



Ferry Lane

Primary School

LETTINGS POLICY

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Ferry Lane Primary School Lettings Policy

1 Introduction

The Governing Body regards the school buildings and grounds as a community asset. Every reasonable effort will be made to enable them to be used as much as possible. However its overriding aim is to support the school in providing the best possible education for its pupils and any lettings of the premises to outside organisations will be considered with this in mind. The School will not subsidise any lettings by community or commercial organisations. A charge will be levied to meet additional costs incurred by the school. The school will balance the needs of the school to generate income with the needs of the community to hire premises at a reasonable rate.

Use of the premises for activities such as staff meetings, parents' meetings, Governing Body meetings and extra-curricular activities of pupils supervised by school staff are part of the corporate life of the school. Costs arising from these events may be deemed to be a legitimate charge against the school's delegated budget.

Charges

A charge will be levied which covers the following

- Utilities costs (such as heating and lighting)
- Staffing costs (caretaking, cleaning, administration, security)
- "Wear and tear"
- Use of school equipment if applicable
- Public Liability and Accidental Damage Insurance
- Profit element
- Any other costs incurred by the letting

Review of charges

The Premises, Health & Safety Committee will on behalf of the full Governing Body review the charges annually during the spring term for implementation during the following financial year. Any negotiations on rates must be addressed to the Chair of this committee but there is an expectation that the charges set are non-negotiable.

Management and Administration

The Governing Body delegates the management of lettings to the Head teacher. The Head Teacher will appoint a duty supervisor(s) for every event on the school premises (usually the site manager). If she has any concerns about individual requests she will consult with the Chair of the Premises H&S Committee to whom the Governing Body has delegated authority to resolve the issue on its behalf.

1.1 Terms & References

"The Owners" means the Governors of Ferry Lane Primary School and the Agent means the Administrative staff of the School, including the Site Services Manager.

"The Hirer" means the person(s) signing the application form and in addition any organisation for whom they have stated in such form to be acting. The liability under the hiring agreement of such person and such organisation shall be joint and several.

2. Conditions of Hire:

TERMS AND CONDITIONS FOR THE HIRE OF THE SCHOOL PREMISES (Long Term/Regular lettings)

All terms and conditions set out below must be adhered to. The “Hirer” shall be the person making the application for a letting, and this person will be personally responsible for payment of all fees or other sums due in respect of the letting.

Status of the Hirer

Lettings will not be made to persons under the age of 18, or to any organisation or group with an unlawful or extremist background. The hire agreement is personal to the hirer only, and nothing in it is intended to have the effect of giving exclusive possession of any part of the school to them or of creating any tenancy between the school and the hirer.

If a particular letting involves contact with children, all personnel involved must have been checked against List 99 and have undergone an enhanced CRB check, in accordance with DfE guidance.

Any adults working with children (for example, at an after school sports club) must be appropriately qualified. Sports coaches must follow the CSA’s guidelines for working in schools.

Priority of Use

The Head teacher will resolve conflicting requests for the use of the premises, with priority at all times being given to school functions.

Attendance

The Hirer shall ensure that the number of persons using the premises does not exceed that for which the application was made and approval given.

Behaviour

The Hirer shall be responsible for ensuring the preservation of good order for the full duration of the letting and until the premises is vacated. The school is located in a residential neighbourhood and the Hirer is expected to keep noise levels to a minimum.

Public Safety

The Hirer shall be responsible for the prevention of overcrowding (such as would endanger public safety), and for keeping clear all gangways, passages and exits. The Hirer shall be responsible for providing adequate supervision to maintain order and good conduct, and - where applicable - the Hirer must adhere to the correct adult/pupil ratios at all times.

Own Risk

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

Health and Safety

The Duty Supervisor reserves the right to close the building at any time should there be a risk to Health and Safety. The hirer must evacuate the building immediately at the request of the Duty Supervisor. The Duty Supervisor’s decision on any issue of Health and Safety is final.

The Hirer is responsible for providing evidence of Fire Awareness training by the responsible person. If this is not provided, the school will provide staff with the necessary training and an additional cost may be incurred.

Damage, Loss or Injury

The Governing Body has arranged appropriate public liability insurance to cover all legal liabilities for accidents resulting in injuries to persons (including all participants in the activity for which the premises are being hired), and/or loss of or damage to property, including the hired premises, arising out of the letting. A pro-rata cost of the insurance premium has been included in the hire charge.

Furniture and Fittings

Furniture and fittings shall not be removed or interfered with in any way. No fittings or decorating of any kind necessitating drilling, or the fixing of nails or screws into fixtures which are part of the school fabric, are permitted. In the event of any damage to premises or property arising from the letting, the Hirer shall pay the cost of any reparation required.

School Equipment

This can only be used if requested on the Request Form, and if its use is approved by the Head teacher. 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 they are using, and for the equipment's safe and appropriate use.

Electrical Equipment

Any electrical equipment brought by the Hirer onto the school site MUST comply with the appropriate code of practice for portable electrical appliance equipment. Equipment must either have a certificate of safety from a qualified electrical engineer or have been inspected. The intention to use any electrical equipment must be notified on the application.

Toilet Facilities

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

First Aid Facilities

It is the Hirer's responsibility to make their own arrangements, such as the provision of first aid training for supervising personnel, and the provision of a first aid kit, particularly in the case of sports lettings. Use of the schools resources is not permitted.

Food and Drink

No food or drink may be prepared or consumed on the property without prior arrangement, in line with current food hygiene regulations.

Intoxicating Liquor

No intoxicants shall be brought on to or consumed on the premises.

Smoking

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

Copyright or Performing Rights

The Hirer shall not, during the occupancy of the premises, infringe any subsisting copyright or performing right, and shall indemnify the school against all sums of money which the school

may have to pay by reason of an infringement of copyright or performing right occurring during the period of hire covered by this agreement.

Sub-letting

The Hirer shall not sub-let the premises to another person.

Charges

Hire charges are reviewed annually and the current charges are set out in the Hire Agreement.

Variation of Scales of Charges and Cancellations

The Hirer acknowledges that the charges given may be increased from time to time. The letting may be cancelled, provided that in each circumstance at least 28 days notice either way is given. It is the Hirer's responsibility to notify participants in writing (where appropriate) of any changes in dates or venues at least a week in advance.

Cleaning

The Hirer is expected to leave the premises in the same clean and tidy state as when the letting began, using the vacuum cleaner and other equipment provided. If the premises are not left clean and tidy the Hirer shall be responsible for any additional costs the school may have to pay for cleaning of the premises after its use. The cleaning of toilets and washing of floors is included in the cost of the let, within reason.

Right of Access

The Governing Body reserves the right of access to the premises during any letting. The Head teacher or members of the Governing Body may monitor activities from time to time.

Conclusion of the Letting

The Hirer shall, at the end of the hire period, leave the accommodation in a clean and tidy condition, all equipment being returned to the correct place of storage. If this condition is not adhered to, an additional cost may be charged.

Termination

The Head Teacher and/or Chair of Premises H&S Committee reserve the right to terminate the letting arrangement to take immediate effect, if there is a concern about the Hirer or Health and Safety concerns.

Vacation of Premises

The Hirer shall ensure that the premises are vacated promptly at the end of the letting.

Emergency Procedures

The school is responsible for ensuring that Hirers are informed about evacuation procedures and emergency exits.

Hirers are responsible for familiarising themselves with emergency exits and must ensure that participants are aware of evacuation procedures.

In the case of after school activities involving pupils from the school, the Hirer is responsible for supervising any children taking part in an activity until they are collected by a responsible adult.

In the event of an emergency, occupants must leave the school by the nearest exit and assemble in the **Big Pitch**. The Hirer must have immediate access to participants' emergency contact details, and use their own telephone in the event of an emergency.

After School Clubs are required to follow specific guidance on Emergency Evacuation, provided by the school.

Promotional Literature/Newsletters

A draft copy of any information to be distributed to participants or through the school must be sanctioned by the Head Teacher or other designated person a week prior to distribution by the Hirer.

- Not more than the number of persons in the acceptance of application form or stipulated in the acceptance shall be allowed in the School premises at any one time.
- Use of the School premises or the relevant part thereof and entry thereto is limited to the purposes and times stated on the application form and no Sub-letting is permitted.
- The Hirer is responsible for and shall indemnify the Owners against all damage to the School premises or equipment occurring during or in relation to the hiring or while persons are entering or leaving the school premises pursuant to the hire, however and by whosoever caused.
- The Owners shall not be responsible for any loss or damage to any property arising out of the hiring nor for any loss, damage or injury which may be suffered by or done or happen by any person using the School premises during or in relation to the hiring arising from any cause whatsoever or any loss due to any breakdown of machinery, failure of supply of electricity or gas, leakage of water, fire, government restriction, requirement of the local Education authority or act of God which may cause the premises to temporarily close for the hiring to be interrupted or cancelled. The Hirer shall indemnify the Owners against any claim which may arise out of the hiring or which may be made by any person reporting to the School premises during or in relation to the hiring in respect of any such loss, damage or injury, but a formal written report should be made to the Owners within 24 hours.
- The right to remain on the School premises at any time during the hiring is reserved to the Owners and the Agent and any police officer.
- The Hirer must secure the preservation of order at all times, 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.
- No bolts, nails, screws, bits, pins, spikes or other objects shall be driven into the fabric or furnishings of any part of the School premises.
- The Hirer shall at the expiration of the hiring leave the School premises in a clean and orderly state. Where equipment and furniture had been provided, the Hirer will ensure that these are in like condition and in position as found.
- The Hirer shall ensure all property brought into the premises for the purposes of the hiring are removed before the expiration of the hiring, The Owners shall not be responsible for any property left behind and reserve the right to levy a charge whilst it is on the premises or dispose of it.
- No slogans, advertisements, flags, emblem or decorations shall be attached to the outside of the School premises whether affixed to the same or freestanding.

- The Hirer shall remove any slogan, advertisements, flag, emblem or decoration displayed inside the School premises if in the opinion of the Agent it shall be unlawful, unseemly or libellous or expose the premises to an undue risk or fire or is likely to lead to a disturbance or breach of the peace.
- No exits may be blocked or chairs or obstructions placed in corridors or fire appliances removed or tampered with. The Hirer shall ensure that users of the premises are aware of evacuation procedures and of the locations of emergency exits and fire-fighting equipment.
- No lights or other electrical apparatus shall be connected to the school electrical supply without prior permission. On permission being granted the Hirer should ensure that all are properly insulated and fused and electrical plugs and sockets shall not be overloaded.
- Cars must be parked in the spaces indicated and should be parked only for the duration of hire.
- The Hirer is responsible for observing regulations attached to any music and dancing licence and any theatrical productions.
- No alcohol may be consumed on the premises without prior permission from the Owners. All legal requirements regarding the sale and consumption of alcoholic liquor and the performing of plays and the exhibition of cinematography shall be observed and there shall be no infringement of any copyright subsisting under the Copyright Act of 1965. The Owners or the Agent must be furnished with proof that the provisions of the clause have been complied with 48 hours before the hiring. All legal requirements of Gaming and Lotteries legislation shall similarly be observed without infringement.
- Applicants wishing to use the School kitchen do so under separate terms and conditions.
- All scenery and costume used for stage performances and the like must be fireproofed, in accordance with current legislation.
- The Hirer shall make such provision for such insurance cover as the Owners or their Agent may require, and shall pay all premiums due thereunder, and produce the policy or policies of insurance 48 hours before the time of the hiring.
- Hall/Gymnasium: In order to protect the floor, spiked shoes or stiletto heels must not be worn on the premises, and Hall/Gymnasium equipment is in any case not to be used unless an adult with recognised qualifications for the activity proposed is personally in charge at all times.
- The Hirers of the Hall/Gymnasium or any other part of the School Premises should ensure that suitably qualified supervision is available and also the users of such facilities must ensure that changing areas, showers and adjacent corridors are kept clean. Additional specific conditions may apply to individual sports areas.

3. Hire Agreement

All bookings must be accompanied by a booking form

All bookings must pay in full seven working days prior to first letting date. A deposit of 25% must be paid and should accompany all completed Booking Forms.

The owners (by themselves or the Agent) reserve the right to terminate with immediate effect any activity, entertainment or meeting which in their opinion is not properly conducted or which may infringe any of the provision hereof in particular any suspected disorder, damage, offence or illegality.

Cancellation should be in writing and the Hirer must give at least three weeks notice.

The Owners reserve the right to ask for an additional but refundable deposit of a minimum £150 to cover any damages to school property during the let.

The Owners reserve the right to change and/ or alter at any time these conditions. **Accepting of a hire slot and payment of deposits is deemed to be acceptance of these conditions.**

Damage / Cleaning Deposit

Damage /Cleaning deposit of 25% of the letting fee per letting will be payable at the point of booking to cover the potential costs with cleaning or making repairs for damage caused during the hire period. The school reserves the right to retain the deposit should the hire agreement be breached.

4. Monitoring and review

We are aware of the need to review the lettings policy regularly so that we can take account of new initiatives or changes in the law. All policies are reviewed over a three year cycle.

Signed: Chair of Governors Dated:

Signed: Head Teacher Dated:

5. Booking Form

Ferry Lane Primary School



FERRY LANE PRIMARY SCHOOL

Jarrow Road, Tottenham, London, N17 9PP

Tel: 020 8801 5233 Fax: 020 8801 6939

email: admin@ferrylane.haringey.sch.uk

Head teacher: Nicholas Miller

LETTING AGREEMENT BETWEEN

1. The Governing Body of Ferry Lane Primary School

2. The Hirer: _____

Address: _____

Telephone : _____

3. Areas of the School to be Used: _____

4. Specific Nature of Use: _____

—

5. Maximum Attendance: Number of Adults: _____ Number of Children: _____

6. Details of any School Equipment to be Used: _____

Details of any Equipment brought onto premises: _____

7. Date(s) of Hire: _____

8. Period(s) of Hire: _____

9. Fee : _____

The Governing Body agree to hire the premises to the Hirer on the date(s) and for the period(s) mentioned above, upon payment of the fee specified.

The Hirer accepts all the conditions of hire as set out in the attached Terms and Conditions document.

The Hirer's attention is specifically drawn to the indemnities contained in the hire conditions,

and the need to obtain suitable insurance cover for any loss, damage or injury unless already covered by policies taken out by the school

Signatures:

_____ (The Hirer)

_____ (On behalf of the Governing Body)



FERRY LANE PRIMARY SCHOOL

Jarrow Road, Tottenham, London, N17 9PP

Tel: 020 8801 5233 Fax: 020 8801 6939 email: admin@ferrylane.haringey.sch.uk

Headteacher: Nicholas Miller

LETTING - REQUEST FORM

Please complete and return to the School Office not less than 14 working days before the date of the booking

Name	
Address	
Telephone Number	
Type of Event/Activity	
Day of the week requested	
Date(s) of letting	From To
Times (allow time for preparation and clearing)	Start time Finish time
Number of people attending	ADULTS: TEENAGERS: CHILDREN UNDER 13:
Maximum number of participants	
Number of supervising adults	
Relevant qualifications of supervising adults	
Insurance / Public Liability Provided	
Where applicable have CRB and/or LIST 99 checks been carried out?	
Risk assessment provided	

Tick accommodation required

Whole school		Hall		Gym	
Class rooms		How many		Kitchen	
Other		Please specify			

Use of School Equipment - please specify your request if any

Details of any Equipment to be brought:

Dates during the year when the school is unavailable due to school use or closure will be issued at the beginning of the school year in September. These dates may be subject to change, but prior notice will always be given if the premises become unavailable due to unforeseen circumstances.

The Hirer confirms that arrangements are in place with reference to First Aid (see Terms and Conditions for further details).

The Hirer undertakes to comply with the regulations regarding the use of own electrical equipment (see Terms and Conditions for further details).

Any other relevant information:

I confirm that I am over 18 years of age, and that the information provided on this form is correct. I accept that a non-returnable deposit of £50.00 must be paid at the time of booking. **CHEQUES TO BE MADE PAYABLE TO FERRY LANE PRIMARY SCHOOL**

Signed _____

Date:

Office Use

Application accepted/declined

Signed _____ Head teacher

Amount received _____

Receipt issued _____

Signed _____ Date _____

6. Lettings Availability and Charges

Location	Availability	Times	Charges
Halls	Monday –Friday Saturday Sunday	5pm – 9pm 9am-11pm 9am-9pm	£50.00 per hour (£40 concessions) £50.00 per hour (£40 concessions) £50.00 per hour (£40 concessions)
Classrooms	Monday –Friday Saturday Sunday	5pm – 9pm 9am - 11pm 9am - 9pm	£20.00 per hour £40.00 per hour £40.00 per hour
Kitchen (only with the hire of a Hall)	Monday –Friday Saturday Sunday	5pm – 9pm 9am - 11pm 9am - 9pm	£10.00 per session £10.00 per session £10.00 per session
Playground	Monday –Friday Saturday Sunday	5pm – 9pm 9am - 11pm 9am - 9pm	Negotiable
Duty Supervisor Fee	Monday – Friday Saturday - Sunday		£15.00 per hour £20.00 per hour (per duty Supervisor)
School's electrical equipment	Monday-Sunday		Negotiable
ICT Suite	Monday-Friday Saturday-Sunday	5pm-9pm 9am-9pm	£60 per hour £60 per hour

Long term Lettings

Charges for long term lets and regular bookings are negotiable. Interested parties should in the first instance contact the office for a quotation and any correspondence requesting reduced rates will be passed onto the Chair of Premises H&S Committee.

7. Guidance for the Lettings Officer
Ferry Lane Primary School

Letting Date:

Arrival Time: Departure Time:

Name of Hirer:

Venue hired:

Description of hire:

.....

Additional Equipment requested and agreed:

.....

.....

Any special arrangements:

.....

.....

Notes for Lettings Officer:

On the back of this form is a lettings checklist which you will need to go through with the hirer on arrival and again on departure. The lettings checklist is important because deposits will be reimbursed on the basis of this information. Work your way through the checklist ticking off all the elements as you discuss them with the hirer. Once the checklist is complete it should be signed by you and hirer.

Lettings Check List

Below is a list of vital information which will help your letting at Ferry Lane Primary School run smoothly and safely. It is important that you and the Lettings Officer spend a few minutes at the start of the letting going through this list to ensure you are familiar with our building and safety arrangements. The Lettings Officer will also go through the list at the end of the letting and sign off to approve that the building has been left in a fit state as outlined in the lettings policy.

Description	L.O Initials	Hirer Initials
Areas of hire; Go through the areas that have hired and the restricted areas		
Fire Evacuation; Go through fire evacuation procedures and the sound of the fire Alarm. Hirer has responsibility to clear the venue.		
Security; Hirer made aware of security of the premises and the need to have The front entrance door supervised throughout the let		
First Aid; Hirer made aware of access to emergency first aid equipment if Required and the requirement to report any accidents to the Lettings Officer		
Supervision of children; The hirer to be made responsible for the supervision of children at All times during the let. The health, safety and welfare of children At the venue remain with the hirer.		
Toilets; The hirer is aware of the toilet facilities which have been available for the period of the hire.		
End of hire arrangements; All equipment replaced and the hire venue cleaned so it is left the Same condition in which it was found. That all rubbish be bagged in refuse sacks and taken out to the bins		
Damage to school building or equipment; In the event of a breakage the hirer should report this to the Lettings Officer, who will inform the School Admin Manager		

Venue cleanliness; The venue has been handed back to the lettings officer in a clean And tidy condition		
Damage to school building or equipment; There have been no reports of damage to equipment or the building		

On Departure:

Signed:
Lettings Officer

Signed:
Hirer