times available for letting, and the charges applicable.

Activities that fall within the corporate life of the school and take place on school premises are not considered lettings. These include governing body meetings and PTA meetings and activities.

These 'Conditions' have been developed to ensure best practice in the arrangements for the letting of school premises and are applicable to both one-off and regular lettings. Schools may adopt these 'Conditions' in their entirety or adapt them to suit their own circumstances. The governing body has the right to vary these 'Conditions' at any time with consultation with School Lettings.

Any complaints about a letting should, in the first instance, be raised with the Lettings Agency who will be able to provide appropriate advice on the procedures to be followed by the complainant

CONDITIONS FOR THE LETTING OF SCHOOL PREMISES TO EXTERNAL ORGANISATIONS USING SCHOOL LETTINGS

The letting of school premises (buildings and grounds) is permitted by the Governing Body on the understanding that the following 'Conditions' apply at all times.

THE CONDITIONS

1. THE HIRER

The expression "the hirer" in these 'Conditions' refers both to the individual authorised to book in the name of the organisation proposing to use the accommodation and the organisation (if incorporated) or its members (if unincorporated). The hirer must be at least 18 years of age. The hirer of the premises may be from a voluntary or community organisation, a private commercial organisation, or a statutory public organisation.

2. THE HIRE AGREEMENT

The expression "Hire Agreement" in these 'Conditions' refers to the confirmation, by the Lettings Agency, of the booking referred to below in para. 4 vii).

3. THE LETTING

The expression "letting" is defined as the use of school premises (building and grounds) and facilities by parties other than the school. School premises may be available before, during, and after the school day as well as during weekends and school holidays subject to the school's particular circumstances.

4. ARRANGEMENTS FOR THE LETTING OF SCHOOL PREMISES

i) An organisation wishing to hire school premises should, in the first instance, contact the Lettings Agency (School Lettings, 17 Whernside Drive, Stevenage, Herts SG1 6HW 07854 029622, school-lettings@hotmail.co.uk). The Agency will either re-direct the Hirer directly to the school (if that school has not bought into the Lettings Agency Service Level Agreement) or check with the school if the premises required are available for the specified period. If they are the Agency will issue these 'Conditions' and an application form which should be returned at least six weeks in advance of the proposed date of use together with the hirer's Public Liability Insurance document.

It is important that the school which has purchased the Service Level Agreement from School Lettings does not hire out any facilities directly to any community or commercial organisation without the Lettings Agency issuing a permit to that organisation.

The delivery of the application form must not be considered as a firm booking unless and until the booking is confirmed by the Lettings Agency. Any application forms received later than four weeks in advance will be subject to a late processing fee. This fee is subject to increase annually.

ii) Applications must be signed by such person or persons who are able and willing to accept personal responsibility for the observance of the conditions of hire and not by any agent or intermediary excepting only the duly authorised officer of any organisation proposing to use the accommodation.

iii) Hirers who block book throughout the year will take priority over any ad-hoc bookings. Vacant spaces where hirers wish to take a break will not be held. All bookings are taken on a first come first served basis.

iv) The preferred method of payment is online or bank transfer. Cheques are accepted and must be made payable to School Lettings and will not be effective as payment until cleared or cashed. The Lettings Agency will confirm booking and issue a permit. The charges must be paid in advance of the first day of use, remittances to be sent to the Lettings Agency at the address specified overleaf. If payment is not made on time, the booking will be terminated and access denied to the premises.

v) The hirer shall not make any public announcement of any activity or event, dependent on the hiring, unless the booking has been confirmed by the Lettings Agency.

vi) All publicity for any activity or event for which the hiring is made and all admission tickets and other documents issued in connection must have the name and address of the hirer or the hiring organisation.

vii) The confirmation of booking will be in the form of an invoice which will be issued by the Lettings Agency. The invoice will specify the premises hired, the nature of the activity or activities taking place, the times and duration of the letting, and the charge to the hirer.

5. CHARGES

The school – whose premises are being hired – has the right to amend the relevant scale of charges at any time with, at least, one month's notice in writing being given to the hirer. The amount of any increase resulting from any such change will become payable as though it were part of the original charge. The hirer, after receiving a notification of an increase, may cancel in writing to the Lettings Agency. This should be within 14 days from the date of written notification of the increase upon which the Lettings Agency will refund all sums paid for the cancelled letting.

We recommend that, if there are any exceptions applied to the charging policy by the Lettings Agency formal approval should be sought from the school and held on file. It should also be clearer on the permit as to how the calculation of the let is made.

6. CANCELLATIONS

i) Neither the governing body nor School Lettings are responsible for any loss or other expenses incurred by the hirer in the event of a cancellation by the governing body as a result of circumstances beyond its control. The decision of the governing body and School Lettings as to whether a letting is cancelled is binding on the hirer.

ii) The hirer is responsible for notifying people of any changes in dates or venues, as a result of a cancellation, in advance of the letting.

iii) School Lettings or the school may refuse to accept a booking or cancel any permission granted to use premises if:-

a) the premises booked or part of it is required for public or official purposes by the Council, governing body, or other statutory body

b) any damage has been caused to the premises or property of the Council or school by any previous use of the premises by the hirer or the organisation represented by the hirer

c) breaches of licensing conditions by the hiring organisation have previously occurred

d) School Lettings or governing body deem it necessary or expedient to cancel the booking **(or revoke permission previously granted to use the premises)**.

iv) The school is not liable to pay any compensation to the hirer or any other person by where there is a cancellation. Any fees paid to School Lettings will be refunded unless the reason for the cancellation is because of damage having been caused or if cancellation is within less than 21 days. At least 21 days notice must be given by the hirer to the Lettings Agency that it does not wish to use the accommodation which has been reserved. If this condition is complied with consideration will be given to the return of the hiring fee less a cancellation fee of 10% with a minimum of £1. Any cancellation made less than 21 days of the hire date is subject to 100% cancellation fee.

v) Deposit payments for social functions are non-refundable following cancellation by the hirer. Deposits will only be refunded, after the booking has taken place with the permission of the school, and after the deduction for any damages etc (if applicable).

7. CONDUCT ON SCHOOL PREMISES

i) The hirer shall ensure that, where permission has been granted to enable the premises to be used for the purposes of a youth organisation

- no member of the organisation shall enter the premises unless the hirer or his representative (whose name has previously been notified to the Lettings Agency) is also present on the premises
- members of the organisation shall remain on the premises only so long as the hirer or his representative is present.

ii) The premises must not, either wholly or in part, be used at any time during the hiring as a place of assembly, departure, resort or destination for persons engaged, or intending to be engaged, or having just been engaged, in any public demonstration, march, parade or other like event other than one of which School Lettings or the school will have given its prior approval in writing and then only subject to such conditions (if any) as School Lettings or the school may attach to that approval.

iii) Any authorised officer of School Lettings or the school may deny access to the premises to any person seeking to gain such access in contravention of the previous paragraph.

iv) The hirer shall ensure appropriate supervision of the activity or activities it undertakes on the school premises. The hirer shall ensure appropriate adult to children ratios for the activity or activities it undertakes on school premises and be responsible for providing adequate supervision to maintain order and good conduct.

v) The hirer shall ensure that the school premises are left in a tidy condition after any period of use and on termination of this agreement, all equipment being returned to the correct place of storage. The hirer will be charged a reasonable fee where the school has to clean up/dispose any rubbish after any period of use by the hirer or on termination of the agreement.

vi) All furniture apparatus or equipment brought into school premises for the purposes of or as a result of the hiring must be removed within such time as allowed by the school.

vii) The hirer must not remove or interfere with the furniture, fixtures, fittings, or structure of the school nor install any fixtures, fittings or decoration of its own.

viii) The hirer shall ensure that the school premises are vacated promptly at the end of any period of use and on termination of the Hire Agreement

ix) The right of access to all parts of the school premises, whether or not included in the permission for use, is reserved to the school and to any person acting on its behalf and the hirer must not obstruct or interfere with this right.

x) Use of school facilities and equipment

The equipment of the school can only be used by the hirer with prior written approval from the governing body or the Headteacher of the school.

School dining halls, kitchens and serveries may only be used with the written consent of School Lettings.

Handicraft, domestic science, science laboratories, workshops, gymnasias and other rooms containing models, apparatus, diagrams, etc. are not normally available for use by the general public and any such use will be granted only in exceptional circumstances with the written consent of the school.

The use of any preparation or material for the purpose of preparing a floor for dancing is not allowed.

Chairs must not be removed from the school buildings for use either on the school playing fields or in any other building outside the school premises.

xi) Public and Private Meetings

The following conditions will apply if there is a meeting, assembly or other function at the premises during the hiring to which the public are invited or admitted, whether or not on payment:-

a) no invitation, advertisement or public notice relating to any meeting, assembly or other function which is the subject of the hiring shall contain any wording or matter which in the opinion of School Lettings is likely to constitute an offence against the Race Relations Act, 1976 or which may breach any other legislation, or is likely to be otherwise offensive, or to encourage the attendance of persons likely to infringe any of the requirements of these conditions.

b) no person present shall use words which amount to an incitement to a crime; are calculated to lead to a Breach of the Peace; or are threatening, abusive or insulting in a case where, having regard to all the circumstances, hatred is likely to be stirred up against any racial group* in Britain by the words in question

c) no written matter which is either an incitement to crime; calculated to lead to a Breach of the Peace; or an incitement to racial or religious hatred within the meaning of the Race Relations Act 1976 and the Racial and Religious Hatred Act 2006 must be published or distributed at the premises during the hiring

* "racial group" in b) above means a group of persons defined by reference to their colour, race, nationality, religion, ethnic or national origin

If the hiring is for a meeting or other function which will be open to the public, this must be disclosed on the application form. For this purpose, any meeting or function of which advance publicity is given to persons not in membership of the organisation for which the

booking is made, or to which invitations are not limited to a predetermined group or list of persons shall be deemed open to the public. If such a meeting or function is incorrectly described as “private”, the letting may be cancelled”

8. INSURANCE AND LIABILITY

i) Where School Lettings considers, at the time of application or subsequently at any time before the hiring takes place, that the hiring is for such a purpose or of such a nature that there is a special risk of damage to the premises during or as a result of the hiring, it may, by written notice to the hirer, require the hirer to effect insurance. This insurance may be of such minimum amount as School Lettings may specify, in an insurance office of repute, against the liability of the hirer under these conditions to indemnify School Lettings in respect of any such damage.

ii) The serving of such a notice means that the hiring shall not be permitted unless and until the hirer has produced documentary evidence to School Lettings of the said insurance having been effected. This shall be in the form of a scanned or posted copy of the certificate of insurance.

iii) The hirer, and any guarantor required, shall indemnify and keep indemnified the school from and against any loss or damage which the school may sustain or incur by reason of the permission to use the premises or otherwise arising out of or in connection with such user, including cost of replacement and reinstatement of loss or damage and any claim arising out of bodily injury or death of any person or persons.

iv) The hirer shall be liable for all damages and costs incurred by the school or School Lettings for any theft, malicious or accidental damage to the property during the period of hire.

v) The school or School Lettings shall not be liable for any injury loss or damage caused to the hirer or to any other person as a result of:-

- a) any failure of or defect or want of repair in any of the fixtures, fittings, furniture, equipment or appliances belonging to the school at the accommodation; or
- b) any failure of or interruption in the supply of water, gas or electricity to the accommodation; or
- c) any defect or want of repair in the building of which the accommodation forms part or is the means of access thereof; or
- d) any theft or malicious or accidental damage to or loss of any property of any person taken or left at the accommodation, the means of access of that or any car park annexed to that

vi) Licences and Permissions

The hirer will be required to obtain and pay for all relevant licences which have not already been obtained by the school. The hirer will provide evidence of this if required.

Licences are required for:

- alcohol (including any alcohol provided 'free' with the purchase of an entrance ticket)
- regulated entertainment (including plays, opera, ballet, films, indoor sports, boxing & wrestling, music and dancing, performances and participation)
- gambling (including raffles & lotteries, poker, bingo, betting and 'casino' games)
- special treatments (including massage, manicures and acupuncture)

These may be acquired from the Licensing Team at your local authority.

It is a condition of the hiring that the premises must not be used for any unlawful purpose or in any manner contrary to Licensing Law or any other statute or regulations in force or for any purpose other than that for which the application has been granted. The hirer will

indemnify the school against any legal liability which may be incurred as a result of breach of Licensing Law or any other statute or regulations by the hirer and by any other unlawful act by the hirer, or by any person attending in consequence of the hiring.

The hirer must secure the preservation of order, and take all reasonable steps to prevent injury, loss or damage to any person or property, on all occasions on which the premises are being used by virtue of such permission. The hirer must arrange for an adequate number of responsible stewards to be present throughout the period of hire to assist in the preservation of order. At no time during the hiring may the number of persons present exceed the maximum stated in the application form.

It is the responsibility of the hirer to ensure that before any copyright material is delivered or performed, that the consent of the owner of the copyright or his agent is obtained and the necessary fees paid. Particular attention is drawn to the Performing Right Society and the Phonographic Performance Limited.

9. SAFEGUARDING AND CHILD PROTECTION i)

It is an obligation of the hirer to confirm that:

a) Criminal Records Bureau (CRB) and Disclosure or Barring Service (DBS) checks have been carried out on all adults working with children on the activity or activities it undertakes on the school premises and that these checks demonstrate that all adults working with children on the activity or activities it undertakes are safe to do so. The Hirer is responsible for ensuring compliance with the CRB and DBS Code of Practice and any relevant Safeguarding Children Board requirements

b) there are policies and procedures in place to address any concerns raised in respect to the welfare or safety of children and young people (e.g. signs of potential abuse are exhibited). Staff and volunteers will act upon any concerns without delay, and refer to appropriate services.

ii) The hirer shall be required to provide evidence of the above at the request of the governing body of the school, the Headteacher, or School Lettings.

iii) The hirer is responsible for supervising any children participating in the activity or activities it undertakes on the school premises until they are collected by a responsible adult from the school premises

iv) The hirer must make clear in any advertisement for the service/activity offered on school premises that the school does not endorse, have involvement or responsibility for the service/activity other than those stated in paragraph (iii) overleaf.

10. HEALTH & SAFETY REQUIREMENTS

Under Health and Safety Regulations an employer is responsible for the health and safety of employees and others who are on the school premises. In schools this responsibility is usually delegated to the Headteacher.

The hirer shall be expected to undertake a risk assessment for the activity or activities being undertaken. This should be done in accordance with the '5 Steps' approach set out in the Health & Safety Executive's website (www.hse.gov.uk/risk/fivesteps.htm). Any actions required from this should be followed and a copy of it given to the school.

i) Accident reporting

The hirer must report all accidents occurring before, during or after the activity or activities it

undertakes on the school premises to the appointed person at the school using a standard report form.

ii) First Aid Facilities

There is no legal requirement for the school to provide 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 staff.

iii) Emergencies including fire safety

The school's fire risk assessment should be reviewed and fire safety procedures followed by all providers of services. Any arrangements (e.g. alarms, maximum numbers) that arise from the assessment should be communicated to all users of the premises as appropriate. There must be clear procedure for the hirer to summon emergency services when required with access to either an open telephone landline or fully charged mobile phone. All participants engaged in the organisation's activities must be aware of the procedure for vacating the premises in the case of an emergency such as a fire and the nearest assembly point. Any arrangements (e.g. alarms, maximum numbers) arising from the assessment should be communicated to all users of the premises as appropriate.

A register of all those attending the activities, for which the hirer is responsible, should be kept particularly in the case of an emergency.

The hirer must understand the school's evacuation procedures in the event of an emergency and be aware of fire exits and the assembly point.

iv) Stage and recording equipment

No additional staging, scenery, piano or similar heavy article and no equipment for the reproduction of music or other sound shall be erected or brought onto the school premises without the previous consent in writing of the Lettings Agency. Any such alterations or additions as may be authorised shall be carried out in accordance with the directions and to the satisfaction of School Lettings or the school, and shall be reinstated forthwith at the expense

of the hirer to the like satisfaction. Any such equipment brought onto the school premises shall be, or shall be rendered, non-flammable.

Stage scenery and other effects must neither be brought onto the school premises nor taken away while the school is in session except with the express permission of the Lettings Agency.

In all cases, except where express permission in writing has been granted by the school, the use or movement of school pianos is strictly prohibited.

v) Traffic management

Cars must not be parked so as to cause an obstruction at the entrance to or exits from the school. The hirer must ensure that access to the school by emergency and service vehicles is not obstructed or delayed. The hirer is liable to pay for any costs incurred in the removal of any obstruction.

vi) Cleaning up and waste disposal

The hirer shall be responsible for ensuring the cleaning up and safe disposal of any rubbish, unused or waste food, broken glass etc. as a result of the letting.

vii) Smoking, drinking, and consumption of illegal drugs

The school has a 'No Smoking Policy' and this must be adhered to at all times. Breach of the law in relation to no smoking in an enclosed public space is a criminal offence and will be reported for prosecution.

No alcohol must be brought or consumed on the school premises without the written consent of School Lettings. The hirer should note that school premises are not licensed premises and therefore the licensing laws preclude the supply of alcohol at a charge without a Justices' licence. The supply of alcohol at a charge does not mean just the payment of money over a bar but also applies to the use of tokens or tickets purchased previously and then given in exchange for alcohol. Even the sale of tickets with a notation that the supply of alcohol is part of an inclusive price of admission to a function, such as cheese and wine parties, is a contravention of the law in its strictest interpretation.

Illegal drugs must not be brought onto or consumed on the school premises.

viii) Noise

The hirer shall ensure that no annoyance or disturbance is caused to the school's neighbours or to members of the public as a result of its use of the school premises. Causing a statutory nuisance is a breach of the Environmental Protection Act 1990 for which the hirer may be prosecuted.

ix) Animals

Except in the case of trained guide-dogs for the blind and hearing dogs for the deaf animals are not permitted on the school premises. Such permitted dogs must be kept on a lead and controlled by the person being assisted. The hirer shall ensure that the permitted dog is not a nuisance or is a danger to others. Any such behaviour will not be tolerated and the hirer may be asked to leave the premises. Should this occur the hirer will still be charged the full amount.

x) Electrics and electrical equipment

No alterations or additions to the electrical installation at schools may be made, without previous consent in writing from the Lettings Agency and any such alteration and additions as may be authorised shall be carried out in accordance with the directions and to the satisfaction of School Lettings and shall be reinstated forthwith at the expense of the hirer to School Lettings satisfaction.

The hirer is responsible for the safe and appropriate use of any equipment, whether the school's or otherwise, issued for or in connection with the hirer's activity or activities on the school premises. The school reserves the right to refuse the hirer use of such equipment that it deems may be unsafe or inappropriate.

11. PUBLICITY

The hirer shall obtain the approval of the Headteacher for any advertising or publicity material advertising the hirer's activity or activities before such material is published. No notice may be displayed in the school by the hirer without the prior approval of the Headteacher.

Appendix 3 – Safeguarding

The hirer agrees that systems are in place with regards to safeguarding measures as per the terms of the lettings policy and confirms that they have read and understood the school’s safeguarding policy, even where the premises are not being hired for use by/with children:

Name:	
Name of Organisation:	
Purpose of Letting:	
Date:	
Signature:	