

Lettings Policy  
April 2017

**STROUD GREEN**



**SCHOOL**

# Lettings Policy

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**Stroud Green Primary School  
Lettings Policy**

**1. Conditions of Hire:**

**1.1 Terms & References**

“The Owners” means the Governors of Stroud Green Primary School and the Agent means the Administrative staff of the School, including the Site Services Manager.

“The Hirer” means the person(s) signing the application form and in addition any organisation for whom they have stated in such form to be acting. The liability under the hiring agreement of such person and such organisation shall be joint and several.

**1.2 Conditions of Hire**

- Not more than the number of persons in the acceptance of application form or stipulated in the acceptance shall be allowed in the School premises at any one time.
- Use of the School premises or the relevant part thereof and entry thereto is limited to the purposes and times stated on the application form and no Sub-letting is permitted.
- The Hirer is responsible for and shall indemnify the Owners against all damage to the School premises or equipment occurring during or in relation to the hiring or while persons are entering or leaving the school premises pursuant to the hire, however and by whosoever caused.
- The Owners shall not be responsible for any loss or damage to any property arising out of the hiring nor for any loss, damage or injury which may be suffered by or done or happen by any person using the School premises during or in relation to the hiring arising from any cause whatsoever or any loss due to any breakdown of machinery, failure of supply of electricity or gas, leakage of water, fire, government restriction, requirement of the local Education authority or act of God which may cause the premises to temporarily close for the hiring to be interrupted or cancelled. The Hirer shall indemnify the Owners against any claim which may arise out of the hiring or which may be made by any person reporting to the School premises during or in relation to the hiring in respect of any such loss, damage or injury, but a formal written report should be made to the Owners within 24 hours.

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- The right to remain on the School premises at any time during the hiring is reserved to the Owners and the Agent and any police officer.
- The Hirer must secure the preservation of order at all times, and take all reasonable steps to prevent injury, loss or damage to any person or property, on all occasions on which the premises are being used by virtue of such permission. 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.
- No bolts, nails, screws, bits, pins, spikes or other objects shall be driven into the fabric or furnishings of any part of the School premises.
- The Hirer shall at the expiration of the hiring leave the School premises in a clean and orderly state. Where equipment and furniture had been provided, the Hirer will ensure that these are in like condition and in position as found.
- The Hirer shall ensure all property brought into the premises for the purposes of the hiring are removed before the expiration of the hiring, The Owners shall not be responsible for any property left behind and reserve the right to levy a charge whilst it is on the premises or dispose of it.
- No slogans, advertisements, flags, emblem or decorations shall be attached to the outside of the School premises whether affixed to the same of freestanding.
- The Hirer shall remove any slogan, advertisements, flag, emblem or decoration displayed inside the School premises if in the opinion of the Agent it shall be unlawful, unseemly or libellous or expose the premises to an undue risk or fire or is likely to lead to a disturbance or breach of the peace.
- No exits may be blocked or chairs or obstructions placed in corridors or fire appliances removed or tampered with. The Hirer shall ensure that users of the premises are aware of evacuation procedures and of the locations of emergency exits and fire-fighting equipment.
- No lights or other electrical apparatus shall be connected to the school electrical supply without prior permission. On permission being granted the Hirer should ensure that all are properly insulated and fused and electrical plugs and sockets shall not be overloaded.
- Cars must be parked in the spaces indicated and should be parked only for the duration of hire.
- The Hirer is responsible for observing regulations attached to any music and dancing licence and any theatrical productions.

- No alcohol may be consumed on the premises without prior permission from the Owners. All legal requirements regarding the sale and consumption of alcoholic liquor and the performing of plays and the exhibition of cinematography shall be observed and there shall be no infringement of any copyright subsisting under the Copyright Act of 1965. The Owners or the Agent must be furnished with proof that the provisions of the clause have been complied with 48 hours before the hiring. All legal requirements of Gaming and Lotteries legislation shall similarly be observed without infringement.
- Applicants wishing to use the School kitchen do so under separate terms and conditions.
- All scenery and costume used for stage performances and the like must be fireproofed, in accordance with current legislation.
- The Hirer shall make such provision for such insurance cover as the Owners or their Agent may require, and shall pay all premiums due thereunder, and produce the policy or policies of insurance 48 hours before the time of the hiring.
- Hall/Gymnasium: In order to protect the floor, spiked shoes or stiletto heels must not be worn on the premises, and Hall/Gymnasium equipment is in any case not to be used unless an adult with recognised qualifications for the activity proposed is personally in charge at all times.
- The Hirers of the Hall/Gymnasium or any other part of the School Premises should ensure that suitably qualified supervision is available and also the users of such facilities must ensure that changing areas, showers and adjacent corridors are kept clean. Additional specific conditions may apply to individual sports areas.

## **2. Hire Agreement**

All bookings must be accompanied by a booking form

All bookings must pay in full fourteen working days prior to first letting date. A deposit of 25% must be paid and should accompany all completed Booking Forms.

The owners (by themselves or the Agent) reserve the right to terminate with immediate effect any activity, entertainment or meeting which in their opinion is not properly conducted or which may infringe any of the provision hereof in particular any suspected disorder, damage, offence or illegality.

Cancellation should be in writing and the Hirer must give at least three weeks notice.

The Owners reserve the right to ask for an additional but refundable deposit of a minimum £150 to cover any damages to school property during the let.

The Owners reserve the right to change and/ or alter at any time these conditions. **Accepting of a hire slot and payment of deposits is deemed to be acceptance of these conditions.**

**3. Damage / Cleaning Deposit**

Damage /Cleaning deposit of 25% of the letting fee per letting will be payable at the point of booking to cover the potential costs with cleaning or making repairs for damage caused during the hire period. The school reserves the right to retain the deposit should the hire agreement be breached.

**4. Monitoring and review**

We are aware of the need to review the lettings policy regularly so that we can take account of new initiatives or changes in the law. All policies are reviewed over a three year cycle.

**Signed:** Chair of Governors ..... **Dated:** .....

**Signed:** Head Teacher ..... **Dated:** .....

Lettings Policy  
 April 2017  
 Stroud Green Primary School  
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 London  
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**APPLICATION FOR HIRING SCHOOL PREMISES ~ BOOKING FORM**

To be completed by the person, aged 21 or over, who will be responsible for the payment of the charges for the use of the accommodation and other facilities and who will give the indemnity required by the Lettings Policy. This application must be forwarded to the person named at the bottom of this page as early as possible and not less than 14 calendar days before the date of the proposed use.

1) Organisation/Person applying: .....

2) Person responsible for payment: .....

Address: .....

Postcode: .....

Daytime Tel: ..... Evening **and** Mobile Tel: .....

2) Contact Person (if different from No 2): .....

3) Address: .....

Postcode: .....

Daytime Tel: ..... Evening **and** Mobile Tel: .....

4) Nature or object of meeting/event: .....

5) **Accommodation required:**

Room/Hall	No. of Chairs	Day of week	Date/No. of weeks	Time of proposed occupation	
				From	To

6) Number of people expected to attend: .....

7) School equipment requested: .....

8) We do/do not intend to serve alcohol (if you do intend to serve alcohol arrangements must be discussed and agreed with the Owners). In circumstances that require a license the person/organisation will need to apply for an Occasional License for the sale and consumption of alcohol and provide the Owners with a copy of the license before hiring commences.

9) On behalf of the organisation/person described in (1), whose authority I have to bind them signing this application, I accept the Conditions of Hire described in Stroud Green Primary School Lettings Policy (attached) and agreed to pay the sum of £ ..... (as specified in charge sheet).

Signed (Hirer): ..... Name: ..... Date: .....

Signed (School): ..... Name: ..... Date: .....

Completed application to be returned to the **School Business Manager** at the School.  
**(Please complete form in black ink for good photocopying and print throughout).**

**Section 5**  
**Schedule of charges**

**NB.**

All charges are calculated by the hour and invoiced to the nearest quarter hour.

**1. Charges**

	<b>Stroud Green Parent</b>	<b>Community</b>
1.1 School Hall	£35.00	£45.00
1.2 Playground (with toilet facilities)	£20.00	£30.00
1.3 Red Building per room	£20.00	£30.00
1.4 After School Club Building (lower OR upper)	£35.00	£45.00

**2. Equipment**

Any additional equipment may be arranged / supplied by specific request. All equipment must be requested 7 days in advance of the booking.

- Equipment is charged on an individual agreement basis

**NOTE:**

These charges apply unless alternative charging has been agreed in writing with The Head Teacher, School Business Manager or Governing Body

Fees to be adopted: April 2018



# Stroud Green Primary School

## Guidance for the Lettings Officer

Letting Date: .....

Arrival Time: ..... Departure Time: .....

Name of Hirer: .....

Venue hired: .....

Description of hire: .....

.....

Additional Equipment requested and agreed: .....

.....

.....

Any special arrangements: .....

.....

.....

### Notes for Lettings Officer:

On the back of this form is a lettings checklist which you will need to go through with the hirer on arrival and again on departure. The lettings checklist is important because deposits will be reimbursed on the basis of this information. Work your way through the checklist ticking off all the elements as you discuss them with the hirer. Once the checklist is complete it should be signed by you and hirer.

**Lettings Check List**

Below is a list of vital information which will help your letting at Stroud Green Primary School run smoothly and safely. It is important that you and the Lettings Officer spend a few minutes at the start of the letting going through this list to ensure you are familiar with our building and safety arrangements. The Lettings Officer will also go through the list at the end of the letting and sign off to approve that the building has been left in a fit state as outlined in the lettings policy.

Description	L.O Initials	Hirer Initials
<b>Areas of hire;</b> Go through the areas that have hired and the restricted areas		
<b>Fire Evacuation;</b> Go through fire evacuation procedures and the sound of the fire Alarm. Hirer has responsibility to clear the venue.		
<b>Security;</b> Hirer made aware of security of the premises and the need to have The front entrance door supervised throughout the let		
<b>First Aid;</b> Hirer made aware of access to emergency first aid equipment if Required and the requirement to report any accidents to the Lettings Officer		
<b>Supervision of children;</b> The hirer to be made responsible for the supervision of children at All times during the let. The health, safety and welfare of children At the venue remain with the hirer.		
<b>Toilets;</b> The hirer is aware of the toilet facilities which have been available for the period of the hire.		
<b>End of hire arrangements;</b> All equipment replaced and the hire venue cleaned so it is left the Same condition in which it was found. That all rubbish be bagged in refuse sacks and taken out to the bins		
<b>Damage to school building or equipment;</b> In the event of a breakage the hirer should report this to the Lettings Officer, who will inform the School Business Manager		

<b>Venue cleanliness;</b> The venue has been handed back to the lettings officer in a clean And tidy condition		
<b>Damage to school building or equipment;</b> There have been no reports of damage to equipment or the building		

**On Departure:**

Signed: .....  
Lettings Officer

Signed: .....  
Hirer