



# Jack Tizard School School Lettings POLICY

Reviewed by Governors 4th July 2014

## MANAGEMENT OF LETTINGS

The Governing Body has overall responsibility for school buildings and premises and the management of lettings, and has delegated the function to the Head teacher or her delegated representative. The Head teacher responsible for:

- receiving and approving lettings applications for hiring school premises
- making arrangements for supervision of lettings
- collecting income from lettings and balancing this against expenditure as part of the management of the school budget
- undertaking administrative duties arising from the lettings function

A letting must not interfere with the primary activity of the school, which is to provide a high standard teaching and learning environment for its students. The school lettings function is overseen by the Business Manager, with day-to-day operational management undertaken by Hydro pool staff and the Premises Manager

## LETTINGS POLICY

Jack Tizard School encourages links with the local community and welcomes its premises being used by groups after the school day or at other times, as far as is reasonably practicable. Consequently, priority will be given to the local community and voluntary groups over commercial users, and users directly associated with the school. Letting applications are considered as long as they meet the following criteria:

- the letting does not impact adversely on school activities
- the letting would be economically viable (normally 3 hours minimum at weekends)
- requests granted only if compatible with school values and policies

The school is located in a residential area and the consideration of lettings applications requires balancing the needs of the local community with the expectations of the school's neighbours for reasonable peace and quiet, particularly at weekends and during Public Holidays. Lettings applications will therefore be declined if, in the opinion of the school, they are likely to create any disturbance, noise, nuisance, annoyance or inconvenience to local residents.

Hirers need to complete the Lettings Application Form (Appendix 1) and by so doing agree to abide by the Conditions of Hire (Appendix 2). Letting will usually be on a termly basis to enable a review at the end of each term.

## CHARGES

The school applies an appropriate scale of charges for lettings to commercial and private users to cover costs associated with Site Care staffing and utilities. Charges comprise:

- set up / set down costs (if less than half hour each side of the letting, inclusive in hourly rate)
- cleaning
- utilities
- reception cover and site cover, for which enhanced rates apply at weekends or public holidays

One-off bookings may be subject to a deposit and the school reserves the right to retain this deposit should the booking overrun, or there be any disturbance or damage. There are exceptions to the above general charging policy and lower rates may be offered to local charities, residents groups or voluntary groups who wish to use the school facilities outside normal school hours and generate no income for themselves. In certain circumstances, a group's activities may be accommodated within the normal operational hours of the school and in such cases the Head teacher will decide if charges can be waived. The charges below are for community groups, based on one School Duty Manager (SDM) being on site for the duration of the hire. Commercial hires or other groups wishing to hire the premises will be charged higher rates depending on the number of school staff required to manage the premises whilst the event is being run.

### School Premises

	<b>Community Hire per hour (per staff member)</b>	<b>Commercial Hire per hour (per staff member)</b>
<b>Weekdays after 6am, up to 8pm</b>	£33	£54
<b>Weekdays after 8pm</b>	£43	£65
<b>Saturday</b>	£49	£70
<b>Sunday</b>	£60	£81

### Letting Cost Hydrotherapy pool

Commercial costs to non-charitable organisations e.g. local authorities, local authority run school nursery and private lettings  
Full cost price including evacuation training etc.

	Twilight costs per hour 4 to 6 pm	Weekend costs per hour	Holiday costs outside of existing holiday schemes
Energy and water costs per hour	£4.50	£4.50	£4.50
Hydro pool staff overtime costs per hour Assistant manager Manager	£34.50 children would need to be supported in the water by parent/carer .Ratio dependent on level of users need	£52 children would also be supported in the water by parent/carer. Ratio dependent on level of user need	£34.50 children would also be supported in the water by parent/carer .Ratio dependent on level of user need
Cleaning costs per hour	£16	£21.50	£16
Site staff cost	£13	£17	£17
Depreciation and management time	£14	£14	£14
<b>Total cost per hour</b>	<b>£82</b>	<b>£109</b>	<b>£86</b>

### Charitable organisations access facilitated during normal opening hours

	Twilight sessions 4 to 6pm	Weekend costs	Holiday costs – outside of existing holiday schemes
Hydro pool staffing costs per hour	£34.50 children would also be supported in the water by parent/carer. Ratio dependent on level of need	£52 children would also be supported in the water by parent/carer. Ratio dependent on level of need	£34.50 children would also be supported in the water by parent/carer. Ratio dependent on level of need
Cleaning costs per hour	N/A	£21.50	£21.50
Site Staff cost	N/A	£17	£13
Depreciation and management time	£14	£14	£14
<b>Total cost per hour</b>	<b>£48.50</b>	<b>£104.50</b>	<b>£83</b>

### FIRST AID

Please note that the hire does not involve First Aid provision from the school, therefore the hirer needs to ensure suitable provision is made in case of a first aid incident. This could be someone responsible for phoning an ambulance, or ensuring a qualified First Aider is on the premises for the duration of the hire, and who has access to appropriate first aid equipment for their group, including notes of medical conditions and appropriate course of action.

## **DBS**

Should the activity taking place by the hirer involve direct contact with children or vulnerable adults, the school will need to have sight of, and record details of, relevant personnel's original DBS checks ( photocopies will not be accepted)for inclusion in our single central record.

## **APPENDICES**

Appendix 1 – Lettings Application Form

Appendix 2 – Conditions of Hire



## Appendix 1 LETTINGS APPLICATION

<b>Name of organisation:</b>						
<b>Address of organisation:</b>						
<b>Email</b>			<b>Contact no</b>			
<b>Alternative email</b>			<b>Alternative contact</b>			
Nature of event:						
Number of people attending:			Admission charge (if any): What will the proceeds be used for?			
Days required:						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Date(s) hire required:						
from			to			
Time of hire:						
from			to			
Set up time:						
from			to			
Facilities required:						
Hydro Pool		Hydro Pool playground		Soft Play Room		
Hall		Primary playground		Multisensory Room		
Parents Room		Car Park				
Classrooms (how many)		Other (please specify)				
Number chairs required:		Other furniture required				
Other equipment required:						

**Any other information we need to be aware of:**

**INSURANCE / FIRST AID / DBS INFORMATION**

NAME OF INSURER \_\_\_\_\_  
TYPE OF INSURANCE POLICY \_\_\_\_\_  
DATE OF EXPIRY \_\_\_\_\_  
POLICY NUMBER \_\_\_\_\_  
AMOUNT COVERED £ \_\_\_\_\_

**FIRST AID / DBS INFORMATION**

TYPE OF FIRST AID QUALIFICATION \_\_\_\_\_

DATE OF EXPIRY \_\_\_\_\_

NAME OF  
FIRTAIDER \_\_\_\_\_  
DBS NUMBER \_\_\_\_\_

DATE OF CRB \_\_\_\_\_ ORGANISATION CARRYING OUT

CRB \_\_\_\_\_

PHOTO ID PROVIDED \_\_\_\_\_

**To the Governing Body of Jack Tizard School**

We (applicant full name) \_\_\_\_\_ of \_\_\_\_\_  
being over the age of 18 years, hereby apply for permission to use the accommodation and other facilities as set out overleaf, it being understood that if such permission be granted, it will be subject to the Conditions of Hire made by the school in relation to the use of the premises, a copy of which we have received, and that such permission will be effective only so long as such Conditions are duly observed and performed.

I/We agree, to the cost of hiring the accommodation in accordance with the school's current Scale of Charges.

I/We, the Applicant/s hereby undertake and agree with the school to perform and observe all said Conditions, including applying for an alcohol licence when necessary, should such permission be granted.

I/We, the Applicant/s, hereby agree to indemnify and keep indemnified the Council of the London Borough of Hammersmith & Fulham, and the Governors of the school from and against all loss, damage, costs, claims, demands, expenses or charges which the Council or the Governors may sustain or incur in respect of any matter arising out of the use of the accommodation or the Conditions relating thereto, including breach or infringement of copyright, insofar as the same are not covered by the policy of insurance effected by the Council and referred to in the Conditions of Hire, or the obligation to give notice of any accident, damage or proceedings as aforesaid is not fulfilled by us and to pay to the Governors on demand all such sums as may be payable by reason of this indemnify.

Signature of Applicant:

\_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix 2

### CONDITIONS OF HIRE

- **Insurance:** The hirer must arrange public liability insurance:
  - to protect the hirer against third party claims for loss, damage, injury or death arising out of the use of premises for not less than £2 million; and
  - to provide indemnity cover in respect of damage to the premises hired for not less than £2 million where such damage can be attributed to the negligence of the hirer or his/her employees or agents
  - indemnity to be extended to include the governing body of the school and indemnify the governing body against:
    - claims, loss, damage or injury which may be brought against or suffered by the governing body arising from or in consequence of their hiring of the school premises or equipment
    - cost of reinstating or replacing any part of the premises or any property which shall be damaged, destroyed or removed during the period of the hiring of the premises
- **Health & Safety:** The hirer is responsible for ensuring everyone using the school premises during the hire period is aware of exits, emergency exits. No exits of corridors may be blocked or fire-fighting equipment removed
- **Licenses and Copyright:** The hirer is responsible for obtaining licenses. The Governing Body are entitled to require proof that a license has been obtained
- **Car Parking:** Arrangements for parking on the school premises will be notified to the hirer once the application has been accepted. Parking at the school is at the owners' risk
- **Payment:** The hirer shall ensure payment is received by the school promptly after receipt of the schools invoice
- **Fixtures and Fittings:** No fixtures and fittings or other objects shall be driven into fabric or furnishings, or affixed to them, without the prior written permission of the school
- **Use of Furniture and Equipment:** The movement of school furniture and equipment from room to room is not permitted, unless previously agreed in writing by the school. The use of all equipment and apparatus is subject to the prior written agreement of the school
- **Hirer's Equipment:** The hirer shall obtain the written permission of the school before bringing apparatus or equipment into the premises. The hirer shall ensure such apparatus or equipment is removed within such time as the school may allow. Any property not so removed may be removed by the school at the hirer's risk. The cost of removal, together with any storage charges incurred by the school, shall be recoverable from the hirer
- **Use of Premises:** The hirer must comply with any instructions given by the duty member of Site Care staff. The hirer must not sublet to another party. The site and premises, including car park and play areas, are no smoking and the hirer is responsible for ensuring this policy is adhered to. Hirers will have access only to particular rooms let to them, along with toilet facilities. The use of school premises is limited to the times and nature of the event described in the Lettings Application

Form and the hirer is responsible for ensuring good order is maintained throughout the period of hire

- **Liability:** The Governing Body shall not be liable for any loss or damage caused to the hirer or to any other person as a result of:
  - Any failure or defect or want of repair in any of the fixtures, fittings, furniture, equipment or appliances belonging to the school; or
  - Any failure or interruption in the supply of water, gas or electricity to the accommodation; or any defect or want of repair in the premises or in the means of access to the premises; or
  - Any theft or malicious or accidental damage to or loss of any property of any person taken or left at the premises

**Numbers:** The hirer shall not allow on the school premises more than the number of persons stated in the Lettings Application Form

**Advertisements:** No advertisements, emblems or slogans shall be displayed outside the school premises without the prior written permission of the school. The hirer shall remove from inside the premises any advertisement, emblem or slogan if, in the opinion of the school, it is unlawful, unseemly, likely to lead to a disturbance or expose the premises to undue risk of fire

**Right of Entry:** The Governing Body, Head teacher, Business Manager, Premises Manager and others appointed by the Governing Body shall have the right of entry to the premises during the hiring

**Reporting Damage:** Any damage to the premises or its contents by the hirer must be reported on the day of hire to the school member of staff on duty. This must be followed by a written report on the damage caused. Where the school has lent equipment to the hirer, in the event of loss or damage, the hirer will be billed for replacement.

**Additional Conditions:** The school reserves the right to provide additional conditions to those described in these Conditions of hire as they consider appropriate

**Condition of Premises:** The hirer is responsible for leaving the premises in the same condition as it was before the hire and for ensuring that everything is clean and tidy

**Cancellation:** The hirer should give at least five working days notice of a cancellation. If the school considers it is likely that any one of these Conditions of Hire will not be complied with by the hirer, the school may terminate the hiring forthwith by written notice to the hirer. If during the period of the hiring school, members of school staff are of the opinion that any of these Conditions of Hire have not been complied with or that disorder, damage to property or an illegal act has taken place or is threatened, that person may summarily terminate the hiring by oral notice to the hirer, or (in his or her absence) to any other person or persons apparently in control of the proceedings, whereupon the premises shall be vacated forthwith. In the event of the hiring being cancelled under such conditions, the school shall be under no liability to refund any payment made for the hiring or to compensate the hirer or any other person for any loss or damage sustained in consequence of the cancellation.