



## Saint Edmund's Catholic Primary School

*'Together we learn and grow through worship and celebration'*

# Lettings Policy

Committee responsible for policy	Resources Committee
Approved by <b>Committee</b> /FGB	October 2020
Statutory/Non-statutory	Non- STATUTORY
Frequency of Review	Free to determine – 3 Years
Date of last review	December 2016
Date of next review	<b>October 2023</b>
Purpose of policy	To define the rules enabling third party letting/rental of the school
Consultation	Financial Management in School practices FGB
Links to other policies	Charging and Remissions

# **St. Edmund's Catholic Primary School**

*'Together we learn and grow through worship and celebration'*

## **Lettings Policy**

1. The use of the school site is permitted by the Governing Body on the understanding that the following rules are adhered to at all times.
2. Hirers wishing to use the school for an after school club must complete and supply the documentation required in the School's External Agency Agreement.
3. The only toilets that are available to hirers are those at the top of the stairs to the right of the hall and those in the changing rooms in the playing field. These toilets are intended for primary school children. Anyone wishing to hire the school hall or the school field does so in the knowledge that the toilet facilities may not be suitable for adults.
4. No one is allowed to go anywhere within the school building (outside of the hall), except to the toilets specified above.
5. Once the Hirer has accepted a permit to use the school premises, they are automatically bound by all terms and conditions of usage of the premises. The Governing Body have the right to vary these terms and conditions at any time.
6. A copy of an insurance certificate plus any licenses required plus copies of DBS checks (where children will be using the school premises) plus a copy of a "Temporary Event Notice" (where applicable) must be sent to the Governors, via the school office, at least five working days before the Let.  
Failure to provide the relevant documentation will terminate the letting agreement.
7. The person signing the application form, on behalf of their organisation, known as the Hirer, is personally responsible for ensuring that all terms and conditions of our lettings policy are adhered to.
8. The Governing Body requires anyone wishing to hire the school premises for public dancing, music or any public entertainment to take out the relevant licenses, and to observe the conditions of that license. As those licenses lay down stringent regulations, the hirer must study the regulations of the Local Authority on the issue of licenses for such purposes. A copy of the regulations and requirements can be obtained on application to the London Borough of Richmond upon Thames.
9. The Governing Body requires anyone wishing to have alcohol on the school premises to take out the relevant license. If a hirer is uncertain as to the application of any of the licensing regulations, he/she should obtain further information from the Licensing Officer of the London Borough of Richmond Upon Thames. A hirer who is organising events for children must have regard for the requirements of The Children Act 1989.  
No intoxicating liquor shall be brought or consumed on school premises or any part thereof except by recognised organisations.

10. Anyone wishing to hire the school premises for a public event must issue a Temporary Event Notice and send it to the Licensing Authority and the Police together with the fee within the time scale specified.
11. The hirer shall indemnify and keep indemnified the Governing Body from and against all loss and damage to property belonging to or under the control of the Governing Body including cost of replacement and reinstatement; and the damage to the property of, or the bodily injury or death of any person or persons.
12. The Governing Body will not accept responsibility for any 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.
13. The hirer must make sure that all users are aware that they are solely responsible for the security of their personal property, and should put a sign up to this effect. If tickets are issued for any event, this statement should also be printed on the ticket.
14. The hirer is responsible for informing the Governing Body, of any person sustaining injury or loss on the school premises during the period of the let. This information must be presented in writing to the Governing Body within 24 hours of the event. Any further information required by the Governing Body must be made available on request.
15.
  - (a) No musical works in the repertoire of the Performing Right Society may be performed on the premises except on payment to the Society of the appropriate fee.
  - (b) No lecture, play, opera, dramatic or musical or other work in which a copyright subsists shall be delivered or performed on the premises unless the consent of the owner of the copyright has been previously obtained by the hirer and all necessary fees paid. No performance of any gramophone or other record in which any copyright subsists shall be given on the premises unless the previous consent of the Phonographic Performance Ltd., or other owner of the copyright has been obtained by the hirer and all necessary fees paid. The hirer must make his/her own inquiries as to the existence of any such copyright as aforesaid. Proof of permission to use the piece of work must be shown to the Governing Body of the school at the time of booking.
  - (c) The hirer and the guarantor shall indemnify and keep indemnified the Governing Body from and against all costs, claims and demands which may be made against the Governing Body for any breach or infringement of copyright.
16. The Governing Body may cancel any permission granted to use the premises:-
  - (a) If it should appear that the same or any part thereof will be required for public or official purposes whether Governing Body or otherwise or by any body or person having a statutory right of user.

- (b) If any damage has been caused to the premises or to any property of the Governing Body thereon by reason of any previous use of the premises by the person or body now wishing to use the premises.
- (c) If breaches of the requirements of the London Borough of Richmond's licensing conditions or in connection with public dancing, music or other public entertainment's occur.
- (d) If, for any reason, the Governing Body deem it necessary or expedient to cancel the license or permit.
- (e) If, for any reason, the school is closed, no compensation shall be payable by the Governing body, to the hirer or any other person by reason of any such cancellation. Any fees paid to the Governing Body in respect of a permit which is subsequently cancelled by the Governing Body will be refunded unless the cancellation is by reason of damage having been caused.

17. The use of a film projector with non-flammable films may be permitted subject to the approval of the Governing Body, of the type of projector and to any conditions prescribed by the Council and other appropriate authorities as precautions against fire and panic.

18. No person under the age of 16 years is permitted on the premises without Parental supervision or supervision by adult(s) who have been DBS checked for working with children.

19. The right of access to all parts of the school premises whether or not included in the permission for user is reserved to the Governing Body or any person authorised by them and the hirer shall not obstruct or interfere with this right.

20. No alterations to the electrical installations at the school may be made.

21. No additional staging, curtaining or scenery may be erected without the previous consent in writing of the Governing Body and any such alterations and additions as may be authorised shall be carried out in accordance with the directions and to the satisfaction of the Governing Body and shall be returned to their original state immediately after usage, at the expense of the hirer.

Where any use involves the erection and/or dismantling of a stage, this will be carried out by the hirer at his/her expense under the supervision of a representative of the Governing Body.

All such curtaining or scenery shall be rendered non-inflammable. Stage scenery and other effects must neither be brought on to the school premises nor taken away while the school is in session except with the express permission of the Governing Body and Head Teacher.

22. Furniture, including chairs, must not be removed from the school premises for use either on the playing field or playground unless prior permission has been applied for and granted by the Governing Body.
23. No advertising may be placed in any area of the school premises without the direct permission of the Head Teacher of the school.
24. The use of any preparation or material for the purpose of preparing a floor for dancing is not allowed, as this may make the floors dangerous for normal use. The safe condition of the floors shall be deemed acceptable to the hirer after inspection and will remain the hirer's responsibility during the letting.
25. If the terms and conditions of hiring are contravened in any way, the Governing Body reserves the right to cancel any permission for further use and will inform the hirer in writing. In such event, the hirer will not be entitled to any compensation or refund of any payment made in respect of such use.
26. It is the responsibility of the hirer to ensure that any area of accommodation used in the course of the letting is left in the condition in which it was found and is maintained in a safe condition during the letting.
27. No school staff are permitted to accept hospitality gifts, either cash or in kind, at any time. We request that no gifts of this nature are offered.
28. No confetti or rice is to be thrown on the premises.
29. Only adults preparing food are permitted access to the kitchen, where an agreement has been made. Kitchen regulations must be adhered to at all times. It is the responsibility of the hirer to ensure that the kitchen certificate is signed at the beginning and the end of the let.
30. The school's No Smoking Policy must be adhered to at all times.
31. All applications for use of the school premises must be made on the application form at least fifteen working days before the date of the let, except for St. Edmund's Parish Organisations.
32. The hirer must report to the Site Manager at the beginning of any let. Where deposits have been paid for a function, the hirer must meet with the Site Manager and kitchen supervisor (or their representative) to sign the Site Manager's Certificate and Kitchen Certificate, accepting the condition of the premises as acceptable at the beginning and the end of the hire period.
33. The hirer will adhere to all Health and Safety requirements as required by the school.
34. No event may finish after 11.50 p.m..

35. No sub-letting is allowed – the hire agreement between the Governing Body and the hirer is not transferrable.

36. The Governing Body reserve the right to vary the amount of deposit required and the rates charged for the use of the school site.

**37. CONDITIONS OF LETTING SCHOOL KITCHEN:**

**THE KITCHEN MUST BE LEFT CLEAN AND TIDY AFTER LETTING**

1. Ovens and cooker tops must be cleaned.
2. Sinks must be cleaned out and wiped dry.
3. All worktops must be wiped down.
4. Floor must be swept clean and mopped if necessary.
5. All utensils used must be cleaned, dried and returned to their original place.
6. Only adults preparing food are permitted access to the kitchen area.
7. NO SMOKING in the kitchen at any time.
8. NO CHILDREN in the kitchen at any time.

The hirer is advised that they must adhere to the times agreed in the letting agreement.

Adequate time must be left before the end of the let to ensure the kitchen is left clean and tidy.

The Kitchen Certificate must be signed by both the Hirer and the Kitchen Supervisor (i.e. the Site Manager) at the beginning and end of the letting.

## **NON SCHOOL CLUB HIRE RATES**

A £500 deposit (cheque) made payable to “St. Edmund’s School” must be sent to the school office, once a hire has been agreed, at least 5 days prior to the hire date.

The cheque will not be presented to the bank unless there is damage to be repaired.

A separate cheque made payable to “St. Edmund’s School” for the amount of the hire (see charges below) must be sent to the school office, once a hire has been agreed, at least 5 days prior to the hire date.

This cheque will be presented when received.

### **Charges:**

1. Playing Field Only: £120 for the first hour then £30 per hour for the second and subsequent hours.
2. Playground Only: £120 for the first hour then £10 per hour for the second and subsequent hours.
3. Hall Only: £120 for the first hour then £40 per hour for the second and subsequent hours.
4. Hall and Kitchen: £120 for the first hour then £60 per hour for the second and subsequent hours.
5. Hall, Kitchen and Playground: £120 for the first hour then £70 per hour for the second and subsequent hours.
6. Hall, Kitchen, Playground and Field: £120 for the first hour then £100 per hour for the second and subsequent hours.

Note Hire of the Playing Field includes the use of the changing rooms and their toilets

## APPLICATION FORM FOR THE USE OF ST. EDMUND'S SCHOOL SITE

This form is to be completed by the person responsible, on behalf of the hirers. It is understood that this person will be responsible for the payment of all charges relating to this booking and will ensure that all aspects of our lettings policy are adhered to at all times.

ACCOMMODATION REQUIRED	TIME FROM TO	DATE(S)	COST FIRST HOUR	COST LATER HOURS	TOTAL COST
Hall					
Kitchen					
Playground					
Playing Field					
<b>TOTAL COST</b>					
Name of Organisation					
Will any copyright material be used ?					
Will alcohol be sold ?					
If a Public event has a Temporary Event Notice been issued ?					
Estimated number of people to be present:					
Estimated number of children under 16 years to be present:					
Will all persons be members of the Organisation ?					
Will charges be made, if so how much and what for ?					
How many chairs will be required ? Adult :			Childrens' :		
How many tables will be required ? Adult :			Childrens' :		
Is the Site manager required to set out the Chairs and Tables ?					
Signature of Applicant:					
Name of Applicant (in Capitals please):					
Phone Number:					
<b><i>For school use only:</i></b>					
<b><i>Site Managers Agreement to Open / Close school premises:</i></b>					
<b><i>Date:</i></b>					
<b><i>Application Approved / Declined – Governor / Head Teacher:</i></b>					
<b><i>Date:</i></b>					



**HIRER'S AGREEMENT WITH SITE MANAGER**  
**(Site Manager's Certificate)**

This agreement must be signed by both the Hirer (or Agent) and the Site Manager.  
This agreement calls for the Hirer (or Agent) and Site Manager to check the condition of the area and facilities covered by the Hirer's booking at the beginning and end of the letting.

This agreement also covers any time which is spent by the Site Manager on duty beyond that of the Hirer's booking.

**We have agreed that the condition of the area is acceptable on taking charge of the hired area.**

HIRER Signature : .....

SITE MANAGER : Signature : .....

Date : .....

Time : .....

**We have agreed that the condition \*is/is not acceptable compared to that on taking charge of the hired area.**

**We are agreed that the Site Manager \*was/was not/will be required to spend extra time on duty.**

Estimated time required : .....

HIRER Signature : .....

SITE MANAGER Signature : .....

Date : .....

Time : .....

(\* Please delete as necessary)

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**HIRER'S AGREEMENT WITH KITCHEN SUPERVISOR  
(Kitchen Supervisor's Certificate)**

This agreement must be signed by both the Hirer (or Agent) and the Kitchen Supervisor (Site Manager). This agreement calls for the Hirer (or Agent) and Kitchen Supervisor (Site Manager) to check the condition of the area and facilities covered by the Hirer's booking at the beginning and end of the letting.

We have agreed that the condition of the area is acceptable on taking charge of the hired area.

HIRER Signature : .....

KITCHEN SUPERVISOR (Site Manager) Signature : .....

Date : .....

Time : .....

**We have agreed that the condition \*is/is not acceptable compared to that on taking charge of the hired area.**

Estimated time to return the kitchen to the condition it was in on taking charge of the area:  
..... hours

HIRER Signature : .....

KITCHEN SUPERVISOR (Site Manager) Signature : .....

Date : .....

Time : .....

(please delete as necessary)

# **Governors of St. Edmund's Catholic Primary School Letting Policy Terms and Conditions**

## **Actions in the event of a fire**

Before any public event in the School the Site Manager will ensure that all rooms not being used for the event are locked, this will significantly reduce the time needed to "sweep" the building in the event of an evacuation.

The event organiser must nominate personnel to act as 'Sweepers'. For all events there must be a minimum of three nominated. The actual numbers required must be agreed with the Site Manager during the Risk Assessment for that particular event.

Those personnel nominated as Sweepers must be briefed by the Site Manager prior to the event starting.

For all events caretaking staff must be available.

- the site manager will act as the Fire Marshall
- the event organiser, or nominated individual, as the Deputy Fire Marshall

At the start of any performance or meeting a member of staff should inform the guests of what the alarm means and explain the evacuation procedure including the meeting point.

The hirer must have a register of all adults and children on site that is up to date at all time.

On hearing the alarm, the hirer should:

1. Contact the Site Manager who will check why the alarm has been activated.
2. If a fire is seen, call 999 and ask for the fire service to attend site
3. Assist guests in leaving the School as safely as possible by indicating the nearest fire exit. As soon as the event area is cleared the Sweepers should go to their areas and begin the sweep procedure, all other adults should evacuate to the Playground or field as appropriate.

Each Sweeper will have a specific area to sweep; generally they will be the last person to leave that area. Once they have checked their area they should leave by the nearest exit; when clear of the building they should inform the Fire Marshall that the area is clear and proceed to the Playground or field.

If it is safe to do so all persons will remain in the Playground/Field area until the all clear is announced. The Fire Marshall will inform everyone when it is safe to return to the Building. **THE ALARM BEING SILENCED IS NOT A SIGN THAT IT IS SAFE TO RETURN TO THE BUILDING.**

If the building is not suitable for occupation, personnel will be accounted for and dismissed from the Playground.

Should the Playground area become unsafe as a meeting point the evacuees will be moved to the field and vice versa.

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**COVID-19 Addendum**

During any national lockdown or Tier 2 or above situation, the Governing Body will not allow any third party usage of the school building.