

**WHYBRIDGE JUNIOR SCHOOL**  
**The Board of Trustee's Policy on Lettings**

**Notes**

**Person Responsible Chair of Finance Sub-Committee  
The Board of Trustees**

**Implications for School Development Plan or Action Plan**

- 1. The Board of Trustees decided that the School can be let to associations working directly for children such as the Scouts, Guides, Cubs and Brownies, Whybridge Junior School and groups working of for the local community.**
- 2. Lettings should only be for the normal purpose of the group e.g. including Annual General Meetings.**
- 3. Lettings do not include adult social gatherings unless organised by 'Whybridge Junior School'**
- 4. The School remains a Non Smoking Area at all times and any functions must carry this message on the tickets.**

**CHARGES:**

**Letting of School:**

**£30 PER HOUR or at the discretion of the Headteacher**

**Letting of Field or Playground:**

**£60 PER DAY or at the discretion of the Headteacher**

**Letting of All-weather pitch:**

**£35 PER HOUR or at the discretion of the Headteacher**

**Cricket – this will be charged at the discretion of the Headteacher**

**Amphitheatre – this will be charged at the discretion of the Headteacher**

**Gym - this will be charged at the discretion of the Headteacher**

**Recreation area - this will be charged at the discretion of the Headteacher**

**Signed by Headteacher.....**

**Date**

## **Appendix 7 – Lettings Policy**

The school lets out part of its premises and related equipment for public use outside normal school hours. These lettings are short term and generally charged on an hourly basis.

The premises available for hire are:

**The Main Hall**

**The Dining Hall**

**The Dining Hall & School Kitchen**

**Field/Playground**

**All-weather pitch**

**Cricket – this will be charged at the discretion of the Headteacher**

**Amphitheatre – this will be charged at the discretion of the Headteacher**

**Gym - this will be charged at the discretion of the Headteacher**

**Recreation area - this will be charged at the discretion of the Headteacher**

The letting times of the above facilities are as follows:-

All the above facilities are available for lettings and community use at the times listed below apart from the fish pond and the environmental area:

### **Term Time**

Monday to Friday 08.00 – 21.30

Saturday 09.00 – 18.00

Sunday 09.00 – 18.00

### **Non Term Time**

Monday to Friday 08.00 – 18.00

Saturday 09.00 – 18.00

Sunday 09.00 – 18.00

Not open during the non-term time holidays during the Christmas period, or on Bank or Public Holidays, without prior consent from the Local Planning Authority.

Each let is made on the hirer's acceptance of the terms and conditions of hire as noted below.

## Terms & Conditions of Hiring School Accommodation

### Application

The Hirer must be **over 18 years of age**.

All applications for hire should be addressed to the School Office.

The school will hold provisional bookings for a period of **5 working days**.

The Hirer must complete the Lettings Application Form, **at least 6 weeks** before the proposed hire.

The hirer must state the purpose for the hire.

The Hirer must pay the full fee for the booking **no later than 6 weeks** prior to the date of use.

For block bookings, the full payment will be required with the same notice as above form to the start of the block booking.

A refundable deposit will be required to cover damages and other losses that occur during the period of hire.

The school reserves the right to refuse any application

### Conditions

The school has a no smoking policy and as such all events must conform to this policy. Smoking is not permitted within the boundary of the school.

Times and duration of hire vary with the accommodation hired. However, all lets must be cease at **11.30pm** and, as such all activities must cease by **11.00pm** to allow sufficient time for clearing up.

The Hirer or a nominated responsible person must be in attendance throughout the duration of the hire.

The hirer is responsible for maintaining order throughout the period of hire and shall ensure that events are properly supervised, with sufficient stewards if so required.

The hirer will ensure that the event or its guests do not cause a nuisance to the local community.

The Hirer will not sub-let or assign any part of the accommodation and shall not use it for any other purpose than that for which it has been hired.

The Hirer will at all times allow access to the premises and services to school or council staff to perform any duties other than participate in the activity taking place.

No items likely to cause damage to floors, walls and equipment must be brought into the school without the hirer having taken adequate protective measures. In case of doubt, the school must be informed at the point of hire, the items should only be brought into the school once permission is granted. The Hirer will be responsible for any damage caused to floors, walls even if protective action had been taken.

The hirer shall, upon request, provide a copy of the programme of any entertainment given by the hirer. Once approved, the entertainment provided must conform to the programme.

The school premises are not licensed for public entertainment. For certain types of events an occasional licence must be obtained from the Council's Environmental Health and Consumer Services Division. Hirers are responsible for ensuring the conditions adhered to the licence are fully observed.

No copyright dramatic or musical work shall be performed without licence from the owner of the copyright and all such licences shall be produced on demand to the school or any duly authorised officer of the council. The Hirer shall indemnify the school against any infringement of copyright that may occur during the hire. As a rule, all Performing Rights Society conditions must be adhered to when musical works are being performed.

No Alcohol is to be consumed on school premises without express permission from the Governing Body. Such requests must be made at the point of application.

The school will not allow the sale of alcohol within its boundaries.

The Hirer will ensure that the number of people attending a function /activity does not exceed the maximum permitted on the hired accommodation.

The hirer shall provide, at his own expense, items of furniture or equipment that is not available for use in the school.

Where school furniture or equipment is used, the hirer will ensure that all items are returned back to the to the storage areas.

The hirer is not permitted to use any form of fixings, such as nails, tacks, bolts, that damages the fabric of the building.

The hirer is not permitted to make any alterations or additions to the fabric of the building.

The wearing of stiletto or metallic heels is not allowed in any area without carpeted floors.

The hirer must leave the accommodation in the condition it was hired in. Additional cleaning and damages may result in the loss of deposit.

If the hirer is not in possession of Liability Insurance, **there will be a surcharge of 10% of the hire fee or £15.00 (which ever is the larger)** to cover this cost.

The school is not responsible for any loss or damage to personal possessions whilst on the premises.

### **Termination & Cancellation**

The school may, at any time, cancel any booking, in which case the hirer will be reimbursed the full amount paid for the booking. The school will not be held responsible for the loss of any estimated income or actual expenses arising from the cancellation.

Cancellations by the hirer will be accepted but will incur the charges based on the length of notice given. Refunds of booking fees will be as follows:

- **More than 6 weeks notice - Full refund of fees paid to the date of cancellation.**
- **6 to 4 weeks notice - One third of the fees paid.**
- **Less than 4 weeks - No refund**

The school can at anytime during the hire, or the period building up to the hire, terminate the hire without notice if the hirer is in breach of the conditions of hire.

## Scale of Charges

Facility	Charge Rate	Surcharges	Capacity
<b>Main Hall</b> Morning Max 3 hours(Weekends Only) Afternoon Max 4 hours (Weekends Only) Evening Max 6hours	<b>£100.00</b>  <b>£150.00</b>  <b>£200.00</b>		<b>80</b>
<b>Dining Hall</b> Morning Max 3 hours (Weekends Only) Afternoon Max 4 hours (Weekends Only) Evening Max 6 hours	<b>£90.00</b>  <b>£120.00</b>  <b>£180.00</b>		<b>50</b>
<b>Dining Hall &amp; Kitchen Preparation only –no cooking facilities</b> Morning Max 3 hours (Weekends Only) Afternoon Max 4 hours (Weekends Only) Evening Max 6 hours	<b>£90.00</b>  <b>£120.00</b>  <b>£180.00</b>	<b>£50 for use of kitchen</b>	<b>50</b>
Playing Field/Astro turf	<b>£60 per day</b>		
Small and Large hall	<b>£30 per hour for the first 3 hours and thereafter £35 per hour. OR At a fixed rate at the discretion of the Headteacher</b>		
Please see above for further lettings			

For external site users the schools:

Copy of safeguarding/Child Protection Policy

Name of Safeguarding/Child Protection Officer

Copy of Health and Safety Policy

Copy of Liability Insurance

List staff and Volunteers, DBS and date

Nature of use – not being used to promote extremist views

The Havering Inter Faith Forum might be useful to review in school speakers:

<https://haveringinterfaith.org.uk>

## Example - Hire of School Accommodation Form

Name of Hirer:	Date:
Address:	
Telephone no:	

### Accommodation Requested

Main Hall	Dining Hall	Dining Hall & Kitchen
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Purpose of Hire:

Additional Requirements (If available)

### Payment

Hire Fees:	Deposit :
Full / Part fees	

### Declaration

I/We agree to hire the above accommodation and confirm that it is to be used for the purpose described above.  
 I have read the Terms & Conditions of Hire and agree to abide by these conditions

Name: ..... Signed: .....

Date: .....

**Signed by Headteacher.....**

**Signed by Chair of Finance & Personnel Sub-Committee.....**

**Date: 7<sup>th</sup> December 2017**  
**Review Date: 7<sup>th</sup> December 2018**