



Heymann Primary and Nursery School
Lettings Policy



Adopted: November 2016

Review: November 2017

Review: March 2018





Heymann Primary and Nursery School Lettings Policy

1. INTRODUCTION

The Governing Body will make every reasonable effort to ensure the school building and grounds are available for community use. However, the overriding aim of the Governing Body is to support the school in providing the best possible education for its pupils. Any lettings of the premises to outside organisations will be considered with this in mind. The school premises will only be let to an individual, group or organisation that subscribes and adheres to the schools statement on equal opportunities (this is available up on request).

The school will provide the hirer with an emergency contact number to use during the letting period should any problems arise.

1.1 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.

The governors reserve the right to ensure that the letting is for an appropriate use. The Hirer must not use, permit or allow rooms/site to be used for any extremist or terrorist activities or for the dissemination of extremist views or materials. If use is discovered to be inappropriate the governors reserve the right to cancel the letting

1.2 CHARGES FOR A LETTING

The governing body is responsible for setting the charges for the letting of the school premises. The fee will be agreed with the administrator responsible for lettings or the Headteacher prior to the completion of lettings form CC.110

2. APPLYING TO USE THE SCHOOL

Applying to use the school premises should be made to the Lettings Administrator and the Letting Agreement should be filled in at least 21 days before the event.

The Lettings Administrator will resolve any conflicting requests for the use of the premises, with school functions always receiving priority.

The Lettings Administrator is responsible for the management of lettings, in accordance with the school's policy, but the Head Teacher retains overall responsibility.



If the Lettings Administrator/Headteacher has any concern about the appropriateness of a particular request for a letting, the Chair of Governors will be consulted, and they have the authority to determine the issue on behalf of the Governing Body.

The Governing Body has the right to refuse an application and no letting should be regarded as 'booked' until approval has been given in writing. 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.

3. LETTING AGREEMENT

Once a letting has been approved, a letter or email will be sent to the hirer, confirming the details of the letting, along with a copy of the terms and conditions (Appendix B) and the letting agreement (Appendix C).

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.

All letting fees will be paid into the school's bank account to offset the costs of services, staffing etc.

3.1 TERMINATION OF LETTING AGREEMENT

The Headteacher, or Chair of the Governing Body, has the immediate power to terminate any letting agreement relating to the hire of the school premises, in accordance with the terms and conditions of the model agreement attached.

4. SAFEGUARDING

The Hirer shall ensure that where a hiring involves activities aimed predominantly at children, and/or the activity is positively supported by the school for the attendance of 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.

Should the hirer not have a safeguarding policy then they may choose to adopt the school policy. This is available upon request.

5. Complaints

The hirer should have in place a complaints policy. Any complaints made about the club or activity run by someone independent of the school need to be dealt with by the hirer in accordance with their complaints policy.



Heymann Primary and Nursery School

Appendix B

TERMS AND CONDITIONS OF LETTING OF THE SCHOOL PREMISES

These terms and conditions must be complied with.

The 'hirer' shall be the named individual on the letting agreement and this person will be personally responsible for payment of all fees or other sums due in respect of the letting.

1. 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 letting 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.

2. DISCLOSURE AND BARRING SERVICE CHECKS

It may be necessary for the hirer to undergo a disclosure and barring services check via the Disclosure and Barring Service (DBS). If a particular letting involves contact with children and young people, it is the responsibility of the hirer, as advised by the Headteacher, to ensure that they have complied with the DBS Code of Practise.

When there is a requirement for DBS checks to be undertaken, the hirer must keep appropriate records in line with the DBS Code of Practise.

The hirer will be required to provide evidence that DBS checks have been carried out on request. DBS details will be requested for our own records.

3. INDEMNITY AND INSURANCE



Lettings are made on the agreement that the Governing Body are indemnified by the hirer against any loss, damage, costs and expenses during the use of the school premises by the hirer except where such loss, damage costs and expenses are directly attributable to the negligence of the employees of the Governing Body (refer to Lettings Indemnity Form – Appendix D).

The hirer shall insure, with a reputable insurance company, 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 the hirer, their workers, 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.

The hirer shall produce the policy of insurance and receipts for the current premium or premiums upon request by the Headteacher, Governing Body within seven days of a request.

Neither the school nor Equals Trust shall be responsible for any injury to persons or damage to property arising out of the letting of the premises.

4. STATUTORY REQUIREMENTS

The hirer must not do or permit any act, matter or thing which would, or might, constitute an illegal or immoral activity affecting the school premises or which would, or might, vitiate in whole or in part any insurance affected in respect of the premises from time to time.

5. LICENSES AND PERMISSIONS

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

Permission or license must be obtained from the copyright owner, the owner of the sound recordings (if appropriate) and the publisher for any public performance of music, musicals, operas, or stage plays. The borrowing of music scores or plays from a local library does not constitute permission to perform.

Regulated entertainment, public music, singing and dancing can only take place on premises which have a Premise's License authorising entertainment, or by applying for a Temporary Event Notice.



Hirers are reminded that it is illegal to photocopy music or plays without the express permission in writing of the copyright holder except in certain circumstances. Any infringement of this is liable to prosecution.

The hirer shall indemnify the governors against all sums of money which the governors may have to pay by reason of an infringement of copyright or performing right occurring during the period of hire covered by this agreement.

6. PUBLIC SAFETY

All conditions attached to the granting of the license, stage play or other licenses and the school's health and safety policy shall be strictly observed. 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:

- a) 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
- b) Fire – fighting apparatus shall be kept in its proper place and only used for its intended purpose
- c) The fire brigade shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to the Head Teacher
- d) 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
- e) Performances involving danger to the public shall not be permitted
- f) Highly flammable substances shall not be brought into, or used, in any part of the premises. No internal decorations of a combustible nature (e.g. polystyrene, cotton, hay, etc) shall be undertaken or erected without the consent of the Governing Body
- g) No unauthorised heating appliances shall be used on the premises
- h) All electrical equipment brought into the building shall be subject to regular PAT testing and certification provided in evidence. 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

- i) Adequate supervision must be provided to maintain order and good conduct, and, 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.
- j) It is the responsibility of the hirer to have completed their own risk assessments appropriate to their activity and have appropriate arrangements in place to mitigate against any risk.

THE 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.

6.1 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 and make sure that attendees are aware of the hirers complaints policy.

6.2 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.

6.3 FURNITURE AND FITTINGS

Furniture and fittings shall not be removed or interfered with in any way. Nor shall they be rearranged except by prior agreement and will be subject to reinstatement at the end of each session of use. 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, is permitted. In



the event of any damage to premises or property arising from the letting, the hirer shall pay the cost of any repair required.

Hall floors are used by children for physical education and no substance is to be applied to floors to prepare them for dancing or any other activity. No footwear liable to damage floors may be worn in school buildings e.g. stilettos, tap shoes. If activities involve outdoor use, participants should ensure footwear is cleaned before re-entering the building.

6.4 FOOD AND DRINK

No food and drink may be prepared or consumed on the property without the direct permission of the Head Teacher in line with current food hygiene regulations. A food hygiene certificate will be required. (School can provide details of how this can be obtained on request).

6.5 KITCHEN/FOOD PREPARATION, FACILITIES AND EQUIPMENT

Third parties shall only be permitted to share use of kitchens and/or equipment only when the hirer has a food hygiene certificate. No children are allowed in the school kitchen. The school will induct the hirer in the correct use of ovens etc.

INTOXICATING LIQUOR

No intoxicating liquors are permitted to be bought, sold or consumed on any part of the premises without the permission in writing of the head teacher/governing body, whose written consent must also be obtained prior to seeking any Temporary Event notice for the sale of alcoholic liquor from the local Licensing Authority. All evidence of intoxicating liquor must be removed from the premises at the end of the letting.

6.6 SMOKING

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

6.7 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.

6.8 NUISANCE/DISTURBANCE



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.

6.9 DISPOSAL OF WASTE

The hirer must comply with the school's arrangements for disposal of any rubbish or waste materials.

6.10 ANIMALS

Except in the case of trained guide dogs for the blind and hearing dogs for the deaf, animals shall not be permitted on the school premises.

6.11 RULES

The hirer shall comply with any rules and regulations which the Governing Body shall make from time to time.

6.12 CHARGES AND CANCELLATIONS

The hirer acknowledges that the charges are as set out in the letting agreement, including any review arrangements specified. 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 people appropriately of any changes in dates or venues at least a week in advance.

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).

The decision of the Governing Body as to whether a letting should be cancelled shall be binding on the hirer.

Where payment for the hiring of the school facilities is not reached by the prescribed deadlines, and/or without prior agreement by the Letting Administrator the Governing Body reserves the right to terminate the letting with notice of one week. The Governing Body will not accept any responsibility for any loss, or other expenses, however incurred by the hirer, in the event of the cancellation of the letting as a result of the circumstances described above. The decision of the Governing Body as to whether a letting should be cancelled shall be binding on the hirer.



It is the hirer's responsibility to notify its club members appropriately of the withdrawal of the school facilities in the event of the letting being cancelled for the reason outlined above

6.13 SUB-LETTING

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

6.14 STORAGE ANCILLARY TO THE LETTING

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

6.15 LOSS OF PROPERTY

The Governing Body cannot accept responsibility for damage to, or the loss or theft of, hirer's property and effects. It is the responsibility of the hirer to make his/her own insurance arrangements if required.

6.16 CAR PARKING

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. Where parking accommodation is available, this must be used, and users of the school should avoid undue noise on arrival and departure. If the street outside the school needs to be used for car parking then the hirer needs to make sure that cars are parked with respect of neighbours driveways and yellow lines.

6.17 TOILET FACILITIES

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

6.18 RIGHT OF ACCESS



The Governing Body reserves the right of access to the premises during the letting for emergency or monitoring purposes (The Headteacher or members of the Governing Body from the Finance Committee may monitor activities from time to time).

6.19 VACATION OF PREMISES

The hirer shall ensure that the premises are vacated promptly at the end of the letting session. The hirer is responsible for supervising any children taking part in an activity until they are collected by a responsible adult.

The premises should be left clean and tidy.



Lettings Agreement (for block bookings) Appendix C

Name of Organisation		
Accommodation and Facilities required		
Other requirements (e.g. chairs set out, equipment, etc)		
Dates and times		
Purpose of the letting		
Fee agreed	£ per hour	
	Yes	No
Will alcohol be brought on to the premises?		
Do you have a licence for the sale of alcohol?		
Do you have insurance to cover the event? Public Liability up to £5 million Professional Indemnity for those teaching or Instructing		
Do you have a complaints policy?		
Do you have appropriate risk assessments in place for your activity		
Full Name of Hirer		
Address		
Contact Number		
Signature of Hirer		
Date		



Please complete and return to the school at least 21 days before the event. We will confirm the booking and notify you of the charges. You will need to send copies of any licenses required on confirmation.

Headteacher's acceptance of booking

(The approval of the Chairman of Governors must be obtained where the hirer requires alcohol to be brought onto the school premises).

Signed _____ Date _____

LETTINGS INDEMNITY FORM

INSURANCE COVER – To comply with the conditions of the hiring agreement.

I hereby indemnify the school against any claims made against it arising from the use of hired premises. In addition I accept responsibility for any claims the school may have for any damage to its property arising from its use during my hire.

I maintain a Public Liability Insurance Policy, the details of which are as under:

Policy Number	
Expiry date	
Name and Address of Insurance Company	
Indemnity Limit	
Signature	
Date	

SAFEGUARDING

The hirer agrees that systems are in place with regards to safeguarding measures as per the lettings policy:

Name	
Name of organisation	
Purpose of letting	
Date	
Signature	



DECLARATION (Please read before signing)

I have received a copy of the Lettings policy and Terms and Conditions for the Letting of School Premises and agree to be bound by them. Any licenses necessary and the Theatres Act 1968 and the Cinematograph Acts 1909 and 1952 have been or will be observed and any requirements of the Licensing Justices, where necessary, have been or 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 am over 18 years of age.

Signature _____ Date of application

NAME (BLOCK CAPITALS) Mr/Mrs/Ms/Miss

(Please be aware of the school's emergency evacuation procedure, which is attached for your information)

Please pass this form to the Lettings Administrator, do not complete anything below this line

It is confirmed that the accommodation required is available for the time and date(s) requested. The head of the establishment has been informed, that where necessary the hiring has been approved by or on behalf of the governors and that the applicant has been informed accordingly.

Signature: _____ Date: _____ Headteacher

Signature: _____ Date: _____ Chair of
Governors



Lettings Agreement (one-off events/parties/HSA events)

Appendix C

The school insurance covers the use of facilities for small groups who do not have their own £5million public Liability Insurance. However, if the hirer employs a third party e.g. a band, DJ, entertainer, they will need to obtain a copy of the suppliers Public Liability insurance certificate. The school does not accept responsibility for illness following food being consumed on the premises.

Full name of Organisation or hirer		
Accommodation and Facilities required		
Other requirements (e.g. chairs set out, equipment, etc)		
Dates and times		
Purpose of the letting		
Fee agreed	£ per hour	
	Yes	No
Will alcohol be brought on to the premises?		
Do you have a licence for the sale of alcohol?		
Are you bringing food onto the permises?		
If hiring a bouncy castle, DJ, entertainer etc. Have you seen their liability insurance document?		
Address		
Contact Number		
Signature of Hirer		
Date		



Please complete and return to the school at least 21 days before the event. We will confirm the booking and notify you of the charges. You will need to send copies of any licenses required on confirmation.

Headteacher's acceptance of booking

(The approval of the Chairman of Governors must be obtained where the hirer requires alcohol to be brought onto the school premises).

Signed _____ Date _____

SAFEGUARDING

The hirer agrees that systems are in place with regards to safeguarding measures as per the lettings policy:

Name	
Name of organisation	
Purpose of letting	
Date	
Signature	

DECLARATION (Please read before signing)

I have received a copy of the Lettings policy and Terms and Conditions for the Letting of School Premises and agree to be bound by them. Any licenses necessary and the Theatres Act 1968 and the Cinematograph Acts 1909 and 1952 have been or will be observed and any requirements of the Licensing Justices, where necessary, have been or 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 am over 18 years of age.

Signature _____ Date of application _____

NAME (BLOCK CAPITALS) Mr/Mrs/Ms/Miss



(Please be aware of the school's emergency evacuation procedure, which is attached for your information)

Please pass this form to the Lettings Administrator, do not complete anything below this line

It is confirmed that the accommodation required is available for the time and date(s) requested. The head of the establishment has been informed, that where necessary the hiring has been approved by or on behalf of the governors and that the applicant has been informed accordingly.

Signature: _____ Date: _____ Headteacher

Signature: _____ Date: _____ Chair of
Governors