



EVERSLEY PRIMARY SCHOOL LETTINGS POLICY

The Governing Body of Eversley Primary School believes that schools are a valuable community resource. It is, therefore, committed to making every reasonable effort to ensure that the school premises (buildings and grounds) are available for the benefit of the local community. In keeping with the extended schools services agenda we will give priority to the use of premises for educational objectives.

This hiring of school premises at all times outside normal school hours is under the control of the Governing Body. This policy sets out the facilities available and the charges. Some of the responsibilities of the Governors and the users when the school premises are let are included but are set out in more detail in the Council's 'Conditions for the Letting of Educational Premises'.

LETTINGS POLICY

A letting is defined as the use of school premises during school hours, evenings, weekends, and school holidays by parties other than the school. The school is available for hire on Sundays for a minimum let of 4 hours.

Our lettings policy aims to:

- ensure that the use of school premises and facilities is effectively co-ordinated and managed
- promote the use of school premises by the wider community
- give priority for established community providers of services for children and young people
- provide a clear statement of charges
- ensure a range of activities for children and young people

SCALE OF CHARGES

Our charging policy will:

- Ensure that rates of hire include appropriate costs for Site Management (eg: janitorial and open/lock up duties)
- Charge organisations at cost plus a small income margin for the school

CONDITIONS OF USE OF EVERSLEY PRIMARY SCHOOL PREMISES

- The hirer shall ensure that, where permission has been granted to enable the premises to be used for the purposes of a youth organisation:
 - No member of the organisation shall enter the premises unless the hirer or his representative is also present on the premises
 - Members of the organisation shall remain on the premises only so long as the hirer or his representative is present
- The premises must not, either wholly or in part, be used at any time during the hiring as a place of assembly, departure, resort or destination for persons engaged, or intending to be engaged, or having just been engaged, in any public demonstration, march, parade or other like event other than one of which Eversley Primary School has given its prior approval to in writing
- The hirer shall ensure appropriate supervision of the activity or activities it undertakes on the school premises. The hirer shall ensure appropriate adult to children ratios for the activity or activities it undertakes on school premises and be responsible for providing adequate supervision to maintain order and good conduct
- If the hirer is using the premises to run an after-school activity it is the hirer's responsibility to arrange collection of children from the school and dismissal of children after school into the care of parents/carers, in consultation and negotiation with parents/carers
- It is the parent/carer's responsibility to ensure that the school knows who they should be dismissing children to after school hours
- The school is unable to provide any administration support for hirers including contacting parents/carers on the hirer's behalf or receiving/processing any payments
- The hirer shall ensure that the school premises are left in a tidy condition after any period of use. The hirer will be charged a reasonable fee if the school has to clean up/dispose of any rubbish after any period of use by the hirer
- All furniture, apparatus or equipment brought into school premises or the purposes of or as a result of the hiring must be removed within such time as allowed by the school
- The hirer must not remove or interfere with the furniture, fixtures, fittings, or structure of the school nor install any fixtures, fittings or decoration of its own
- The hirer shall ensure that the school premises are vacated promptly at the end of any period of use and on termination of the hire agreement
- The right of access to all parts of the school premises, whether or not included in the permission for use, is reserved to the school and to any person acting on its behalf and the hirer must not obstruct or interfere with this right

- The equipment of the school can only be used by the hirer with prior written approval from the Governing Body or Headteacher of the school.

APPLICATION PROCESS

An organisation wishing to hire school premises should contact the school office (0208 360 [7370](tel:02083607370) / office@eversley.enfield.sch.uk).

The school will issue an application form which needs to be completed at least 2 weeks before the date of hire. Consideration can be given to bookings made with fewer than 2 weeks' notice but if accepted may be subject to a late booking fee.

The school requires evidence of the hirer's DBS certification, proving that the hirer is compliant with the Safeguarding Children and Safer Recruitment in Education Act 2007.

The school requires evidence of the hirer's Public Liability Insurance policy to cover all losses and/or personal injury that may arise as a direct result of events or activities they arrange and run in Eversley Primary School premises.

THE HIRE AGREEMENT

The approval of a hire will be confirmed by the issue of an invoice which will specify the premises being hired; the nature of the activity or activities taking place; the time and duration of hire; and the cost of the hire.

The permission for the letting to take place is subject to the payment of the invoice before the actual hire takes place.

The Headteacher or the Chair of Governors reserve the right to waive hire charges if deemed appropriate and have the power to terminate any hire agreement relating to the hire of the school premises.

Reviewed May 2018
Review May 2019