



PARK HIGH SCHOOL

LETTINGS POLICY

Reviewed by: Premises Committee

Date: 26th June 2018

Date of next review: July 2019

Amendments:

Removal of Sports Hall and Dance Studio information throughout the whole document.

1. Park High School aims to ensure the use of the school's facilities to the fullest potential. It is intended that the premises is available firstly for, for the benefits of the leaners and secondly, for local people, consequently providing the school with financial income.

 2. This policy aims:
 - To ensure that lettings are not in conflict with the fundamental purpose of the school.
 - To support community involvement in the life of the school.
 - To support the community in cultural and educational pursuits.
 - To be consist with the school's equality and diversity policies.
 - To maximise the commercial opportunity for lettings.
 - To ensure costs are fully calculated and covered.
 - To provide a professional service to users of the school's premises and ensure good customer care.
 - To monitor the maintenance of the high standards of the premises and grounds.

 3. The emphasis is to ensure staff are aware of their responsibilities and hirers' compliance with health and safety and insurance requirements.
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Responsibilities

Overall responsibility for school lettings is held by the Governing Body who monitor the policy through the Premises Committee. The Headteacher has responsibility to ensure adherence of the policy and practical responsibility for the policy is initially delegated to the Business Manager in liaison with the Facilities and Operations Manager.

Facilities and Operations Manager responsibilities

To manage the day to day lettings of the premises and ensure effective communication between all parties concerned. To maintain accurate records for enquiries and bookings. To confirm bookings by letter and issue contracts. To maintain a booking calendar and liaise with school staff for out of hours' events. To maintain contact with hirers. To inspect insurance documentation. To consult with the site staff, finance team and physical education department. To promote the facilities to the community.

To keep a diary of all lets. To book duty staff for lets. To organise cleaners where necessary. To keep Business Manager informed as necessary.

Finance Officer responsibilities

To raise invoices and keep track of payment. To advise the Facilities and Operations Manager of any outstanding invoices. To initiate legal proceedings in the case of bad debt after consultation with the Business Manager and Facilities and Operations Manager.

Duty Premises Staff responsibilities

To ensure facilities are as required by hirers. To monitor all hirers to ensure all aspects of the contract are being adhered to and that facilities are left ready for school use (includes completion of Lettings Overview Form after each event). To provide a professional service to users of the school's premises and ensure good customer care. To keep Facilities and Operations Manager informed as necessary.

Charges and Bookings

All charges are to be reviewed annually and set at a commercially viable rate in consultation with the Business Manager and Facilities and Operations Manager.

Premises Bookings

Drama Studio One, stage classroom and general classrooms are let and invoiced on a monthly basis. The school may consider, on an individual basis, a reduced rate for community sports groups at off-peak times. The sports hall cannot be used for lets during exam periods or the day/evening before or after examinations.

One-Off Bookings

Charges for one off bookings must be settled in advance of the occasion with half payable on booking and the balance due 4 weeks before the date. A £30 administration charge applies. The school may require a £500 deposit which is returned if all aspects of the conditions of hire are met.

Staff requests

Staff wishing to book the school's facilities will be offered a 20% discount on the full cost. (Except where exclusive use is required).

Bookings

Bookings for the facilities arise by direct contact to the school. Whilst every effort is made to accommodate all requests, the school and current hirers are given priority. Other considerations

include the type of event, staff availability, the number of other lets coinciding and the suitability of our accommodation. Where hirers appear to have similar focus groups, wherever possible, the initial hirer will be informed, however, the final decision regarding agreement to hire rests with the Governing Body.

Health and Safety

No smoking is allowed on site. The school has a responsibility to work within the framework of the law, however Hirers must take all responsible steps to prevent injury, loss or damage to any persons or property for the duration of the Let. Hirers are responsible for arranging any first aid provision for the members of their organisation. In the event of an emergency, first aid items are held by site staff. The school's telephone system can be used in the event of an emergency.

The school reserves the right to cancel any letting where the hirer fails to comply with health and safety issues (see Conditions of Hire information)

The school requires any electrical items used to have a PAT certificate. This can be arranged via a member of the Premises Team for a small fee.

The Business Manager in consultation with the Facilities and Operations Manager will monitor the number of people on site with regard to safety in the event of a fire and insurance.

Safeguarding

All hirers who provide activities for children and young people are required to complete the Application for Hiring Premises form which indicates they have a Safeguarding Policy which includes Prevent, they must also provide evidence of DBS checks in place for staff/volunteers.

Complaints Procedure

In the event of a hirer being dissatisfied with the facilities or service, the school will investigate in line with the Complaints Policy.

Dear Client

Please do read the information in this document as it contains essential information regarding your hire of our premises. It is important that your party keeps to the hours booked (please remember to add in setting up and clearing up time when you book) and all school facilities are kept in good order at all times. The right is reserved to cancel your booking if the terms and conditions of hiring are not met.

Hire of these premises is subject to the following conditions.

1. General Conditions

- 1.1 The hirer must be over the age of 18 years; have completed the Application for Hire Form, have adequate Public Liability Insurance cover in place (see section 9) and have paid the required charges.
- 1.2 The hirer is required to include preparation time and clearing-up time on the application form. The school premises are generally unavailable for hire during normal term time school hours.

The main school (*subject to availability*) by negotiation is available for hire from 6pm until 10pm Monday to Friday, and at weekends.

The school is not available for hire on **Bank Holidays** or between **24th December and 2nd January** under any circumstances.

- 1.3 The hirer, on arrival, should report any damage, litter or disorder immediately to the duty staff.
- 1.4 The hirer is responsible for ensuring the number of people on site during the period of hire does not exceed the number given on the Application for Hire Form.
- 1.5 The hirer is responsible for leaving the premises in a clean, neat and tidy condition and must place rubbish in black bags, which must be deposited in the external refuse bins. In the interests of hygiene, hirers are requested to ensure that disposable nappies are not left on the school's premises. If the hirer fails to leave the premises clean, tidy and neat, the school's cleaners will clean the premises and will charge the cost to the Hirer.
- 1.6 The hirer is responsible for the area of the premises hired and access and exit routes for the period of hire. The hirer shall not assign or sublet the premises or any part of the premises.
- 1.7 The hirer is responsible for ensuring that the let finishes promptly. The school will charge for any extra costs incurred for any delay.
- 1.8 All the publicity for the hiring shall explicitly contain the name and address of the hirer and the purpose of the event. Notices can only be displayed within the school with the school's prior agreement. The hirer is requested to inform the school in advance if the media is expected.
- 1.9 The hirer agrees to pay the school on demand the cost of repairs or making good and loss or damage arising out of or incidental to the hiring.
- 1.10 No intoxicating liquor shall be included in the refreshments available at any function without the school's written permission. No intoxicating liquor may be sold at an event without the necessary licences and approvals, which must be produced by the Hirer and shown to the school in advance.
- 1.11 All vehicles must follow the one-way system (enter via Burnell Gardens and exit via Thistlecroft Gardens). Parking is permitted in the car park (5mph speed limit). Drivers within the hirer's group must be informed by the hirer of this practice and they in turn must respect this system by accessing/egressing the school at controlled slow speeds (no more than 20mph) when driving on both roads as it is a residential area. Failure to do so can result in the hirer's letting being terminated.
- 1.12 When classrooms are hired, the hirer is responsible for ensuring that students' work, property or equipment is not interfered with in any way. The hirer must leave classrooms as found.
- 1.13 Regular hirers of classrooms are assumed to attend each week and must notify the school of any absence without delay. A charge is levied whether or not the facility is used.

- 1.14 All furniture should be returned to its original position at the end of the Let.
- 1.15 The school prohibits the use of fireworks.
- 1.16 No candles are permitted on site.
- 1.17 No BBQ's are allowed to be used on the school site.
- 1.18 No smoking is allowed on the school site.
- 1.19 Refreshments may only be consumed in the dining room. No food or drink may be served or consumed in the main hall or any other areas.
- 1.20 Authorised officers of the school may enter the premises at any time for any reason during the Let.
- 1.21 The school may terminate the letting if the hirer fails to comply with the Conditions of Hire or with Fire and Health and Safety regulations.
- 1.22 Any event deemed to bring the school's good name into disrepute can be cancelled at any time by the school.
- 1.23 Publicity materials used must be approved by the school in advance.
- 1.24 The hirer is responsible for carrying out a risk assessment. The school may require the hirer to provide a copy of this assessment to the Facilities and Operations Manager.
- 1.25 Should the hirer need to call the emergency services during a Let the site staff on duty must be informed.
- 1.26 Waste paper should be placed in the green recycling bins in each classroom. Please remove staples or binding. Laminated paper should not be put in the recycling

2. Booking Charges with effect from 1st September 2017

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|------------------------------|----------------|---|
| Main Hall | £100 per hour* | +£500 security deposit for one off bookings only (refundable) |
| Standard classroom (weekday) | £12 per hour* | |
| Standard Classroom (weekend) | £15 per hour* | |
| Dining Room (Weekday) | £60 per hour* | |
| Dining Room (Weekend) | £85 per hour* | |
| Dance / Drama Studio | £25 per hour* | |

*plus 7% Public Liability Insurance *(unless provided by the hirer – proof will be required – please see Condition 9)

3. Payments

- 3.1 Single bookings for the Main Hall require payment at the time of booking. A booking fee equal to 50% of the total letting fee to be paid. The balance must be received no later than 21 days prior to the hire. Cheques are payable to Park High School and cannot be post- dated. The a security deposit of £500 is also payable at the time of booking and is refundable provided that the school has incurred no extra costs due to damage, cleaning requirements, loss or additional payments to site staff. In the unlikely event of extra costs being incurred the school

will contact the hirer at the earliest possible opportunity. All returned security deposits will be made by cheque or BACs payment to the original payee.

3.2 Block booking for regular hirers will be invoiced one month in advance.

3.3 Cancellation charges are applied as follows:

- One month or more notice – full refund of fees less £50 administration charge
- Less than one month but more than 7 days – 50% of fees paid
- 7 days or less notice – no refund

3.4 The school reserves the right, in exceptional circumstances, to cancel the letting at any time without giving the reason. In such an event the fee paid shall be refunded in full but the school shall not otherwise be liable for damages in respect of such cancellation.

4. Duty Site Supervisor Responsibilities

The Duty Site Supervisor is the school's representative and is responsible for staying on site throughout the period of hire and making sure that, before, during and at the end of the letting the following are adhered to:

- i) That the premises are unlocked at the agreed time as stated on the Application for Hire Form and subsequently agreed by the school.
- ii) That the premises are in a safe and satisfactory condition for the hirer.
- iii) That the premises remain secure during the let by regular patrolling and monitoring of entrance(s) being used.
- iv) That the premises are checked before and at the end of the let (with a representative of the hirer) for damage and to ensure that they have been left in a neat, clean and tidy condition.
- v) That, where the same accommodation is hired by more than one group on the same day, the accommodation is checked between each letting.
- vi) That as far as practical, users of the site do not behave in a manner likely to cause injury to themselves and/or others, or to result in damage to the school or its contents.
- vii) That in the event of an emergency, appropriate assistance (e.g. ambulance) is summoned. In the event of a fire alarm being triggered that all persons follow the fire instructions in clearing the building.
- viii) Duty site supervisors cannot change any of these Conditions of Hire.
- ix) Duty site supervisors will do their best to ensure that your event runs smoothly. On rare occasions things can go wrong. If they do we will do our best to put things right in a friendly and helpful manner.
- x) Our staff will treat you with respect and courtesy. We ask that our staff are treated the same way and are not insulted, abused or threatened.

5. Health and Safety

5.1 Hirers who use the premises to hold classes for children must complete the school's Safeguarding forms and also provide a Safeguarding Policy which the school will hold on file.

- 5.2 It is illegal to smoke on any part of the school site.
- 5.3 Permission to use the premises will not be granted if, in the opinion of the school, it is likely that the let would create unreasonable disturbance or inconvenience to the residents in the neighbourhood or would interfere with any existing occupations or school activity. Hirers are requested to respect the school's neighbours' rights.
- 5.4 The Hirer must secure the preservation of the law and order and take all reasonable steps to prevent injury, loss or damage to any person or property on all occasions during the hire.
- 5.5 The hirer must arrange for an adequate number of responsible stewards to be present throughout the period of hire to assist in the preservation of order. At no time during the hiring may the numbers of persons present exceed the maximum stated in the application for Fire Form. Failure to comply with this condition may result in the let being terminated.
- 5.6 The Hirer is responsible for arranging first aid provision for the period of the hire.
- 5.7 Where permission has been granted to enable the premises to be used for the purposes of a youth organisation, no member of that organisation may enter the Academy unless the hirer (or representative) is present on the premises and members of the organisation may remain on the premises only as long as the hirer (or his representative) is present.
- 5.8 The security alarm system will be set for all areas not hired. This will not in any way impede the use of the premises hired or emergency escape routes.
- 5.9 Any electrical equipment bought onto the premises must have up to date PAT certificates.
- 5.10 Furniture should not be moved into the corridors and should not block any Fire Exits. Any furniture which is re-arranged must be returned to its original position at the end of the hire.

6. Additional facilities

- 6.1 No additional staging curtains, decorations or scenery may be erected, without the school's consent, which will only be give if all of these items are rendered non-flammable and removed at the end of the Let. Storage facilities cannot normally be provided. The use of sticky tape on any surface is prohibited.
- 6.2 Chairs and furniture may not be removed from classrooms without the school's consent. Chairs for the hall are included in the hire charge. No items of furniture may be taken onto the school's grounds.
- 6.3 No adaptations, modifications or additions may be made to any part of the electrical installations in the school.
- 6.4 Use of the school's facilities, such as audio-visual equipment, computers and photocopiers is not generally allowed however, applications will be considered on an individual basis.
- 6.5 The school must be advised if food is being brought onto the premises.

7. Safeguarding

Where the booking relates to the provision of services to children and young people on a regular basis (for example dance classes, weekend school) we require assurance that the body concerned has appropriate policies and procedures in place in regard to **Safeguarding Children (including Prevent) and Child Protection**. This may include expecting the hirer to provide copies of the relevant policies, a copy of any Registration document (see condition 8) and confirmation of any **DBS** checks in place. Any breach of safeguarding procedures will lead to the termination of the booking.

8. Harrow Inspection Unit (under 8's team))

Guidelines about the Registration of Day Care

The purpose of these guidelines is to provide advice and information to people who are considering opening a Day Care facility in the London Borough of Harrow. The Registration and Inspection Unit (under 8's Team) is responsible for carrying out this duty. The legislation for the registration of Day Care is set out in the Children Act 1989.

If you have children under 8 who attend classes run by your organisation and they are in your care in non-domestic premises for 2 hours or more per day you must by law be registered. To apply for registration you must contact the Registration and Inspection Unit on 020 8424 1948, between 9.00am and 11.00am. Monday to Friday, and ask to speak to the Duty Officer.

9. Insurance Cover

9.1 Public Liability Insurance (PLI) must be in place to protect the hirer against injury, loss or damage caused to third parties or their property.

9.2 The hirer must indemnify the school in the minimum sum of £5million against all.

9.3 Where the hirer does not have appropriate public liability insurance cover and is an Individual or a non-profit making organisation/charity, this will be provided by the school at a cost to the hirer of 7% of the hire charge. Proof of your status will be required.

9.4 Where the hirer charges members of the public for the service it is hiring the premises for, the hirer may be deemed to be a profit making concern. It will therefore be the responsibility of the hirer to provide evidence of adequate Public Liability Insurance cover as in 9.2 above as the school's insurance cover will not suffice. The Public Liability Insurance must be taken out in the name of the organisation/business and not in the name of an individual. If the hirer cannot provide evidence of adequate cover, the hire will not be permitted. Further clarification can be sought from the school's finance office.

10. Copyright and Public Performance Licences

10.1 The requirements in connection with the issue of Licences for public dancing, music or any public entertainment must be strictly fulfilled. The premises available for performances requiring a licence are the Canons High School. A copy of the licensing regulations can be obtained from the Children's Services

Department at Harrow Council. A hirer who is organising entertainment for children must have regard to the requirements of Section 12 of the Children and Young Persons Act 1933.

- 10.2 No musical works in the repertoire of the Performing Rights Society may be performed in public on the premises except on payment to the Society of the appropriate fee. It is the responsibility of the hirer to ascertain whether works to be performed are in the repertoire of the Performing Rights Society. A list of works included in the repertoire is obtainable on application to the Secretary of the Performing Right Society Ltd., 29/3 3 Berners Street, London. W. 1.
- 10.3 No lecture, play, opera, dramatic, 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 the necessary fees paid. No performance of any recording on disc or tape, etc., in which any copyright subsists shall be given on the premises unless the previous consent of Phonographic Performance Limited, 1 Upper James Street, London. W1R 3HG. Telephone Number 0207 534 1000, or other owner of the copyright has been obtained by the hirer and all necessary fees paid. The hirer must make his own enquiries as to the existence of any such copyright as aforesaid.
- 10.4 The hirer and guarantor shall indemnify and keep indemnified the School, from and against all costs and claims and demands, which may be made against the School for any breach or infringement of copyright.
- 10.5 The use of a film projector with non-flammable films may be permitted subject to the approval of the school of the type of projector and to any conditions prescribed by the School and other appropriate authorities as precautions against fire and panic.

11. Fire Evacuation

In the event of a fire, the Fire Brigade will need to know:

- Are all persons accounted for?
- The location of the fire
- The best route to the fire

Please note the following:

If you detect a fire do not put yourself at risk but activate the alarm by breaking the glass. A two tone alarm will sound. The assembly point is the playground.

Instructions:

All personnel must evacuate the building

Do not go through the building to the assembly point – follow the evacuation routes displayed in each room/area

Do not use the lifts

Do not re-enter the building until the all clear is given.

Duty Site Staff responsibilities

Duty site staff are responsible for establishing the location of the fire/emergency and directing the emergency services and all staff on site. Site staff should advise the Facilities & Operations Manager of the incident, at the earliest appropriate time.

Park High Staff responsibilities

Any staff on site should help ensure that everyone is evacuated safely but should not put themselves at risk.

Organiser responsibilities

Each Let should appoint a responsible person to be in charge in the event of any emergency. This responsible adult must ensure all members are registered and checked to be safe at the assembly point. If any person is missing, they are responsible for advising the duty site supervisor immediately. Fire evacuation routes are displayed and must be followed. Organisers should ensure no fire exit or corridor is blocked.

Cars on site

Please do not leave cars in a position that may obstruct the evacuation of the building or the entry of emergency vehicles. There is a one way system in place, please respect the local community by using the system, entering through Burnell Gardens and exiting using Thistlecroft Gardens. There is a 5 mile an hour speed limit on the premises and a 20 mile an hour limit on both roads. We also ask that you drive slowly and carefully in the surrounding residential roads.

Vandalism

Misuse of fire extinguishers is unacceptable; it is a criminal offence. Misuse is potentially dangerous and may threaten everyone's safety. Any person caught misusing fire fighting equipment will be charged £50 (the cost of refilling an extinguisher). Our community police officer will be informed and a meeting arranged.

APPLICATION FOR THE HIRE OF SCHOOL PREMISES

| | | | | | | | |
|--|------------|------------|------------|--------------|------------|------------|------------|
| Name of organisation/Business | | | | | | | |
| Registered Address of Organisation/Business (for invoicing purposes) | | | | | | | |
| Nature of Business/Organisation | | | | | | | |
| Contact Name (if different from above) | | | | | | | |
| Contact Address (if different from above) | | | | | | | |
| Telephone number(s) | | | | | | | |
| Type of activity | | | | | | | |
| Area(s) to be hired) | | | | | | | |
| Dates and time for Hire/Function (<i>For single use</i>) Date: _____ Time: From: _____ To _____ | | | | | | | |
| For regular use, please tick day required | Mon | Tue | Wed | Thurs | Fri | Sat | Sun |
| Full time/Term Time only (please delete as applicable) | | | | | | | |
| Dates of Hire: | | | | | | | |
| Numbers attending | | | | | | | |
| Number of classrooms required | | | | | | | |
| Main Hall | | | | | | | |
| Dining Room | | | | | | | |
| Dance/Drama Studio | | | | | | | |

Charges

| | | |
|------------------------------|----------------|-------------------------------------|
| Main Hall | £100 per hour* | +£500 security deposit (refundable) |
| Standard classroom (weekday) | £12 per hour* | |
| Standard Classroom (weekend) | £15 per hour* | |
| Dining Room (weekday) | £60 per hour* | |
| Dining Room (weekend) | £85 per hour* | |
| Dance/Drama Studio | £25 per hour* | |

*subject to 7% charge for public liability insurance (see Condition 9). A £30 administration charge will be applied for all single bookings of the main hall, dining room.

Block booking for regular hirers will be invoiced one month in advance

I represent a non-profit making charity/organisation, have provided proof of my status and require the school to apply a 7% Public Liability Insurance charge to my invoice.
(please tick if applicable)

I represent a non-profit making organisation, have provided proof of my status and have also provided proof of my own adequate public liability insurance.
(please tick if applicable)

I represent a profit making organisation and have provided proof of adequate Public Liability Insurance cover
(please tick if appropriate).

I have read the Conditions of Hire and discussed the hiring of the premises with the Academy. I agree to abide by all the conditions:

Signed on behalf of the hirer:..... **Date:**.....

Print Name:.....

Signed on behalf of Park High School:.....

*Please sign and date this form and return it to the Finance Office. For a single hire of premises please also include a cheque for 50% of the total cost of the hire plus £500 deposit. Cheques must be made payable to **Park High School**. Post-dated cheques cannot be accepted.*