

Jack Tizard School

Lettings Policy



Approved by:	Finance & Resource Committee	Date:	3 rd May 2019
Last reviewed on:	4 th July 2014		
Next review due:	May 2022		
Review Frequency	Three Yearly		

Introduction

Jack Tizard School aims to ensure the use of the school's facilities to their fullest potential. It is intended that the premises and hydrotherapy pool are available firstly, for the benefit of our students and their families and secondly, for external organisations consequently providing the school with financial income.

Aims

Jack Tizard School encourages links with the local community and welcomes its premises being used by groups outside of the school day, as far as is reasonably practicable. Letting applications will be considered as long as they meet the following criteria:

- The letting will not impact adversely on school activities
- The letting will be economically viable (normally 3 hours minimum at weekends)
- The letting is compatible with school values and policies

The school is located in a predominately residential area. When considering letting applications we will balance the needs of the Hirer and the expectations of the local community to ensure minimal disturbance and disruption, particularly at weekends and Public Holidays. Applications may be declined if, in the opinion of the school, they are likely to create any disturbance, noise, nuisance, annoyance or inconvenience to local residents.

Responsibilities

The Governing Body has overall responsibility for the school premises and management of lettings. They have delegated this function to the Headteacher and/or their delegated representative. The Headteacher has responsibility to ensure adherence of the policy and of the following:

- Approving lettings applications for the hire of school facilities
- Making appropriate arrangements for the supervision of lettings
- Collection of income received from lettings
- To ensure costs are fully calculated and covered
- Undertaking administrative duties arising from lettings

Lettings must not interfere with the primary activity of the school, which is to provide a high standard teaching and learning environment for all students. The school lettings function is overseen by the School Business Manager, with operational management undertaken by the Duty Site Manager and Hydrotherapy Pool Manager.

Health and Safety

The school has a responsibility to operate within the framework of Health and Safety regulations, however, hirers must take all reasonable steps to prevent injury, loss or damage to any person or property for the duration of the let. Hirers should follow the 'Conditions of Hire', paying particular attention to the following:

- The Hirer to provide first aid provision, including supplies and medication where necessary
- The Hirer will be responsible for contacting the emergency services in the event of a medical emergency
- Smoking is not permitted on site (including e-cigarettes)
- Consumption of alcohol is not permitted on site without permission from the Governing Body
- Illegal substances are not permitted on site
- Any electrical items must be in a safe condition and have a current PAT certificate

- The Duty Site Manager will be on site to manage emergency evacuations in the event of fire or other critical incidents
- The school reserves the right to cancel any letting where the Hirer fails to ensure that health and safety guidance is complied with

Safeguarding

All hirers who provide activities for children and young people are required to provide confirmation that they have Child Protection Policy in place and that appropriate safeguarding checks for staff and volunteers have been completed and recorded. Organisations should comply with guidance issued by the Local Safeguarding Children Board and / or Department of Education.

Bookings

Bookings must be made by making direct contact with the School Business Manager or Headteacher. We will make every effort to accommodate your request, however, the school and current hirers will be given priority. Other considerations including the type of event, staff availability and the suitability of our accommodation will also be taken into account. The final decision regarding agreement to hire will be made by the Governing Body.

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

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 different rates may be offered to local organisations, 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 Headteacher will decide if charges can be waived.

Hydrotherapy Pool

This is a purpose built pool which is fully equipped with specialist equipment and resources to allow the pool to be as fully inclusive as possible. There also a vast range of multi-sensory equipment.

We will include a member of school staff for the duration of the let. They will be on hand to provide guidance and assistance on the use of the facility and to ensure that you are able to maximise the resources available. Depending on your circumstances we are able to provide additional staff and/or advice to support your needs and to tailor the let accordingly.

Charges

The school applies an appropriate scale of charges for lettings to commercial organisations and community / voluntary groups to cover costs associated with staffing, utilities, depreciation and other costs incurred. Community groups will be charged a lower rate than commercial organisations or other groups wishing to let the premises. Charges are available upon request and comprise of the following:

- Set up / set down costs (if less than half hour each side of the letting, inclusive in hourly rate)
- Cleaning
- Utilities and depreciation
- Staff cover, for which enhanced rates apply after 6pm, at weekends or public holidays
- Administration fee to cover our management time and costs

SIGNED:

DATE

Chair of Governors

SIGNED:

DATE

Headteacher

APPENDIX 1 APPLICATION FOR HIRE OF SCHOOL PREMISES

Name of Organisation / Business:			
Registered Address of Organisation / Business (for invoicing purposes):			
Email address (for invoicing purposes):			
Nature of Organisation / Business:			
Type of Organisation (please tick):	<input type="checkbox"/> Community Group / Non-Profit Making Organisation <input type="checkbox"/> Commercial Organisation		
Contact Name:			
Contact Address (if different from above):			
Email Address (if different from above):			
Telephone number(s):			
Type of Activity:			
Numbers attending (including staff):			
Area(s) to be hired:	Hydrotherapy Pool	Hydrotherapy Pool Playground	Primary Playground
	Multi-Sensory Room	Soft-Play Room	School Hall
	Meeting Room	Car Park	Classroom / Learning Area

Please tell us how you would like the room laid out, e.g. How many chairs or tables. Will you need any other equipment e.g. Projector:

Please note: You must include sufficient time to prepare the Hall and clear up when indicating the hours you require.

For regular use, please tick day required:	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Time:							
Full time / Term time only (please delete as applicable)							
Dates of hire for regular use:							
Date and times for Hire / Function (<i>For Single Use</i>)							
Date: ___ / ___ / 20 Time: From.....To.....							
Child Protection Policy Attached:	Yes / No						

To the Governing Body of Jack Tizard School

I (insert name) _____ of (insert name of organisation)

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 quoted 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: _____ Name: _____

Date: _____

1. Insurance:

The Local Authority has arranged Third Parties Hirer insurance (a copy of the schedule is available upon request).

1.1 Hirers will be covered under the above policy

2 Health & Safety:

- 2.1 Where the premises are used for activities which include children or young people, the Hirer must provide a copy of their Child Protection policy which we will hold on file
- 2.2 It is illegal to smoke (including e-cigarettes) on any part of the premises
- 2.3 Permission to use the premises will not be granted, if in the opinion of the school it is likely that the let would create unreasonable disturbance or inconvenience to the residents in the neighbourhood or would interfere with school activities. Hirers are requested to respect our local community
- 2.4 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 on all occasions during the hire
- 2.5 The Hirer is responsible for arranging first aid provision for the period of hire.
- 2.6 The Security Alarm System will be set for all areas not hired. This will not in any way impede the use of the premises hired or emergency escape routes
- 2.7 Furniture or equipment should not be moved into corridors or block fire exits. Furniture which has been rearranged must be returned to its original position at the end of the hire
- 2.8 The Hirer must report any defects or breakages to the Duty Site Manager as soon as possible. If they present an immediate danger to users then appropriate action must be taken
- 2.9 Any electrical equipment brought into the main school must have up to date PAT testing certificates
- 2.10 Electrical equipment must not be brought into any part of the Hydrotherapy Pool or changing areas, e.g. Hairdryers, stereos
- 2.11 The Hirer is responsible for ensuring everyone using the school premises during the hire period is aware of exits, emergency exits. No exits or corridors may be blocked or fire-fighting equipment removed

3 Fire:

- 3.1 In the event of a fire, the fire brigade will need the following information:
 - Are all persons accounted for
 - The location of the fire
 - The best route to the fire
- 3.2 Ensure that you have a list of all personal and users in your group
- 3.3 If you detect a fire, do not put yourself at risk but activate the alarm by breaking the glass. The fire detection will sound and you will need to evacuate the building to the nearest assembly point. Each area will have an evacuation notice displayed which will indicate the nearest assembly point.
- 3.4 Fire evacuation routes are displayed throughout the building and must be followed
- 3.5 All personnel must evacuate the building. Please note the following important instructions:
 - Do not go through the building to the assembly point
 - Do not use the lifts
 - Do not re-enter the building until the all clear is given

- 3.6 The Duty Site Manager is responsible for establishing the location of the fire / emergency and directing the Emergency Services and all staff on site. They should ensure a list of hirers and staff on site is readily available. The Headteacher must be advised of the incident at the earliest opportunity
- 3.7 Hirers will be supplied with a copy of the school Fire Evacuation policy. They must familiarize themselves with this prior to their event taking place
- 3.8 The Duty Site Manager and the Hirer will ensure that all fire exits are clear and accessible at all times
- 3.9 Do not leave vehicles in a position that they may obstruct the evacuation of the building or the entry of emergency vehicles
- 3.10 Misuse of fire extinguishers is a criminal offence. It is potentially dangerous and may threaten the safety of others if used incorrectly

4 General Conditions:

- 4.1 The Hirer must be over the age of 18 years; have completed the Lettings Booking Form and have paid the required charges.
- 4.2 The Hirer is responsible for obtaining licenses and Copyrights. The Governing Body are entitled to require proof that a license has been obtained
- 4.3 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
- 4.4 The Hirer shall ensure payment is received by the school promptly after receipt of the schools invoice
- 4.5 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
- 4.6 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
- 4.7 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
- 4.8 The Hirer must comply with any instructions given by the Duty Site Manager. 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
- 4.9 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

- 4.10 The Hirer shall not allow on the school premises more than the number of persons stated in the Lettings Application Form
- 4.11 No intoxicating liquor or illegal substances shall be sold or included in the refreshments available at any functions.
- 4.12 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
- 4.13 The Governing Body, Headteacher, School Business Manager, Duty Site Manager and others appointed by the Governing Body shall have the right of entry to the premises during the hiring
- 4.14 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 loaned equipment to the Hirer, in the event of loss or damage, the Hirer will be billed for replacement.
- 4.15 The school reserves the right to provide additional conditions to those described in these Conditions of hire as they consider appropriate
- 4.16 The Hirer is responsible for leaving the premises in the same condition as it was before the hire and for ensuring that the areas and resources used are left clean and tidy.
- 4.17 Should The Hirer need to call the emergency services during a let, the Duty Site Manager must be informed.
- 4.18 The school may terminate the letting the if the Hirer fails to comply with the conditions of hire,

5 Cancellation:

- 5.1 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.

6 Duty Site Manager Responsibilities:

The Duty Site Manager is the school's representative and is responsible for staying on site throughout the period of the hire and ensuring that, before, during and after the letting, the following are adhered to:

- 6.1 That the premises are unlocked at the agreed time as stated on the booking form and agreed by the School
- 6.2 Will ensure that the Hirer has a note of their mobile contact number so that they can be easily contacted during the let
- 6.3 That the premises are in a safe and satisfactory condition for the Hirer
- 6.4 That the premises remain secure during the let by regular patrolling and monitoring of the entrances and areas being used

- 6.5 That the premises are checked before and at the end of the let (with a representative of the Hirer) for damage and to ensure that they have been left in a neat, clean and tidy condition
- 6.6 That, where the same accommodation is hired by more than one group on the same day, the accommodation is checked between each letting
- 6.7 That, as far as reasonably practical, users of the site do not behave in a manner likely to cause injury to themselves and/or others, or result in damage to the School or its contents.
- 6.8 That, in the event of an emergency, appropriate assistance (e.g. Ambulance) is summoned. In the event of a fire alarm being triggered, ensuring that all persons follow the fire instructions in clearing the building
- 6.9 Duty Site Managers will do their best to ensure your event runs smoothly. On rare occasions things can go wrong. If they do, we will do our best to put things right in a friendly and helpful manner.
- 6.10 Our staff will treat you with respect and courtesy. We ask that our staff are treated in the same way and are not insulted, abused or threatened
- 6.11 Duty Site Managers cannot change any aspect of these Conditions of Hire