

Roxbourne Primary School



Lettings Policy

Author	School Business Manager and Facilities Manager
Link Governor (if applicable)	N/A
Review Cycle	Two years
Approved By	Full Governing Body
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The use of Education premises owned by the Local Authority (London Borough of Harrow) 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.

I - 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. 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 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 Business 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 Business Manager.
17. **Intoxicating liquor** a). Hirers may only provide for this to be served at a function with the express permission of the Headteacher.
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.
22. All vehicles, parked on the School parking (rear or front), 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.
23. 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.
24. Anybody parking in the environs of Roxbourne Primary School should park in legitimate spaces only and respect the needs of local residents.
25. The marked disabled parking spaces are strictly reserved for authorised disabled badge holder persons and vehicles.
26. There is a maximum speed limit of 10 km/h (c 5 mph) on the school site and in the car parks.
27. 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.
28. 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.
29. Chairs and furniture may not be removed from classrooms or community areas without prior permission of the Headteacher or School Manager.
30. 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.
31. 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.
32. 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.
33. 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. If you are hiring the Kitchen facilities this is subject to VAT at the applicable rate.

34. 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.
35. 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.
36. 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.
37. 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.
38. The use of school playground equipment is not allowed, without written permission from the School Manager.
39. 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.
40. The hire charges and deposit are set out in the Appendix 1. Hire charges are reviewed annually and agreed by the governing body.
41. 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.

II - PREMISES TEAM DUTIES IN CONNECTION WITH LETTINGS

1. The Premises team are the School's Officers supervising your letting.
2. 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
3. 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.

III - HEALTH AND SAFETY, FIRE OR OTHER EMERGENCY PROCEDURE

1. There will be **NO SMOKING** on the School Premises.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.
10. 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 first aid Kit.
11. 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.

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.

IV - CHILD SAFEGUARDING AND REGISTRATION REQUIREMENTS

1. 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.
2. 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.
3. 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:
 - a. Main Harrow Safeguarding Children Board website
 - b. Access the Harrow SCB Green Book here
 - c. Training and support is also available via the Harrow LSCB Outreach team at VAH (Voluntary Action Harrow). They can be contacted on 020 8861 5894.
4. 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.
5. 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/>

V - INSURANCE COVER

1. 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 (Appendix 2). Commercial organisations will be required to provide evidence of such cover at the time of application.

VI - COPYRIGHT AND PUBLIC PERFORMANCES LICENCES

42. 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.
43. 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.
44. 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.
45. 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.

VII - 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 overreact 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.

APPENDIX 1 - HIRE CHARGES AND APPLICATION FORM

This application is available on our school website, page located [here](#)

From September 2024 , the below charges apply:-

	Occasional Hire (Minimum 4 Hours) - charge per room per hour	10% off Regular Annual Hire (Minimum of: 10 Weeks Block Booking) Minimum 2 hours hire - charge per room per hour
Main hall (capacity - 250 seated)	£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

*capacity: 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.

School Equipment Charges	per item
Canteen tables (children size)	£8
Folding tables (for adults)	£5
Table clothe (black or blue)	£1
Folding chairs	£1

The charges include heating, lighting, electricity, water charges and the cost of the Premises team onsite. 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.

ADDITIONAL CHARGES

A - ADMINISTRATION FEE

1. 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.

B - DEPOSITS

1. A refundable deposit of £100 will be requested for all lettings and **retained by the school if the premises are not left in a satisfactory condition or not vacated at the correct allocated hire time.**
2. Cheques are payable to Roxbourne Primary School. The deposit should be returned as soon as possible and not less than 28 days prior to the initial hire date.
3. 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.

C - HIRERS PUBLIC LIABILITY INSURANCE

10% will be added to the hirer charge as an additional charge.

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.

Appendix 3 - Code of Conduct for Use and Hire

General

- The Group Leader will abide with the Rules and Code of Conduct prior to hire
- 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 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 food, drink and chewing gum are permitted in classrooms and meeting rooms.
- Eating or drinking is permitted in the lower hall only
- No smoking on the School Premises.
- Any alcohol must be pre-authorized by the headteacher prior to the hire.
- Remove all litter, tape, plastic drink bottles etc. when leaving the site. All litter will be placed in the applicable bins
- Suitable footwear must be worn if hiring the field or hall.
- 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 onto the field.
- Roxbourne Primary School cannot be held liable for the loss, damage or theft of valuables.
- Use of video, photographic and mobile phone imaging equipment on the site is prohibited except where permission has been given by the School Business Manager.
- It is strictly forbidden to sub-let the facility.
- Roxbourne Primary School reserves the right to terminate or cancel any booking without notice.
- IT equipment such as projectors, microphones may be used where permission has been given by the School Business Manager. Interactive screens available in classroom shall not be used