

Roxbourne Primary School



Lettings Policy

Author	School Business Manager and Facilities Manager
Link Governor (if applicable)	N/A
Review Cycle	Annual
Approved By	Full Governing Body
Date of Review	October 2022
Date of Next Review	October 2025
Requirement	Non Statutory

Document control

Date	Revision/Amendment Details & Reason	Author

Author	Facilities Manager
Link Governor (if applicable)	N/A
Review Cycle	Every three years
Approved By	Resources Committee
Date of Last Review	September 2021
Date of Next Review	September 2024
Requirement	Statutory

LETTING OF EDUCATION PREMISES

Dear Hirer,

With reference to your recent enquiry, please find enclosed a 'Lettings Pack' for hire of the school premises. Enclosed in this pack are the following:

1. Conditions of Use	5. Complaints Procedure	9. Hirers Public Liability Insurance Cover
2. Rules & Expectations	6. Occupancy Information	
3. Code of Conduct for Astroturf	7. Hire Charges	
4. Evacuation Procedures	8. Application Pack	

Please pay particular attention to the 'Conditions of Use', 'Rules & Expectations', 'Evacuation Procedures' and 'Public Liability Insurance Cover' and ensure you have cascaded this information to members in your organisation/party.

Please return the **Application Form, Public Liability Insurance cover (if applicable or copy of the PLI certificate) duly completed, together with £100 refundable deposit** for the attention of Mr R Benserghin at the school address. Cheques payable to Roxbourne Primary School. These should be returned as soon as possible and not less than 28 days prior to the initial hire date.

It is important that you indicate the exact dates and times you require, as the need for clarification may result in delay or loss of letting.

On confirmation of the booking a final invoice will be sent to you and total payment must be received in **full** by the School 21 days prior to use. If this is not adhered to; the school reserves the right to cancel the booking. This will be for the total amount of your booking and will include 10% Hirers Liability Insurance (if applicable). If you are hiring the Kitchen facilities this is subject to VAT at the applicable rate.

On completion of your event and if the school deems the premises have been left in a completely satisfactory state the £100 refundable deposit paid initially will be refunded to you by cheque. **It is the responsibility of the hirer to provide their own methods of waste disposal. (eg. Black bags are essential and must be removed from the premises by the hirers).** If the premises are not left in a clean, neat and tidy condition or have not been vacated at the correct 'hire time' the £100 deposit, or a percentage thereof, will be retained by the School.

If you wish to amend or cancel your booking, you should give at least 7 school working days' notice. Where administration costs have been incurred the school will retain the whole or part of the deposit.

On occasions it may be necessary for the school to cancel a booking at short notice. It is realised that this can be a great inconvenience so every effort will be given to notify you as soon as possible should such a situation occur.

Thank you for choosing to make your booking with Roxbourne Primary School.

Yours sincerely,

The School Business Manager

LONDON BOROUGH OF HARROW
LETTINGS OF EDUCATION PREMISES

CONDITIONS OF USE

The use of Education premises owned by the Local Authority is permitted under the following conditions, which may change from time to time. Any reference to the Department of Education Services includes the Governing Body and the Head teacher. The Lettings Administrator is acting as an agent of the Schools Governing Body.

GENERAL CONDITIONS

1. The Hirer who must be over 18 years of age must sign the Application Form. Both the Hirer and Guarantor who must both be over the age of 18 years, must sign the Insurance Cover.

2. Payment for hire must be made not later than 21 days prior to the date of proposed use, if this is not adhered to; the school reserves the right to cancel the booking. Remittances to be sent and cheques made payable to Roxbourne Primary School.
3. The hirer is entitled to cancel the proposed letting and to the return of any appropriate fees paid to the School if written notice is received by Roxbourne Primary School at least seven school days prior to the proposed date of letting. If written notice is received less than seven school days before the proposed date, the letting fee will not be refunded. If the School cancel any letting, the fee will be refunded.
4. The School reserves the right to:
 - a) Cancel the letting at any time without reason and, in such event, will not be liable for damages or otherwise in respect of such cancellation.
 - b) Cease the letting if the hirer fails to comply with the Evacuation Procedures and the Health and Safety regulations (26).
 - c) Cease the letting immediately if the hirer breaches the Conditions of Use or Rules and Expectations.
5. The hirer shall not assign or sublet the premises or any part of the premises.
6. Authorised Officers of the School or Council may enter the premises at any time for any reason during the period of hire.
7. Smoking is not permitted in any part of the school building or associated grounds.
8. Any form of abuse to members of staff or other members of the community will not be tolerated and the school reserves the right to cancel the letting without further notice.
9. The hirer or their associated guest should report any breakages or damage to school property of any kind to the site staff.
10. The hirer is responsible for the area of the premises hired and access and egress routes for the period of hire.
11. It is the responsibility of the hirer to ensure that the accommodation used is left in a clean, neat and tidy condition. If in the opinion of the Premises team the premises are not left clean, the Premise team will clean the premises and the cost will be recovered from the hirer and/or the 'refundable deposit' will be retained by the school.
12. When classrooms are hired the hirer will be responsible for ensuring that Roxbourne students' property, work and school equipment is not interfered with in anyway.
13. Any damage, litter or disorder upon your arrival to the premises should be reported to the Premise team member on site and later to the School Manager.
14. When you specify the time required on the application form, please include the preparation and clearing up time you require.
15. The premises may normally be used only between: -
 - 17:30 - 21:30 Monday – Thursday
 - 17:30 - 23:00 Friday

- 08:30 - 23:00 Saturday
- 09:00 - 21:00 Sunday

16. The School's Code of Conduct for staff forbids employees from accepting cash from individuals or organisations. Please ensure that no such offers are made to school staff as refusal may cause offence. Any small gifts of appreciation may be passed to the appropriate member of staff via the Headteacher or School Manager.
17. **Intoxicating liquor** a). Hirers may only provide for this to be served at a function with the express permission of the Headteacher or School Manager.
b). Where the Hirer wishes to sell intoxicating liquor the application form must be accompanied by the necessary legal licences.
18. No adaptations, modifications or additions may be made to any part of the electrical installations without the previous consent in writing of Roxbourne Primary School. Any alterations and additions as may be authorised shall be carried out in accordance with the directions and to the satisfaction of the School and the electric installations must be restored at the expense of the hirer to their original condition before the premises are vacated and to the School's satisfaction.
19. No additional staging, curtaining or scenery may be erected without the previous consent in writing of Roxbourne Primary School 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 School and shall be removed before the premises are vacated at the hirer's expense and to the School's satisfaction. All curtaining and/or scenery must be non-flammable. Stage scenery and other effects must not be brought on to the School premises nor taken away while the premises are in normal use. Storage facilities are not available. Any property not so removed by the hirer may be removed by the School at the hirer's risk. The cost of such removal and, where appropriate, the School's storage charges will be recoverable from the hirer.
20. Publicity or any form of advertising of forthcoming events due to take place at the school may only be displayed on School premises with the agreement of the Headteacher or School Manager.
21. All public announcements of any function or event and all admission tickets and other documents issued in connection therewith shall contain in a conspicuous position the name and address of the hirer and the purpose of the event.

PREMISES TEAM DUTIES IN CONNECTION WITH LETTINGS

22. The Premises team are the School's Officers supervising your letting.
23. The Premises team are responsible for:
 - a) ensuring that the premises are open at the time agreed by the hirer and the School
 - b) unlocking the room(s) to be hired and checking that they are in a safe and satisfactory condition for the letting
 - c) ensuring the security of the site at all times while the letting is taking place, regularly patrol the premises and monitoring the entrance(s) being used. All other entrances will be kept locked and made suitable for means of escape purposes only

- d) checking the premises at the end of your letting (with a representative from the group) for damage and to ensure that the premises have been left in a clean and tidy condition.
- e) ensuring that the accommodation is checked in between each letting
- f) ensuring as far as practicable, that users of the site do not behave in a manner likely to cause injury to themselves or others or result in damage to the buildings or contents
- g) in the event of an emergency, telephoning for assistance (eg ambulance, etc) and assisting the organisation(s) on the school site
- h) remaining on the school premises throughout the duration of the letting

IMPORTANT NOTE

24. The Premises team is not allowed to change the starting or finishing time of a letting or to change any of the Conditions of Hire without first advising/consulting the Headteacher or School Manager.

HEALTH AND SAFETY

25. There will be **NO SMOKING** on the School Premises.
26. Permission to use the premises will not be granted if in the opinion of the School it is likely that the occupation would create unreasonable disturbance or inconvenience to the residents in the neighbourhood or interfere with any existing occupation or with school activities.
27. The hirer must secure the preservation of law and order and take all reasonable steps to prevent injury, loss, or damage to any person or property at all times during the hire.
28. In the event of unforeseen alerts such as fire or bomb, the appropriate services must be contacted immediately e.g. police, fire or ambulance services.
29. The hirer must arrange for an adequate number of stewards to be present throughout the period of hire to assist in the preservation of order. At no time during the hiring may the number of persons present exceed the maximum stated in the application form or stipulated in the acceptance.
30. Because of the Schools Insurance policy and Fire Safety Regulations, the school does not permit hirers to use naked flames of any sort e.g. candles, etc. on site at anytime.
31. The hirer should take a register of attendees and this information should be kept for each individual activity and evening attendance. This list must include the number of adults as well as the number of children on site.
32. Regular hirers should ensure procedural housekeeping occurs termly, such as practice fire drills and the information on assembly point should be made known to their particular group members. The assembly point must be outside the building nearest to the area of the school premises they are using, as indicated on the 'Escape Plans'. The escape plans are located in every classroom and community hiring areas. The school uses the three courts at the rear of the school as their assembly point and hirers are welcome to use these as well.
33. Information should be kept by the hirer indicating the dates and times of practice fire drills and any outcomes requiring action, which should be passed onto the school for remedy where necessary.
34. The hirer is responsible for arranging any first aid provision for their organisation's members whilst on the premises and should have a fully stocked **1st Aid Kit**.
35. Where permission has been granted to enable the premises to be used for the purposes of a youth organisation no member of the organisation may enter the premises unless the hirer or his/her deputy is present on the premises. Members of the organisation may remain on the premises only as long as the hirer or his/her deputy is present.

ADDITIONAL FACILITIES

36. The use or movement of school pianos is allowed only on application to and at the direction of the School who must be satisfied that any movement will be carried out by specialist piano removers at the hirers expense.
37. Chairs and furniture may not be removed from classrooms or community areas without prior permission of the Headteacher or School Manager. Chairs located in halls are included in the hiring charge.

38. The school premises are used for internal and external examinations. The Hirer will be expected to move and stack the examination desks and on completion of their function will return examination desks to their original position.
39. On occasions; due to examinations or school functions, it may be necessary for the school to cancel a booking at short notice or relocate hirers to a different area where possible.
40. Design Technology, Science Laboratories, Workshops, Staffrooms and other specialist rooms, are not normally available for use by the general public and any such use will be granted only in exceptional circumstances at the discretion of the Headteacher or School Manager who will ensure that such use, if granted, does not impair the efficiency of these rooms or their normal purpose.
41. The School must be advised if food will be brought on to the premises. The Dining Hall/kitchen is available for use after payment of an appropriate fee. Cooking is not permitted, but food may be reheated in the ovens. Use of the Kitchen will only be granted once the hirer has undertaken training and demonstration by the school's Catering Manager. The burners on top of the cookers may be used to boil water. Sinks may be used, but not sterilising sinks. No other equipment belonging to the School such as pans, cutlery or plates may be used or moved. No portable electric equipment is allowed in the kitchen. The kitchen, including cookers, worktops, sinks and floors must be left in a clean condition ready for use by the school on the following day.
42. All portable electrical equipment that is brought onto site must be inspected by the premises team and have an up-to-date PAT testing label.
43. The use of school facilities, such as audio visual equipment, computer equipment, Interactive Whiteboards, Overhead Projectors etc is not allowed, unless otherwise agreed by the School manager or Head teacher.
44. The use of School playgrounds for car parking by hirers is subject to the approval of the School. The parking of vehicles will not be permitted on any service road or approach drive where such parking would impede the easy passage of emergency services or obstruct resident's driveways.
45. If you require the use of a playground or playing field you must book this facility and state your reasons for use, i.e. Netball or football practice, etc. A charge will be made for this use.
46. The use of school playground equipment is not allowed, without written permission from the School Manager.
47. The use of a preparation or material for the purpose of preparing a floor for dancing is not allowed as they can make the floor dangerous for normal use.

PARKING

48. All vehicles are parked at the owner's risk and Roxbourne Primary School or Harrow Council does not accept liability for any disputes, loss, consequential loss, or damage.
49. Roxbourne Primary School reserves the right to remove or clamp any vehicles which obstruct access for emergency vehicles or if not parked in a marked space.

50. Anybody parking in the environs of Roxbourne Primary School should park in legitimate spaces only and respect the needs of local residents.
51. The marked disabled parking spaces are strictly reserved for authorised disabled badge holder persons and vehicles.
52. There is a maximum speed limit of 10 km/h (c 5 mph) on the school site and in the car parks.
53. The school does not enforce/manage parking outside of school hours and it is for those persons responsible for hiring our premises to manage this.

Child Safeguarding and Registration Requirements

54. Child Safeguarding regulations require that all individuals or organisations working with children, young people and vulnerable adults are aware of the process and procedures for safeguarding children and young people.
55. It is the responsibility of the individuals or organisations who wish to hire our premises to ensure that their employees or volunteers working with children, young people or vulnerable adults have the appropriate checks e.g. DBS. Documentation should be available on request before the Lett goes ahead.
56. Harrow LSCB (Local Safeguarding Board) have launched The Green Book which is for all community, voluntary, faith and private sector organisations in Harrow that work with children and young people. This book gives complete guidance, support and advice to organisations on their obligations. It is available on line at:

<http://www.harrowlscb.co.uk/PublicationLeaflets/> Go to the search box, insert Green Book where you will be able to access the downloadable document.

Training and support is also available via the Harrow LSCB Outreach team at VAH (Voluntary Action Harrow). They can be contacted on 020 8861 5896.

57. The school reserves the right to inspect your safeguarding policy and evidence of DBS checks. The school further reserves the right to cancel your booking of the school premises if we have any safeguarding or DBS concerns and fees will not be refunded.
58. If you have children under the age of 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 with OFSTED. <https://online.ofsted.gov.uk/OnlineOfsted/>

INSURANCE COVER

Please ensure you indicate on your application form the accommodation that you wish to hire for insurance purposes.

59. Public Liability Insurance must be arranged by hirers to protect them against claims for injury, loss or damage caused to third parties or their property which may be made against them. Where the hirer is an individual or a non-profit making organisation, hirer's Public Liability Insurance cover is available through Harrow Council. Forms are enclosed for your use. Commercial organisations will be required to provide evidence of such cover at the time of application.

COPYRIGHT AND PUBLIC PERFORMANCES LICENCES

60. The requirements in connection with the issue of Licences for public dancing, music or any public entertainment must be strictly fulfilled. Details of licence requirements and licence applications are available on the government's GOV.UK website. 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.
61. 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. Please contact them directly.
62. 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, 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 and contact them directly.
63. 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.

ADMINISTRATION FEE

64. In the event of an amendment, alteration or cancellation to the hire agreement, by the hirer for the day of hire an administration fee of £30 may be charged by the School.

DEPOSITS

65. A deposit will be requested for all lettings.
66. The deposit will not be returned should a breach of any term or condition or cancellation of the letting by the hirer or organisation. The School reserves the right to retain the deposit for any damage, loss, cancellation, amendment or alteration.

DAMAGE

67. The hirer agrees to pay to the School on demand the cost of repairing or making good any loss or damage (fair wear and tear to the School's furniture, fixtures and fittings) arising out of or incidental to the hiring.

HIRE CHARGES

68. The hire charges are set out in the accompanying schedule. Hire charges are updated annually and agreed by the governing body.

Rules and Expectations for Hiring Roxbourne Primary School

Kindly help us to look after our School

General

1. Children or students attending the school site must be supervised at all times.
2. No ball games in the courtyard or anywhere near the (glass) building
3. No running in corridors
4. Walk on the left hand side
5. No food or drink to be consumed in classrooms
6. Eating or drinking is permitted in the **Dining Hall** only
7. All litter to be placed in bins or recycle bins
8. Absolutely no chewing gum anywhere on the school site
9. Breaks – All children to be in the Dining hall during breaks, not in corridors.
10. Bike sheds are provided for staff and students use and these may be used by the community when school is not in session.

Classrooms

1. Under no circumstances are Interactive Whiteboards to be touched or written on
2. Tables & chairs should not be moved and should be left in the same positions
3. No food or drink to be consumed in classrooms
4. Windows with automatic opening should not be touched
5. No children or students in rooms without a member of your staff

Main Hall

1. No activities using balls or heavy equipment
2. No food or drink to be consumed in this area
3. No bicycles

Dining Hall

4. Specifically for eating and drinking only
5. Clear up spillages and place waste in black bins provided

Hiring organisations or visitors to the school who are unable to adhere to the rules or the schools expectations will be asked to leave the site and their bookings cancelled, without refunds.

Rules and Code of Conduct for Use & Hire of the Pitch

- Group Leaders must sign the Rules and Code of Conduct prior to hire of the pitch.
- Arrival and departure times for pitch use should be strictly observed and Roxbourne expects that all hirers will be off this area at their allocated booking time.
- The Group Leader is responsible for the conduct of his/her members or players and must ensure proper use of the facility by the group.
- Good behaviour is required from each group member before, during and after use of the facility.
- Foul language and offensive behaviour will not be tolerated; you will be requested to leave the site immediately and without recourse.
- Physical intimidation or violence towards Roxbourne staff or fellow users is not unacceptable; you will be requested to leave the site immediately and without recourse.
- Players and their guests must treat fellow users and staff with courtesy and respect at all times.
- In the event of intentional damage being caused to the pitch during a booking the lead person may be held accountable for the cost of repair.
- Lockers are provided for your use with your own padlocks, all items and padlock must be removed at the end of each session.
- All additional facilities e.g. changing rooms will be respected and kept in a neat order.
- No 'Chewing Gum' to be eaten while on pitches and refrain from spitting.
- Food, drink and chewing gum are strictly prohibited within the pitch area. Water bottles are permitted and should be removed after the session.
- No smoking on the School Premises.
- No alcohol is to be consumed on the School Premises.
- Remove all litter, tape, plastic drink bottles etc. when leaving the pitch.
- Suitable footwear must be worn if hiring the field.
- Hirers are asked to clean footwear when leaving the field.
- Spectators are to remain outside of the playing field at all times.
- Pets and animals are not allowed. Guide dogs are accepted.
- Do not take any motor vehicle, motor bike, trailer or cycles on to the field.
- Roxbourne Primary School cannot be held liable for the loss or damage of valuables.
- Use of video, photographic and mobile phone imaging equipment on the pitches is prohibited except where permission has been given by the School Manager.
- It is strictly forbidden to sub-let the facility.
- Roxbourne Primary School will not accept responsibility for any lost or stolen items.
- Roxbourne Primary School reserves the right to terminate or cancel any booking without notice.

FIRE OR OTHER EMERGENCY PROCEDURE

ANYONE DISCOVERING A FIRE OR OTHER EMERGENCY SHOULD:

1. Activate the nearest fire alarm.
2. Supervise the fast, safe and orderly evacuation of all staff, students and visitors in the vicinity.
3. If the fire or emergency is blocking an escape route, send someone to divert others towards alternative exits.
4. If it is possible and safe to do so, confine a fire by closing doors and windows in the vicinity.
5. If the fire is small and not too dangerous, a member of staff familiar with the use of fire extinguishers/blankets etc. may attempt to put it out. If not immediately successful, that staff member must vacate the area as quickly as possible.

ASSEMBLY POINT

On the tarmac area at the back of the school behind the hall.

DUTIES OF THE RESPONSIBLE PERSON

1. Direct the children in your care to vacate the building immediately in a quiet, orderly manner.
2. Children may take with them any small valuables if these are immediately to hand but no time must be lost gathering up other possessions and no bulky or heavy articles may be carried.
3. The responsible person must check that **classrooms and any adjoining walk-in cupboards** are vacant, then follow the last child out of the room and **close the door**.
4. Other responsible adults with no other fire or emergency responsibilities must accompany the children, helping to keep order on the way to the assembly point.
5. The route taken from the classroom or office should be by the route shown on the escape plan which is displayed in every room. (or via the nearest route, staircase or fire escape that appears to be free of fire or other safety hazards). Please make yourselves aware of these instructions at the beginning of each let.
6. Once outside the building the route taken should be well away from the walls of the building to avoid shattered glass, falling debris etc.

INFORMAL AND FORMAL COMPLAINTS PROCEDURE

COMPLAINTS

As with any establishment some difficulties, disagreements or dissatisfactions are inevitable from time to time. Some may be relatively trivial, although annoying, while others could be of much greater significance.

Whether it is concern over a booking, remark made, another organisation, school premises issue or any incident, it is important that your concern is treated with courtesy and as promptly as possible.

In all cases the aim should be to resolve any difficulties quickly and amicably, keeping the very best interests of the members central to any decisions and actions taken.

INFORMAL APPROACH

- ❖ The “golden rule” for all parties involved is not to over-react but to seek further background information and to listen carefully to each other’s point of view.
- ❖ It is always best practice to settle a complaint informally and closest to the point of dispute, preferably with the Site Staff on duty.
- ❖ If this is not possible, you may wish to refer the matter to the School Manager. This should involve communication (written or oral) within five school working days.
- ❖ If you are still unhappy with the outcome, you should raise this matter formally in writing to the Headteacher.

Most complaints are resolved informally but if you are still unhappy, you can make a formal complaint.

MAKING A FORMAL COMPLAINT

- ❖ Such a complaint should be in writing and addressed in the first instance to the Headteacher. Once such a formal letter of complaint is received, the contents will be shared with the part concerned to enable an informed response to be made. An acknowledgement of your letter should be received within five working days.
- ❖ Depending upon the nature of the complaint, enquiries will be made in order to ascertain the facts of the case and to decide the appropriate action to be taken. You will be advised of the action taken in writing.
- ❖ This process will be carried out as quickly as possible but please be patient as in a large and busy school detailed enquiries may take some time. The aim will be to respond in writing within fifteen working days.
- ❖ You may, of course, wish to have an appointment with the Headteacher and any such meeting will be arranged within ten working days to the mutual convenience of all concerned.

Occupancy Information

The following information is provided for Hiring of Roxbourne Facilities

Space	Occupancy
Main Hall	250 seated
Classrooms	30 (28 students, 1 teacher & 1 T/A)

The number of people in the above areas must not exceed the numbers specified there.

The occupancy within the Main Hall is to be limited to the above number of occupants within each space, for hiring purposes and will be limited to this number by school management.

- ❖ **All rubbish must be removed from the school site by the Hirer. If the school is charged for additional removal this will be invoiced to the hirer or part thereof of the deposit will be kept.**
- ❖ Bookings and payments should be made in advance via the school's finance office no less than 21 days.
- ❖ After completion of your event if the Premise team deems the premises have been left in a satisfactory state the £100 deposit will be refunded to you by cheque.

ROXBOURNE PRIMARY SCHOOL

HIRE CHARGES September 2022 – August 2023

	Occasional Hire (Minimum 4 Hours) - charge per room	10% off Regular Annual Hire (Minimum of: 10 Weeks Block Booking) Minimum 2 hours hire - charge per room
Main hall	£50	£45
Conference Room >up to 6 delegates >up to 18 delegates	£45	£41
Classroom (main building or mobile unit) - charge to hire 1 classroom	£40	£36
Classroom (main building or mobile unit) - charge per room if the let is for 2 classrooms	£24	£22
Classroom (main building or mobile unit) - charge per room if the let is for 3 classrooms	£22	£20
Classroom (main building or mobile unit) - charge per room if the let is for 4 classrooms	£20	£18
Classroom (main building or mobile unit) - charge per room if the let is for 5 classrooms or more	£18	£16
Field	£30	£27
Playground (designated area)	£25	£23

The charges include heating, lighting, electricity, water charges and the cost of the Premises team onsite.
The above charges are all per hour.

The school reserves the right to amend these charges to align with the cost of heating, lighting, electricity, water charges and the cost of the Premises team.

Please Note – Arrival and Departure times must be strictly observed and Roxbourne expects that hirers will be off their booked areas at their allocated booked time.

The premises must be left in a clean, neat and tidy condition and all rubbish to be removed from site.

HIRERS PUBLIC LIABILITY INSURANCE OF 10% IS AN ADDITIONAL CHARGE AND MUST BE ADDED TO TOTAL HIRE CHARGE

APPLICATION FOR THE USE OF EDUCATION PREMISES

Roxbourne Primary School

This application must be returned to Mr Benserghin, Roxbourne Primary School, Torbay Road, Harrow.
HA2 9QF.

Payment must be made 21 days before the proposed event.

Name of Applicant	
Name of Organisation	
Address	
Telephone No. (Daytime)	
Mobile No.	

Date of Event		
Start and Finish Time you have stated will be the time you arrive/depart. You may not start or continue your function outside these times.		
Start Time		
End Time		
Type of Function		
Estimated number of persons on the premises	Adults -----	Children -----

Accommodation Required

(Please indicate numbers where appropriate)

Main Hall	
Classroom	
Community Meeting Room	
Playground	
Field	

Additional Facilities Required:

--

Do you require Public Liability Insurance?	Yes.....	No.....
If NO: Then a copy of your organisation's own Public Liability Insurance must be attached with this application. Please indicate date insurance expires..... Please refer to our 'Conditions of Use'.		
Will any charge be made for admission?	Yes.....	No.....
If YES : You must apply to Harrow Council (Licensing Department) for a Temporary Event Notice (you will need to apply at least 10 working days before your event). Live & Recorded music, Display of Dancing will require a		

Temporary Event Notice. **A copy of this notice must be provided to Roxbourne Primary School before your event can take place.**

For Regular Hirers - Will all persons be bona fide members of the organisation?

Yes..... No..... If NO: Please refer to our 'Conditions of Use' within the hire pack.

ALCOHOL cannot be consumed on school premises without permission of the Headteacher or School Manager.

A If you wish to bring alcohol into the premises for the sole Use of your private function please indicate in the box by ✓

☐

B Are you intending to sell alcohol, please tick Yes..... No..... (If YES, you must apply to Harrow Council (Licensing Department) for a Temporary Event Notice (you will need to apply at least 10 working days before your event) a copy of this notice must be provided to Roxbourne Primary School before your event can take place.

(If box 'A' is ticked, then please ensure 'B' has been ticked Yes or No. Please signed below, in both places, otherwise your application will not be accepted)

I will **not** allow underage drinking to children under 18 years during the hire, on the School premises.

In the event of any verbal or physical abuse to any member of the Roxbourne Primary School Staff by any persons attending my function, I understand that the School reserves the right to cease the letting and take legal proceedings.

I hereby acknowledge that I have read and understand the 'Conditions of Use' which I have retained and are available to leaders within my party, which solely govern the provision of all services supplied by the Authority and I agree to be bound by such conditions.

Roxbourne Primary School reserves the right to cease the letting immediately if the hirer breaches the 'Conditions of Use'.

Signature:

SMOKING IS NOT ALLOWED ON SCHOOL PREMISES

I wish to book Roxbourne Primary School premises as above and enclose a £100 refundable deposit. I understand that my deposit in full or part thereof will be retained by the school if the premises are not left in a satisfactory condition or not vacated at the correct allocated hire time. I further agree to remove any rubbish in regard to my function from the school.

I agree to return my completed application form together with Public Liability form (or copy of insurance cover), and RH1 (*if applicable*) by the stipulated deadline to confirm my booking. I understand if the appropriate forms are not received I may lose my booking slot.

Please make cheque payable to 'Roxbourne Primary School'

Name (please print clearly).....

Signature Date:

HIRERS PUBLIC LIABILITY INSURANCE COVER

This policy indemnifies the Hirer in respect of their legal liability for accidental bodily injury, illness or disease to third parties or accidental loss of or damage to third party property arising out of the Hirers activities. For example, if the Hirer negligently damages the building that they have hired then this policy would provide cover in respect of the cost of repairs to the property. This may arise from a claim from the LA or a school.

In addition, if someone trips and sustains injury and it is proven that the Hirer has acted negligently, then this policy would provide cover in respect of a claim made for compensation.

Cover is by Harrow Council insurance providers with a limit of indemnity of £2 million per occurrence or series of occurrences arising out of the same event.

A £100 excess applies to the policy, which will be met by the Hirer in the event of a claim.

The premium for this cover is 10% of the agreed hiring charge.

PUBLIC LIABILITY INSURANCE COVER

To: Roxbourne Primary School, (hereinafter referred to as “the School”).

I, (Applicant) and I, (Guarantor)

Of..... Of.....

.....

.....

both being over the age of 18 years, hereby apply for permission for the Applicant to use the aforementioned accommodation and other facilities as set out overleaf, it being understood that if such permission be granted it will be subject to the Regulations and Conditions made by the Governing Body in relation to the use of School premises, copy of which we have received, and that such permission will be effective only so long as such regulations and conditions are duly observed and performed.

We, the APPLICANT and the GUARANTOR, jointly and severally hereby undertake and agree with the said Governing Body to perform and observe the said regulation and conditions should such permission be granted.

Insurance Details

The Council has effected a Policy of insurance in respect of the use of the above accommodation overleaf which subject to its terms and conditions applies (inter alia) to:-

1. The legal liability of ourselves in respect of claims by Third Parties (other than our employees) for injury or damage occurring during and in direct connection with the event for which we have permission to use the premises, with a limit of indemnity of £2,000,000 per occurrence.
2. The contractual liability of ourselves for accidental damage to the premises and contents the property of the Local Authority in accordance with the terms and conditions for the use of school premises, with a minimum limit of indemnity of not less than per £5,000 occurrence.

Where public liability insurance has been requested from the Council, the Council agrees to effect a policy which, complies with the above requirements, provided that immediate notice in writing shall be given to the Insurance Manager, PO Box 57, Civic Centre, Harrow, Middlesex HA1 2XF of any of accident, damage or claim and that no admission, negotiations or repudiations shall be made to any third party.

We, the APPLICANT and the GUARANTOR, hereby jointly and severally agree to indemnify and keep indemnified the Governing Body and the Local Authority from and against all loss, damage, costs, claims, demands, expenses or charges which the Governing Body or Local Authority may sustain or incur relating thereto, insofar as the same are not covered by the said or any other policy or insurance effected by the Local Authority or the obligation to give notice if any accident, damage or proceedings as aforesaid is not fulfilled by us and to pay to the Governing Body and Local Authority on demand at its principal offices at Harrow all such sums as may be payable by reason of this indemnity.

Signature
(Applicant)

Signature
(Guarantor)

Occupation

Occupation.....

Address

Address

.....

.....

.....

.....

Tel No (Home)

Tel No (Home).....

Tel No (Work)

Tel No (Work)

Mobile No

Mobile No

Date

Date

**THE GUARANTOR MUST BE A RESPONSIBLE PERSON AND BE OVER
THE AGE OF 18 YEARS**

Name of Contact during function if different from above:

Name:

Tel No:

Mobile No:

