



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 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 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

Public Liability and Accidental Damage Insurance

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.

Safeguarding

Status of the Hirer & Safeguarding of Children & Young People' Lettings will not be made to persons under the age of 18, or to any organisation or group or individual with an unlawful or extremist background or to any body to whom the school does not wish to hire the premises.

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. All staff in schools are required to be cleared at Enhanced level and therefore this should be replicated across to Hirers.

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

Electrical Equipment

Any electrical equipment brought by the Hirer onto the school site MUST comply with the LA code of practice for portable electrical appliance equipment. Equipment must either have a certificate of safety from a qualified electrical engineer or be inspected by the LA prior to use and certified fit for use. The intention to use any electrical equipment must be notified on the application form.

Furniture and Fittings

The Hirer shall pay the cost of any reparation required. No stiletto or any type of thin heel is to be worn. If activities involve outdoor use, Hirers should ensure footwear is cleaned before re-entering the premises. Any damages or broken equipment must be reported to the school or caretaker, whether caused by the Hirer or otherwise, as good vigilance will ensure the safety of all other users.

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

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

First Aid Facilities

There is no legal requirement for the school to provide first aid facilities for the Hirer. It is suggested that the Hirer makes its own arrangements. Use of the schools resources is not available.

Food, Smoking, Drink & Drugs

No food or drink may be prepared or consumed on the premises without the direct permission, in line with current food hygiene regulations. All litter must be placed in the bins provided. No intoxicants/ unlawful drugs shall be brought on to or consumed/ used on the premises. The whole of the school premises, including the external areas, is a non-smoking area, and smoking is not permitted.

School Equipment

The use of school chairs, tables and furniture for events is chargeable and can only be used if requested on the application form, and if its use is approved by the Office & Finance Manager. Responsible adults must supervise the use of any equipment which is issued and ensure its safe return. The Hirer is liable for any damage, loss or theft of school equipment it is using, and for the equipment's safe and appropriate use.

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

Vacation of Premises

The Hirer shall ensure that the premises are vacated promptly at the end of each period of use or letting. The Hirer is responsible for supervising any children taking part in an activity until they are collected by a responsible adult. Additional charges will be made where the caretaker is unable to lock up whilst the Hirer ensures children are safely vacated beyond the time agreed in the letting agreement.

Behaviour

The school must take appropriate measures to ensure that the Hirer is responsible for ensuring adequate supervision and preservation of good order for the full duration of the letting and until the premises are vacated, also the prevention of overcrowding and keeping clear all gangways, passages and exits.

APPLICATION PROCESS

An organisation wishing to hire school premises should contact the school office (0208 360 [7370](tel:02087370) / 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.

A non-refundable deposit will be taken to reserve space for any booking made in advance. This fee will be deducted from the final payment which must be made in full within 28 days before the commencement of the letting.

Consideration can be given to bookings made with fewer than 2 weeks' notice but if accepted may be subject to a late booking fee.

Failure to settle the hire fee invoice in advance will mean that no further use of the premises can be made until such costs are paid in full. Legal proceedings will commence in cases where such payments are not forthcoming.

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 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 April 2019
Review April 2020