



# CROMER ROAD PRIMARY SCHOOL

## Lettings Policy

Date of Ratification by the Governing Body:

March 2017

Frequency of Review:

1 Year

Date of Next Review:

March 2018

## General Principles

The prime purpose of the school premises is to provide the accommodation and facilities required by the school in connection with its activities. The Governors and the school are committed to making premises available to the community for other uses which do not conflict with this prime purpose.

Proposals to use school premises will be given priority in the following order:

1. Events organised by the school
2. Events and organisations whose purpose directly or indirectly is to benefit the school and/or its pupils
3. Events and organisations whose purpose directly or indirectly is to benefit the local community
4. Other events and organisations.

The Headteacher is responsible, on behalf of the school, for the management of lettings but may delegate responsibility for lettings administration with the approval of the Finance and Premises Committee.

All lettings will be on the basis of a formal lettings agreement. The form of this agreement is contained in Appendix 1 to this policy.

The Schedule of prices for lettings is attached as Appendix 2 to this policy. This schedule will be reviewed annually by the Finance and Premises Committee.

Normally lettings agreements will use the agreed schedule of prices but the Headteacher is authorised to amend prices in specific cases.

All lettings agreements will be signed by the Headteacher.

All Block lettings will be invoiced on a termly or half termly basis with payment expected termly in advance.

Uses requiring an entertainment licence are not generally acceptable.

All copyright fees are the responsibility of the Hirer.

All Hirers must arrange Public Liability (Hirers) Insurance through the school.

All uses must have a designated person in charge who should be present at all times during the letting.

## APPENDIX 1 – Lettings Agreement

PLEASE READ THIS DOCUMENT AND RAISE ANY QUESTIONS YOU MAY HAVE BEFORE COMPLETING THE APPLICATION FOR USE OF SCHOOL PREMISES

### CONDITIONS FOR THE USE OF SCHOOL PREMISES

#### 1. General responsibility and admission to the premises

a. Bookings are inclusive of adequate cloakroom/toilet facilities and cleaning. Charges will normally be calculated on half hourly periods. Any hirer who does not vacate the premises at the agreed time will be charged for the additional letting time and for the site manager's overtime.

b. Block lettings must be booked in advance stating the total period to be covered. Such lettings will be invoiced on a termly /half termly basis. Where possible payments must be made termly, in advance, to meet the VAT requirements. However, payments may be phased over the period of booking but must be in advance of each session.

c. Premises are normally available during term time. Hirers should contact the school for further details. Booking outside term time may only be possible in certain circumstances.

d. Hirers should visit the school to establish the availability of chairs, tables etc. Hirers should not assume that equipment in the room would form part of the let.

e. Good order shall be kept at all times and access inside and outside the facilities shall not be obstructed at any time. Officers of the school may inspect the premises at any time during the let. The hirer will ensure that noise levels are kept within reasonable levels and that no nuisance is caused to neighbours. The hirer shall use his/her best endeavours to ensure that available parking within the school grounds is used to capacity before visitors park on the public highway.

f. The hirer shall leave the premises in a reasonable condition, otherwise extra cleaning cost will be incurred and these will be recharged to the hirer.

g. There shall be no defacement or alteration to any part of the accommodation or to the furniture or fittings. No structure or stand is to be erected without prior written consent of the Premises Controller or his/her delegated representative.

h. Any apparatus, equipment or furniture to be brought onto the premises must be agreed with the school on application for hire and removed on completion of the letting, unless there has been specific written agreement for alternative arrangements.

i. The hirer shall only use the accommodation for the purposes stated in the agreement and shall have a designated person in charge who will take responsibility for ensuring that these conditions are met. This person must be present at all times and shall identify him/herself to the school site manager on arrival.

## 2. Licensing and Copyright

- a. Uses, which require a London Borough of Barnet entertainment licence, are not generally acceptable.
- b. A LBB Temporary Events Notice (TEN) must be obtained for events including selling or serving alcohol, serving hot food (between 11pm and 5am) or providing entertainment. A copy of the TEN must be supplied to the school's Lettings Manager at least a week before the event and a copy to the police at least 10 working days before the event.
- c. Fees due in respect of musical works, plays or other work where copyright exists, are the responsibility of the hirer. The use or movement of a piano is granted only on special application.

## 3. Insurance, Loss, Damage and Safety

- a. Insurance cover has been effected against claims for loss or damage, which the Authority may sustain through use of the premises, including cost of damage and the injury or death of any persons. Insurance does not cover use for commercial or political purposes.
- b. All hirers must arrange a Public Liability (Hirers) Insurance Policy through the School to cover any claims by the authority for loss or damage or claims by other persons for loss, damage, injury or death caused by the negligence of the hirer, at a premium of 7.35% of the hiring fee.
- c. Site managers who supervise lettings will allow access to First Aid materials for use in the case of minor injury and the use of a telephone when this is required to deal with more urgent matters.
- d. A minimum of 72 hours notice must be given in writing to the Premises Controller by the hirer in respect of a proposed cancellation
- e. The Authority shall not be liable for any loss, theft or damage in respect of the property of the hirer or any person coming onto the premises as a result of the letting.
- f. In the event of injury or loss, the hirer shall give notice in writing to the Premises Controller within 24 hours of knowledge of any such matter.
- g. Fire exits must be kept clear at all times. Plans of Fire Exits are displayed in every area of the school building. There is a NO SMOKING policy throughout the school including the use of e-cigarettes.
- h. It should be noted that, for safety reasons, children must be supervised at all times and not allowed to play outside. Playground equipment MUST NOT BE USED.

## 4. Swimming Pool

- a. A plan showing the Fire Exits is by the door in the swimming pool block. The hirer must familiarise him/herself with this and the Emergency Procedure before allowing anyone into the building.
- b. The hirer will have the use of the swimming pool and changing areas (which have toilet facilities)
- c. The number of people entering the pool must not exceed 20.
- d. Two adults must be on duty in the pool area at all times, the Life Saver plus one other. The hirer must book a Life Guard with up to date Life Saving/First Aid qualifications awarded by the Royal Life Saving Society, for the session in the pool. A copy of the lifeguard's certificate must be given to the lettings manager.
- e. SWIMMING HATS MUST BE WORN BY EVERYONE (ADULTS AND CHILDREN) WHO ENTER THE WATER. Loose hair causes problems with the filtration system.
- f. The hirer must ensure that the time taken for changing is included in the period of the let.
- g. Diving into the pool and running anywhere in the building is forbidden at all times.
- h. No food or buggies are allowed in the swimming pool building and no outdoor shoes are allowed round the pool area. Over shoes are available from the site manager.
- i. The Life Saver is responsible for checking that the swimming pool block is completely empty of all personnel before he/she vacates the property.

#### Emergency Procedure (Swimming Pool)

In an emergency, the telephone situated by the entrance door can be used to dial 999.

There is an emergency First Aid Kit next to the entrance to the pool area which contains basic first aid materials.

#### Dining Hall

- a. The number of people attending at any one time or in total over the period of hire, must not exceed 100.
- b. There is no access to the kitchen or cooking facilities. Food cannot be reheated or water boiled. Any food to be consumed at the event must be brought ready to eat.
- c. The hirer must take all rubbish away with him/her.
- d. All tables and chairs must be wiped and returned to their original positions.

#### School Hall

- a. The number of people attending at any one time or in total over the period of hire, must not exceed 100.
- b. The school hall is not let for parties or receptions.
- c. Classrooms will not be included in the hire of the school hall.
- d. Gym equipment in the hall must not be used. Only the mats are available for use.

The school buildings are not let for mock auctions or one day sales.



## CROMER ROAD PRIMARY SCHOOL

Cromer Road · New Barnet · Herts · EN5 5HT

### SCALE OF LETTINGS CHARGES PER HOUR

AREA	Mon - Fri UP TO 5.30pm	AFTER 5.30pm AND SATURDAYS	MAXIMUM NUMBER OF USERS
SWIMMING POOL	£25.00 +vat 20%	£35.00 +vat 20%	MAX 20
HALL	£17.00	£25.00	MAX 100
DINING HALL	£14.00	£18.00	MAX 100
CLASSROOM	£12.00	£15.00	MAX 30
FIELD	£12.00	£25.00	

All Hirers must arrange a public liability (Hirers) Insurance Policy. If this is arranged through the school, the cost will be 7.35% of the hiring fee.

The use of the facilities for sporting purposes is subject to VAT at the standard rate.

Please complete an Application Form and return it to school after which, an invoice will be sent to you for payment.