

Lettings Policy

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Governor Responsibility:	Resources Committee
Staff Responsibility:	Business Manager
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Governor Signature	

Tetherdown School is committed to providing an excellent education to young people in our community and we will seek to do this through the best use of our resources.

The Governing Body regards the school buildings and grounds as a community asset and will make every effort to enable them to be available for the delivery of extended services including community use.

The purpose of this Lettings Policy is to provide information for the local community of the school and to maximise income from appropriately letting the facilities. The policy will seek to ensure that the lettings do not interfere with the normal functioning of the school but contribute to its mission to our children and the community.

Definition of a Letting

A Letting may be defined as **“any use of the school premises (buildings and grounds) by either a community group (such as a local music group or after school club), or a commercial organisation (such as the local branch of “Weight Watchers”).**

Use of the premises for activities such as staff meetings, parents’ meetings, out of school hours learning / study support activities or some extended services which support the raising of attainment and achievement, fall within the corporate life of the school. Costs arising from these uses are therefore a legitimate charge against the school’s delegated budget.

LETTINGS

- Lettings will be made at the discretion of the Headteacher/School Business Manager. Priority in letting the facilities will be given to:
 - a) Organisations or events that serve young people
 - b) Organisations or events that serve the local community
 - c) Other organisations or events that promote the ethos of the school and contribute to its vision.
- Subject to the above priorities, other suitable organisations or individuals may let the facilities at the discretion of the Headteacher, providing such use does not impact adversely on the reputation of the school. Organisations or individuals seeking to let the premises will be required to sign a lettings agreement and must comply with the Conditions of Use outlined below.
- Lettings would not be acceptable where:
 - a) Intoxicating liquor is available – unless the user obtains a special agreement from the Governing Body and appropriate licence from the Courts
 - b) Excessive noise or local nuisance is likely
 - c) The Letting would extend beyond 10pm – unless special agreement has been obtained from the Governing Body.
- It will be the responsibility of the Governors’ Resources Committee to agree the scale of charges. These will be reviewed annually preferably during the Spring Term, for implementation from the beginning of the next financial year, with effect from 1st April of that year. Current charges will be provided in advance of any letting being agreed.
- The booking of all use of the Facilities, both by the School and external bodies beyond those scheduled by the School timetable and Calendar will be the responsibility of the Communications Officer. Once a signed application is received, written confirmation of a subsequent cancellation will be required. It is the responsibility of all individuals organising events not scheduled but which involve the use of the Facilities to submit a Letting Application in good time.

- Upon receipt of a Letting Application, the Communications Officer will inform the Hirer that the booking is confirmed or otherwise and the estimated charges involved. The Hirer will pay a deposit of £50 under separate cover to cover the excess on the accidental damage insurance cover provided by the London Borough of Haringey.
- The Communications Officer will inform the Site / Assistant Site Manager of the specific needs of the booking. The Site / Assistant Manager will safeguard the facilities of the School by all reasonable means during any hiring and will immediately report any damage incurred. Hirers will be responsible for providing his / her own stewards for the event and for any breaches of Copyright, Performing Rights and the Betting, Gaming and Lotteries Acts.
- All costs for the letting are put on to the School's Online Payment System for payment to be completed prior to the date of the letting. Any additional charges, for example, due to damage, use of additional resources, including the causing of additional cleaning requirements following a hiring; will be added to the hirer's Parent Pay account for payment. The Site / Assistant Site Manager will survey and note the conditions of the premises/ facilities with the Hirer at the end of the event. Invoices should be settled within 30 days and legal action may be taken to pursue the debt.
- The Site/ Assistant Manager, School Business Manager and or Headteacher have the right to terminate any hiring if, in their opinion it is not being properly or safely conducted.
- Longer term lettings will be considered by the Governing Body and any special conditions may be added to the lettings agreement.

Management and Administration of Lettings

The Headteacher is responsible for the management of lettings, in accordance with the Governing Body's policy. The Headteacher may delegate all or part of this responsibility to other members of staff (e.g. The School Business Manager), whilst still retaining overall responsibility for the lettings process.

The Administrative Process

Any organisation or parent seeking to hire the school premises should fill in an initial request form using the link on the School's website. The Governing Body has the right to refuse an application, and interested parties should be advised that no letting should be regarded as "booked" until approval has been given in writing. No public announcement of any activity or function taking place should be made by the organisation concerned until the booking has been formally confirmed.

Once a letting has been approved by (or on behalf of) the Governing Body, a confirmation form will be sent to the Hirer, setting out full details of the letting and enclosing a copy of terms and conditions and the hire agreement. The letting should not take place until the signed agreement form has been returned to the school. The person applying to hire the premises will be invoiced for the cost of the letting as appropriate in accordance with the Governing Body's current scale of charges.

The Hirer should be a named individual and the agreement should be in their name, giving their permanent private address, giving the school security of tenure. All lettings fees which are received by the school will be paid into the School's Bank Account in order to offset the costs of services, staffing etc. (which are funded from the school's delegated budget.) Income and expenditure associated with lettings will be regularly monitored and reported to the Governing Body.

STANDARD CONDITIONS OF HIRE OF EDUCATION PREMISES

- In addition to the Standard Conditions of Hire of Education Premises issued by Haringey Council, the following Additional Conditions will apply:-
- The Hirer will pay an hourly rate of £50.00 via Parent Pay. This will be reviewed by the Governing Body on an annual basis.
- The Hirer will pay a deposit of £50 (cheque) under separate cover to cover the excess on the accidental damage insurance cover provided by Haringey Council.
- The Hirer must vacate the premises by the end period as stated on the Permit Offer. Failure to vacate by the said time will result in the loss of deposit.
- External providers will incur a 10% increase in fees for the next invoicing period if payment of invoices is not made within 30 days of the invoice date.
- The numbers of people attending at any one time must not exceed by more than 10% (ten percent) the numbers indicated in the Application for Hire. Failure to comply with this condition will result in the immediate termination of the event without payment of any refund.
- The following areas are specifically excluded from the Hirer: The kitchen, the playground, the school's electrical equipment (e.g. Music centre). The hire includes use of the toilet facilities agreed by the school but no other areas.
- The Hirer must have proper regard for the neighbouring residents and ensure that noise levels are reasonable.
- The Hirer shall ensure that the premises are vacated promptly at the end of the letting. The Hirer is responsible for supervising any children taking part in an activity until a responsible adult collects them.
- No smoking is permitted within the school buildings or on school grounds at any time.
- Any organisation that is using the school premises for commercial / personal gain should have their own Public Liability Insurance and will be expected to satisfy the Governing Body of such by submitting a copy annually. The Hirer warrants to the Governing Body that it has appropriate public liability insurance to cover all its legal liabilities for accidents resulting in injuries to persons (including all participants in the activity for which the premises are being hired), and / or loss of or damage to property, including the hired premises, arising out of the letting. The minimum limit for this insurance cover is £2 million. The Hirer must produce the appropriate schedule of insurance cover before the letting can be confirmed. Neither the school, nor the Local Authority, will be responsible for any injury to persons or damage to property arising out of the activities undertaken and supervision thereof during the letting of the premises.
- Any organisation submitting a lettings request involving working with children and or young people must submit to the school a signed copy of their current Child Protection Policy
- The Hirer shall be responsible for the prevention of overcrowding (such as would endanger public safety), and for keeping clear all gangways, passages and exits. The Hirer shall be responsible for providing adequate supervision to maintain order and good conduct, and – where applicable- the Hirer must adhere to the correct adult / child ratios at all times. The Hirer shall be informed of the maximum number of attendees for each venue at the time of the hire application.

- In the event of an emergency, all occupants must leave the school by the nearest exit and assemble at the area as advised to them by the site / assistant manager. The Hirer is responsible for familiarising themselves with emergency exits and must ensure participants are aware of emergency evacuation procedures and assembly points. It is good practice to carry out emergency drills at suitable intervals. The Hirer must, at all times whilst participants may be on site, have immediate access to participants' emergency contact details, and have access at all times to a mobile phone. It is the Hirer's responsibility to ensure that all those attending are made aware of the fact that they do so in all respects at their own risk.
- Any electrical equipment brought by the Hirer onto the school site **MUST** comply with the Local Authority Code of Practice for Portable Electrical Appliance Equipment. The intention to use any electrical equipment must also be notified on the application. Any of the Hirer's own equipment should be brought into / removed from school within the time booked.
- There is no legal requirement for the school to provide first aid facilities for the Hirer. It is the Hirer's responsibility to make their own requirements, which may include the provision of first aid training for supervising personnel, and the provision of a first aid kit, particularly in the case of sports lettings. It is recommended that the Hirer has access to a mobile phone at all times throughout the letting to cover any emergency event.
- No intoxicants shall be brought on to or consumed on the premises without the express written permission of the School Business Manager. Any person thought to be under the influence of alcohol or drugs will be refused admittance.
- The Hirer shall not, during any occupancy of the premises, infringe any subsisting copyright or performing right, and shall indemnify the Local Authority against all sums of money which the Local Authority may have to pay by reason of an infringement of copyright or performing right occurring during the period of hire covered by this agreement.
- A draft copy of any information proposed for distribution which contains any reference to the school must be sanctioned by the Headteacher at least one week prior to proposed distribution by the Hirer.
- At any time during the hire, the Headteacher or appointed deputy may ask the Hirer to comply with any or all of these and Haringey's Conditions of Hire. Refusal to do so may result in the hire being terminated immediately on health and safety or environmental health grounds.

Appendix 2

Fire Alarm and Evacuation Procedure

If a fire has been discovered raise the alarm and notify the school office of the location of the fire.

The fire services are to be called immediately. Dial 999.

[Should the alarm be activated in a non-controlled situation the Fire Brigade will be summoned via electronic communication with the alarm system. Admin staff will also alert the Fire Brigade on hearing the alarm unless otherwise advised.]

Fire evacuation drill	
Step 1	On hearing the alarm (a repeating electronic beeper similar to playtime sound), line the pupils up quickly and quietly. Lifts are not to be used. Adults / children requiring the lift should convene at the nearest CALL POINT.
Step 2	Follow the fire evacuation plan and walk to LOWER PLAYGROUND (A) If directed by the onsite officer, staff and children will assemble off site at St James' Primary School (B).
Step 3	Ensure children line up in register order. Take the register and if anyone is missing alert the on site officer
Step 4	Hold up your register when completed.

DO NOT UNDER ANY CIRCUMSTANCES RE-ENTER THE BUILDING UNTIL ADVISED.

- All members of staff are responsible for knowing their quickest route out of the building.
- Evacuation Procedures are displayed in each room
- Fire equipment checks take place every 6 months.