



WIMBLEDON PARK PRIMARY SCHOOL

LETTINGS POLICY

Approved: Chair of Governors

Headteacher

Date:

Date

Next revision: March 2022

LETTINGS POLICY

INTRODUCTION

The governing body of Wimbledon Park Primary School is keen to see that the premises of our school are used for the benefit of the local community and to generate additional income to support provision of education at the school.

This document outlines the policy of our school with regard to letting. It sets out the facilities available, the charges and the responsibilities of the governors and the users when the school premises are hired.

The use of our school premises at all times other than during the school day is under the control of the governing body of our school. The governing body will not let the school premises to organisations whose purpose is, amongst other things, to encourage racial discrimination and/or disharmony between persons of different racial groups, or are otherwise involved in activities prejudicial to good race relations. The school will carry out an 'open source check' on all external organisations before approving lettings in line with the school's Prevent duty.

In deciding whether or not to let our premises the governing body will also have regard to the likelihood of any damage being caused to the premises, or neighbouring premises, and any nuisance that may arise, as a result of accepting the booking.

In any event, the governing body reserves the right to require a reference before any booking is accepted or to refuse any booking. The final decision on lettings lies with the governing body and they have delegated day to day responsibility for this to the Executive Headteacher/Head of School and School Business Manager.

In the event of a clash or duplication, the following groups will be accorded priority when deciding who to let the premises to:

- Staff
- Parents at the school
- Wider community

DEFINITION OF A LETTING

A letting may be defined as 'any use of the school premises by either a community group or a commercial organisation', regardless of whether a letting fee is charged. It must not interfere with the primary activity of the school, which is to provide a high standard of education for all its pupils.

CHARGES FOR LETTINGS

The governing body is responsible for setting the charges for the letting of the school premises, as set out in the approved scale of lettings charges. These are broken down into 2 categories, long-term recurring lets and occasional lets.

Free of Charge lets are given to the school's PTFA events – other Free of Charge lets may be available to charitable/volunteer organisations, dependant on requirements, and at the discretion of the school and governing body.

INSURANCE AND INDEMNITY

All hirers must have appropriate and suitable public liability insurance either through their organisation/individual's own policy, or by paying a surcharge premium to be covered under Merton council's public liability policy for the school.

Long term regular lettings with their own insurance must always maintain this in place and promptly, within a week, provide copies of their valid insurance certificates for the school.

No club can run without appropriate public liability insurance in place and this may lead to the cancellation of clubs at very short notice.

PROCEDURES FOR LONG-TERM RECURRING LETS

Providers of ongoing and regular community, educational and children's services out of the school premises (e.g. breakfast club, farmers' market, extra-curricular clubs) are classed as long term regular lettings.

Annually (typically in the summer term), the school and the organisation/individual making the long term letting will renew their individual letting agreement for the forthcoming academic year (Appendix D Annual letting agreement), which includes the agreed facilities let and charges, and incorporates the standard letting terms and conditions (Appendix A).

The offer of a proportion of free places which is in line with the overall levels of pupil premium children represented in the school is an expectation of all services provided for children at the school except for Scouts, who are exempt.

Organisations/individuals making the long term letting providing activities aimed predominantly at children will also need to evidence robust safeguarding policies and procedures including but not limited to: the safer recruitment of any employees, undergoing regular safeguarding training and having an up to date child protection policy. Hirers are able to attend the school's annual safeguarding training if they do not do this themselves.

Organisations/individuals making the long term letting providing activities as extra-curricular school clubs will have the Clubs Protocol (Appendix E) incorporated into their annual letting agreement, and each hirer member of staff will need annually to sign the school's safer working practices agreement.

The school business manager and finance managers will be the school contacts for long term regular lettings and oversee the administration and liaison with providers. Providers interested in a long term regular letting should make an initial enquiry by telephone or email with the school business manager (office@wimbledonpark.merton.sch.uk 020 8946 4925).

PROCEDURES FOR AD HOC LETTINGS

Enquiries about dates to let the school premises should be made by email or telephone to the school business manager (office@wimbledonpark.merton.sch.uk 020 8946 4925). The school business manager will confirm availability of the date and invite the applicant to fill in, sign and return letting agreement (Appendix C) to let the school premises.

By signing the letting agreement, the person signing is acknowledging and agreeing to the terms and conditions (Appendix B).

The governing body has the right to refuse an application and no letting should be regarded as confirmed until approval has been given in writing/by email. No public announcement of any activity or function taking place should be made by the organisation concerned until the booking has been confirmed in writing/by email.

The letting agreement needs to be signed and returned to the school before the letting can take place. It should be signed by a named individual and the agreement should be in their name, giving their permanent private address. The named individual applying to hire the premises will be invoiced for the cost of the letting which must be paid fully within 10 days of invoicing.

Hirers will automatically be charged for public liability insurance at a cost of 9% as part of the letting unless proof of adequate equivalent insurance is shown to the school (a photocopy will be taken for the school's records).

There will be no access to the premises before the commencement of the period. Hirers must allow sufficient time for preparation before the event, and to allow for clearing away and for all participants to leave the premises within the booking times of the let.

The school business manager is responsible for the management of lettings, in accordance with the school's policy, but the Executive Headteacher/Head of School retains overall responsibility.

APPENDIX A

TERMS AND CONDITIONS FOR THE HIRE OF THE SCHOOL PREMISES –LONG TERM RECURRING LETS

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. Once you, the Hirer, have been accepted to use the school premises, you are automatically bound by all terms and conditions of usage of the premises.

Status of the Hirer and Safeguarding

Lettings will not be made to persons under the age of 18, or to any organisation or group with an unlawful, racist 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.

The Hirer shall ensure that where a hiring involves activities aimed predominantly at children, they have appropriate safeguarding policies and procedures in place and that they, themselves and those persons likely to have contact with children, have been subject to Enhanced Disclosure and Barring Service checks. The governors reserve the right to require the Hirer to produce evidence that enhanced DBS checks have been carried out on all persons and to review safeguarding policies and procedures and to impose any additional requirement they consider appropriate in connection with the hiring. If for any reason the governors are not satisfied, then they reserve the right to cancel any hiring and there shall be no liability to the Hirer other than to refund any hiring fee or deposit paid.

Any adults working with the school’s pupils (for example, at an after school sports club) must be appropriately qualified.

Priority of Use

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

Indemnity and Insurance

The Hirer shall indemnify the school against all loss and damage which the school or Merton Council may sustain or incur by reason of the letting including cost of replacement and reinstatement and the damage to the property of, or the bodily injury or death of any person or persons.

Hirers will automatically be charged for public liability insurance via Merton Council’s policy at a cost of 9% as part of the letting unless proof of adequate equivalent insurance is shown to the school (a photocopy will be taken for the school’s records). Please note that the Council’s insurance will not cover the use of bouncy castles unless they are hired with an operator who has the appropriate liability insurance.

Such equivalent insurance should be with a reputable insurance office approved by the governing body, against such funds as the Hirer may become liable to pay as compensation, arising out of bodily injury or illness (fatal or otherwise) to any person and/or costs, fees, expenses, loss or damage caused to property or the premises by any act or neglect of himself, his servants, agents, or any person resorting to the premises by reason of the use of the premises by the Hirer.

Unless specifically agreed by the governing body, the insurance cover shall provide a limit indemnity of not less than £5,000,000 (five million pounds) in respect of any one incident and to include liability for the premises including liability for fire and explosion risks arising from the let of the premises.

Neither the school nor the Local Authority shall be responsible for any injury to persons, loss of or damage to any property owned by any person using the premises during the period of the letting. Property shall be brought on to the premises at the sole risk of the owner. The Hirer is responsible for informing users that they are solely responsible for the security of their personal property.

Furniture and Fittings

The school's 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 initial application form, and if its use is approved by the School Business 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 they are using, and for the equipment's safe and appropriate use.

Electrical Equipment

The Hirer is responsible for the safety of all electrical equipment brought into the building. The hirer can request the equipment to be portable appliance tested (PAT) tested by staff before use. . The intention to use any electrical equipment must be notified on the hire application form. The governing body disclaim all responsibility for all claims and costs arising out of or in any way relating to such equipment.

Car Parking Facilities – Car Park

Cars shall not be parked so as to cause an obstruction at the entrance to, or exits from, the school. In particular, the Hirer must ensure that access to the school by emergency vehicles is not obstructed or delayed. The permission of the school business manager must be obtained for any on-site parking. There is no availability to park vehicles in the main school playground.

Toilet Facilities

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

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 personnel, particularly in the case of sports lettings. There is no legal requirement for the school to provide first aid facilities and use of the school's resources is not available.

Food/Kitchen/Food Preparation

No food or drink may be prepared or cooked on the premises. All litter must be placed in the bins provided and taken off-site at the end of the hire.

Alcohol

Alcohol cannot be sold on the premises without a temporary event notice from the local Licensing Authority.

Smoking

The whole of the school premises is a non-smoking area, and smoking is not permitted, this includes the use of e-cigarettes.

Copyright, Performing Rights and Regulated Activities

The Hirer shall not, during the occupancy of the premises, infringe any copyright or performing right, and shall indemnify the school and Merton council against all sums of money which they may have to pay by reason of an infringement of copyright or performing right occurring during the period of hire covered by this agreement.

The Hirer shall be responsible for obtaining any public licenses necessary in connection with the letting and should confirm with the school the licenses they hold.

The Hirer must provide a premises licence from the council before carrying out any deemed regulated activity. Regulated activities are defined as: performance of a play, exhibition of a film, an indoor sporting event, boxing or wrestling entertainment, live music, recorded music, performance of dance, entertainment of a similar description to that falling within the performance of live music, the playing of recorded music and performance of dance.

Public Safety

Nothing shall be done which will endanger the users of the building, or invalidate the policies of insurance relating to it and its contents. In particular:

- 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
- The Hirer is responsible for familiarising his/herself with the procedure for evacuation of the premises, the escape routes, assembly points, and shall be familiar with the fire-fighting equipment available
- Fire-fighting equipment shall be kept in its designated place and only used for its intended purpose
- Highly flammable substances/materials shall not be brought into, or used, in any part of the premises
- 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.

Hirer's responsibilities

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.

Hirers and organisers of events in the school premises are responsible for ensuring that the noise level of their function does not interfere with the other activities within the building nor to cause inconvenience for the occupiers of nearby houses or property. The Hirer shall be responsible for ensuring the preservation of good order for the full duration of the letting and until the premises are vacated.

The Hirer is responsible for taking off-site any rubbish from their event.

The Hirer is responsible for ensuring that all areas are left clean and tidy as found. This includes all outside areas as well as indoor areas.

The Hirer shall ensure that the premises are vacated promptly at the end of the letting. The Hirer is responsible for supervising any children taking part in an activity until they are collected by a responsible adult. Where applicable, the Hirer must adhere to the correct adult/pupil ratios at all

times when these are specified for particular activities, e.g. by national governing bodies of sports, scouts etc.

In the event of an emergency (fire alarm, flood, power cut), occupants must leave the school by the nearest exit and assemble in the school playground by the assembly point. Please do not re-enter until advised to do so by the site or senior leadership team.

It will be the responsibility of the Hirer to declare any income generated by the letting to HR Revenue & Customs (for tax purposes).

Restrictions

No hard balls in Classrooms, Downey and Studio halls

No studs or tap shoes

No balloons

No candles, indoor fireworks or sparklers

No lit fires or floor based BBQs in the school grounds

No confetti or rice is to be thrown on the premises

If this is not found to be the case the Hirer will be charged a penalty sum to cover costs of any repairs or cleaning required.

Betting, Gaming and Lotteries

Nothing shall be done on, or in relation to, the premises in contravention of the law relating to betting, gaming and lotteries, and the persons or organisations responsible for functions held in the premises shall ensure that the requirements of the relevant legislation are strictly observed.

Charges and Cancellation

The Hirer acknowledges that the charges are as set out in the letting agreement, including any facilities, equipment or arrangements specified.

The governing body will not accept any responsibility for any loss, or other expenses however incurred by the Hirer, in the event of a cancellation by the governing body 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).

Sub-letting

The Hirer shall not sub-let the premises, underlet or share possession with any other parties.

Storage

The permission of the school business manager/Executive Headteacher/Head of School must be obtained before goods or equipment are left or stored on the premises, except that the Executive Headteacher/Head of School is authorised to grant permission for the overnight storage of goods and equipment brought to the school for a particular event.

Right of Access

The governing body or its representatives reserves the right of access to the premises during the letting.

APPENDIX B

TERMS AND CONDITIONS FOR THE HIRE OF THE SCHOOL PREMISES – OCCASIONAL USE

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. Once you, the Hirer, have accepted a permit to use the school premises, you are automatically bound by all terms and conditions of usage of the premises.

Status of the Hirer and Safeguarding

Lettings will not be made to persons under the age of 18, or to any organisation or group with an unlawful, racist 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.

The Hirer shall ensure that where a hiring involves activities aimed predominantly at children, they have appropriate safeguarding policies and procedures in place and that they, themselves and those persons likely to have contact with children, have been subject to Enhanced Disclosure and Barring Service checks. The governors reserve the right to require the Hirer to produce evidence that enhanced DBS checks have been carried out on all persons and to review safeguarding policies and procedures and to impose any additional requirement they consider appropriate in connection with the hiring. If for any reason the governors are not satisfied, then they reserve the right to cancel any hiring and there shall be no liability to the Hirer other than to refund any hiring fee or deposit paid.

Priority of Use

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

Indemnity and Insurance

The Hirer shall indemnify the school against all loss and damage which the school or Merton Council may sustain or incur by reason of the letting including cost of replacement and reinstatement and the damage to the property of, or the bodily injury or death of any person or persons.

Hirers will automatically be charged for public liability insurance via Merton Council’s policy at a cost of 9% as part of the letting unless proof of adequate equivalent insurance is shown to the school (a photocopy will be taken for the school’s records). Please note that the Council’s insurance will not cover the use of bouncy castles unless they are hired with an operator who has the appropriate liability insurance.

Such equivalent insurance should be with a reputable insurance office approved by the governing body, against such funds as the Hirer may become liable to pay as compensation, arising out of bodily injury or illness (fatal or otherwise) to any person and/or costs, fees, expenses, loss or damage caused to property or the premises by any act or neglect of himself, his servants, agents, or any person resorting to the premises by reason of the use of the premises by the Hirer.

Unless specifically agreed by the governing body, the insurance cover shall provide a limit indemnity of not less than £5,000,000 (five million pounds) in respect of any one incident and to include liability for the premises including liability for fire and explosion risks arising from the let of the premises.

Neither the school nor the Local Authority shall be responsible for any injury to persons, loss of or damage to any property owned by any person using the premises during the period of the letting. Property shall be brought on to the premises at the sole risk of the owner. The Hirer is responsible for informing users that they are solely responsible for the security of their personal property

Furniture and Fittings

The school's 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 initial application form, and if its use is approved by the School Business 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 they are using, and for the equipment's safe and appropriate use.

Electrical Equipment

The Hirer is responsible for the safety of all electrical equipment brought into the building. The hirer can request the equipment to be portable appliance tested (PAT) tested by staff before use. The intention to use any electrical equipment must be notified on the hire application form. The governing body disclaim all responsibility for all claims and costs arising out of or in any way relating to such equipment.

Car Parking Facilities – Car Park

Cars shall not be parked in the car park so as to cause an obstruction at the entrance to, or exits from, the school. In particular, the Hirer must ensure that access to the school by emergency vehicles is not obstructed or delayed. The permission of the school business manager must be obtained for any on-site parking. There is no availability to park vehicles in the main school playground.

Toilet Facilities

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

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 personnel, particularly in the case of sports lettings. There is no legal requirement for the school to provide first aid facilities and use of the school's resources is not available.

Food/Kitchen/Food Preparation

No food or drink may be prepared or cooked on the premises. All litter must be placed in the bins provided and taken off-site at the end of the hire.

Alcohol

Alcohol cannot be sold on the premises without a temporary event notice from the local Licensing Authority.

Smoking

The whole of the school premises is a non-smoking area, and smoking is not permitted, this includes the use of e-cigarettes.

Copyright, Performing Rights and Regulated Activities

The Hirer shall not, during the occupancy of the premises, infringe any copyright or performing right, and shall indemnify the school and Merton council against all sums of money which they may have to pay by reason of an infringement of copyright or performing right occurring during the period of hire covered by this agreement.

The Hirer shall be responsible for obtaining any public licenses necessary in connection with the letting and should confirm with the school the licenses they hold.

The Hirer must provide a premises licence for regulated activities from the council. Regulated activities are defined as: performance of a play, exhibition of a film, an indoor sporting event, boxing or wrestling entertainment, live music, recorded music, performance of dance, entertainment of a similar description to that falling within the performance of live music, the playing of recorded music and performance of dance

Public Safety

Nothing shall be done which will endanger the users of the building, or invalidate the policies of insurance relating to it and its contents. In particular:

- 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
- The Hirer is responsible for familiarising his/herself with the procedure for evacuation of the premises, the escape routes, assembly points, and shall be familiar with the fire-fighting equipment available
- Fire-fighting equipment shall be kept in its designated place and only used for its intended purpose
- Highly flammable substances/materials shall not be brought into, or used, in any part of the premises
- 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.

Hirer's responsibilities

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 requested. No part of the premises requested is to be used for any unlawful purpose or in any unlawful way.

We are acutely aware of our responsibilities as good neighbours and for this reason we are strict about evening parties ending promptly at 11pm. We would ask for your cooperation in keeping noise levels down to that which you would expect to tolerate in a residential area and in ensuring that your guests leave the area quietly. We raise these issues with you at this stage just in case you think that the restrictions we ask you to impose are unsuited to the party you have planned.

The Hirer is responsible for taking off-site any litter from their event.

The Hirer is responsible for ensuring that all areas are left clean and tidy as found. This includes all outside areas as well as indoor areas.

Restrictions

No hard balls in Downey and Studio halls and classrooms

No studs or tap shoes
No balloons
No candles, indoor fireworks or sparklers
No lit fires or floor based BBQs in the school grounds
No confetti or rice is to be thrown on the premises

If this is not found to be the case the Hirer will be charged a penalty sum to cover costs of any repairs or cleaning required.

The Hirer shall ensure that the premises are vacated promptly at the end of the letting. The Hirer is responsible for supervising any children taking part in an activity until they are collected by a responsible adult. Where applicable, the Hirer must adhere to the correct adult/pupil ratios at all times when these are specified for particular activities, e.g. by national governing bodies of sports, scouts etc.

In the event of an emergency (fire, flood, power cut), occupants must leave the school by the nearest exit and assemble in the school playground by the assembly point (and wait to be advised by the site team)

Betting, Gaming and Lotteries

Nothing shall be done on, or in relation to, the premises in contravention of the law relating to betting, gaming and lotteries, and the persons or organisations responsible for functions held in the premises shall ensure that the requirements of the relevant legislation are strictly observed.

Charges and Cancellation

The Hirer acknowledges that the charges are as set out in the letting agreement, including any facilities, equipment or arrangements specified.

Refundable deposit of £150 (against breakages, additional cleaning needed, missing items)

Cancellation notice period

100% refund 29 days and over
50% refund 11-28 days
No refund 10 days

The governing body will not accept any responsibility for any loss, or other expenses however incurred by the Hirer, in the event of a cancellation by the governing body 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).

Sub-letting

The Hirer shall not sub-let the premises, underlet or share possession with any other parties.

Storage

The permission of the school business manager/Executive Headteacher/Head of School must be obtained before goods or equipment are left or stored on the premises, except that the Executive Headteacher/Head of School is authorised to grant permission for the overnight storage of goods and equipment brought to the school for a particular event.

Right of Access

The governing body or its representatives reserves the right of access to the premises during the letting.

APPENDIX C

OCCASIONAL USE LETTING AGREEMENT

(Please complete this form)

Accommodation/Facilities required	
Other requirements (e.g. tables, chairs and equipment)	
Date of Letting	
Start time of letting	
End time of letting	
Total hours	
Purpose of letting/nature of the event	
Estimated number of people	
Will any copyright materials be used?	
Will alcohol be sold at the event?	
Do you have public liability insurance to cover the event? (if not, a surcharge of 9% will be applied to the letting fees)	

Name of Organisation (if applicable)	
Full name and address of Hirer including contact number	

Please complete and return to the school as soon as possible before the event. We will confirm the booking and notify you of the charges. You will need to send copies of any licenses/certificates required on confirmation of the booking.

DECLARATION

I accept and agree to all the conditions of hire as set out in the policy and the terms and conditions for school lettings. Any performance or premises licenses necessary will be observed and any requirements of the Licensing Justices, where necessary, will be met. I agree to pay the charges due as required and hereby certify that the premises and grounds will be used only for the purpose stated. I agree that procedures and systems are in place with regards to safeguarding as per the terms and conditions. I understand the indemnities contained in the terms and conditions, and the need to obtain suitable insurance cover for any loss, damage or injury. I am over 18 years of age.

Signature of Hirer _____

Date of application _____

CHARGES FOR OCCASIONAL USE
(applicable from March 2020 and subject to availability)

	Mon-Friday 6.30pm-11pm	Saturday 2pm-11pm	Sunday 8am-11pm
DOWNEY HALL Minimum 2 ½ hr hire	£200 min. let (additional hours £25 per hr)	£200 min. let (additional hours £25 per hr)	£200 min. let (additional hours £25 per hr)
STUDIO HALL Minimum 2 ½ hr hire	£200 min. let (additional hours £25 per hr)	£200 min. let (additional hours £25 per hr)	£200 min. let (additional hours £25 per hr)
CLASSROOM Minimum 2 ½ hr hire	£200 min. let (additional hours £15 per hour)	£200 min. let (additional hours £15 per hour)	£200 min. let (additional hours £15 per hour)
PLAYGROUND (outside space only) Minimum 2 ½ hr hire	Not available	£200 min. let (or £15 per hr when hired with Downey Hall/Studio Hall)	£200 min. let (or £15 per hr when hired with Downey Hall/Studio Hall)
KITCHEN	Not available	Available by prior agreement – cost will depend on intended use	Available by prior agreement – cost will depend on intended use
Public liability insurance	9% of letting or proof of current public liability insurance		
Refundable Deposit	£150		

- The minimum hire includes the cost of a member of staff on site during the hire period
- Other lettings of the school premises not included in the above are at the discretion of the school and governing body.
- Free of Charge lets are given to the school's PTFA events – other Free of Charge lets may be available to charitable/volunteer organisations, dependant on requirements, and at the discretion of the school and governing body.
- The school offers discounts to current staff. Please contact the school business manager.
- The school has limited external floodlighting for outside play areas. This will therefore limit the times available for use of these facilities.
- The school has the right to vary charges annually (in the summer term for the following academic year)

APPENDIX D

ANNUAL LETTING AGREEMENT FOR LONGTERM RECURRING LETTINGS

Name of Hirer:

Address:

Contact telephone number:

Accommodation/facilities regularly let (including dates and times):

Other requirements/storage/equipment:

Agreement on offer of free places:

Specific obligations of the Hirer:

Charges agreed and invoicing arrangements:

Weekday 7am-6pm	Downey Hall, Studio, Playground,	The greater of:- 15% total income or a minimum hire of £25 per hr
Weekday term time 3.30pm-4.30pm	MUGA	The greater of:- 15% total income or a minimum hire of £25 per hr
Weekday 7am-6pm	Classroom	The greater of:- 15% total income or a minimum hire of £15 per hr
Saturday 7am-2pm	Playground	£25 per hour
Sunday 9am-6pm	Playground	£25 per hour

Period for which this agreement is effective:

Agreed public liability insurance arrangements (either the organisation's own insurance policy to the school's satisfaction in accordance with the terms and conditions or 9% surcharge on the letting):

Agreed safeguarding arrangements (either provided through the school, or through the organisation's own arrangements for safer recruitment, child protection policy, and safeguarding training for staff):

DECLARATION

I accept and agree to all the conditions of letting as set out in the policy and the terms and conditions for school lettings. I agree to pay the charges due as required and hereby certify that the premises and grounds will be used only for the purpose stated. I agree that procedures and systems are in place with regards to safeguarding as per the terms and conditions. I understand the indemnities contained in the terms and conditions, and the need to obtain, maintain and provide evidence of suitable insurance cover for any loss, damage or injury. I am over 18 years of age.

Signature of Hirer _____

Organisation _____

Date _____

Date for next annual review:

APPENDIX E

EXTRA CURRICULAR CLUBS PROTOCOL

The organisation or individual responsible for running a club in school must ensure that:

- Staff/hirer arrives in school before the session begins, in order to set up and greet the children at the appointed time for the start of the session
- Staff are familiar with the fire drill regulations in the school
- Staff read and adhere to the school's child protection policy
- Appropriate child protection checks and safeguarding training have been carried out for any staff or volunteers working for the club on the school's site
- Staff carry out appropriate safer recruitment checks, where applicable
- Staff are aware of The Prevent Duty and do not seek to share extremist or radical views
- Staff have read and signed a copy of the school's Safe Working Practices agreement
- Staff remember that the school has a no nut policy and they should be aware of the allergies and emergency medical procedures for any children in the club
- Staff/hirer club providers are responsible for providing 1st aid. This includes communicating to parents (and follow up bumped heads protocol, red letter to parents)
- A register is marked each week
- Payments are made within 28 days of invoice. to the school office
- There are high expectations of pupil behaviour in sessions (that are consistent with the school's behaviour policy)
- Children are interacted with positively and in an encouraging manner
- Sessions are well-prepared
- All children are collected safely after each session by parents or designated carers . Please refer to late collection policy if in doubt.Children are the adult's responsibility until parents arrive
- Children must not be left alone at any time
- Sufficient ratios of adult to children are adhered to

PLEASE READ, SIGN AND RETURN WITH THE ANNUAL LETTINGS AGREEMENT

Signature of Hirer _____

Organisation _____

Date _____

APPENDIX F

Site team check list after let

1. Bins emptied and rubbish taken off-site
2. Toilets clean
3. Hall sweep
4. Check lighting/sound desk working
5. Equipment returned and stored safely