



## **POLICY ON LETTINGS AND COMMUNITY USE OF THE SCHOOL FOR NON-REGULAR LETTINGS (Including terms and conditions)**

### **Purpose**

This Policy sets out the criteria for the letting of premises known as Harvey Road Primary School, Harvey Road, Croxley Green, Rickmansworth, Herts.

The Governing Body is committed to making every reasonable effort to ensure the school building and grounds (premises) are available for community use. The purpose of this policy is to ensure that the most effective use is made of the school premises.

### **Responsibilities**

The head teacher may enter into an agreement to let the premises, by arrangement, to any group or organisation whose activities are deemed suitable. Priority shall be given to those activities that will benefit the children of the school.

The Governors delegate the responsibility of managing all lettings to the school office, which includes:

- Establishing and maintaining a booking system
- Obtaining fees
- Ensuring terms and conditions are followed for insurance and VAT
- Ensuring all hirers have a safeguarding policy and current DBS check (if applicable)
- A quarterly report shall be made to the Resources Committee.

The site manager, Tim Molloy, will primarily be responsible for opening the premises and securing them in accordance with the agreed letting arrangements. In the case of an emergency please contact the site manager on 07508 844211 and the Emergency services on 999.

### **Procedures**

The use of the premises for letting purposes shall be ancillary to the main school use. Each letting application will be considered by the Governors (or delegated authority) and granted at their discretion after consultation with the Head.

The premises shall be let in accordance with The Hertfordshire Terms and Conditions of Hire (LT02). All hirers shall be given a copy of our Lettings booklet which contains the "Terms and Conditions of Hire" (LTO2) together with an application to hire form (LTO1) prior to hiring.

The hirer is responsible for obtaining and complying with all necessary public licences in connection with the booking and should confirm with the school the licences they hold before the event. e.g. drinks and music licences. The sale of alcohol will not be permitted without the necessary licence.

Where there is a conflict between a Hiring and a school event, priority will always be given to school events.

### **Insurance**

No hiring should proceed unless there is Public Liability Insurance cover of £5 million. Therefore prior to your booking, a copy of your Public Liability insurance certificate is required (if applicable) together with any relevant Safeguarding policy and DBS certificates. If this is not produced or you do not have the relevant insurance the school will arrange cover and a charge will be made.

### **Safeguarding and Health and Safety**

Due to the importance of care and wellbeing that we show our children at Harvey Road School, it is important that every adult who supervises children has a thorough understanding of all of our safeguarding procedures. If you feel that a child is at risk of harm, it is your duty to report this to Social Services or the Police. We have three policies that cover the matter of protecting children and these are:

**Child Protection policy** - The purpose of this policy is to inform staff, parents, volunteers and governors about the school's responsibilities for safeguarding children. It enables everyone to have a clear understanding of how these responsibilities should be carried out. Safeguarding is defined as protecting children from maltreatment, preventing impairment of health and/or development, ensuring that children grow up in the provision of safe and effective care and optimising children's life chances.

**Reducing Risks of Allegations policy** - Every year in schools and children's homes across the country there are allegations by children and parents against school staff. This policy considers how to minimise the risk of allegations and how to ensure the school procedures are followed correctly.

**Whistle Blowing policy** – This policy refers to the process of reporting illegal or improper conduct or concerns about safeguarding children or young people.

If you wish to have a copy of any of these policies please contact the school office.

It is the responsibility of the hirers to maintain a register of children/adults who attend the event.

No child should be left unsupervised during the hiring and adequate supervision of the children should be maintained.

It is the responsibility of the supervising adult to be adequately trained to deal with any medical emergencies. Unless prior arrangement has been made with the school, all First Aid must be carried out by the hirers. You must also provide your own First aid kit and this must be kept with the person supervising the children/adults, to ensure immediate first aid can be given, if required.

If any child requires medication, such as an inhaler, it is the responsibility of the parent/carer to ensure that the relevant adult connected to the event is given the medication at the start of the event. The supervising adult will be responsible for storing and administering the

medication, as and when required. The dosage required should be agreed with the parent/carer.

Please familiarise yourself with the Fire exits and meeting points, when you enter the school. There are Fire drill instructions and a map of assembly points in all rooms, including the entrance hall. It is the responsibility of the hirers to ensure that they advise the event participants of the emergency evacuation procedures. In the event of an evacuation, you must ensure that all participants vacate the building and you can account for everyone. It is the hirers' responsibility to ensure any children are collected safely by their parents/carers. If any parents or carers are late in collecting their children it is the responsibility of the leader of the session to contact them and remain with the child until the adult arrives. No child should be left unaccompanied in school.

### **Terms and conditions**

Consideration shall be given to the following issues:

- Potential noise / traffic disturbance to local residents
- Deterioration of environmental assets within the school
- Caretaking / cleaning requirements
- Maintenance of the security of the site

Current health and safety regulations shall be strictly observed. The whole of the school premises, which includes the grounds, is a non-smoking area, and smoking is not permitted.

If you bring any electrical equipment onto the school premises you must ensure that it has been PAT (Portable appliance testing) tested by a qualified electrician.

Use of kitchen facilities, excluding food storage areas, shall be subject to prior arrangement with the school. We do not allow nuts or seeds on the premises as we have children and adults within the school with severe allergies.

Where material alterations are to be made to the fabric of the school premises, written authority from the Governing Body is required in advance.

Maximum numbers shall not exceed:

- Private functions (discos/parties etc) 150
- Conferences (seated accommodation) 200

Finishing times of hiring shall be as follows except by prior agreement of the Governing Body:

- Mondays to Thursdays 11.00pm
- Fridays and Saturdays 12.00am
- Sundays 11.00pm

As part of the lettings agreement, there will be agreed timings regarding when you should enter and vacate the premises. If for any reason you need to make alternative arrangements, this must be agreed with the school, prior to any change taking place.

In order that our school is ready for use by our pupils following your letting, please ensure:

- The PE equipment is not available for hire, however it can be moved should you wish to use that area of the hall. All PE equipment is replaced in its original position
- The hall floor is swept and any rubbish placed in black sacks provided
- The Ladies and Gents toilets are left in a reasonable condition
- Dining room tables are put back into their original positions
- Dining room tables and other surfaces are wiped clean
- The dining room floor is swept and clear of rubbish
- The kitchen (if used) is left clean with all equipment replaced correctly
- No fixtures or fittings or other objects shall be driven into the fabric or furnishings, or affixed to them without prior agreement with the school, this includes nails, screws and adhesive tape.
- No displays are removed without prior agreement with the school

For certain regular and trusted hirers, the head teacher has the discretion to allow them to become official key holders. Their access will be limited to the areas of the premises that they let and they will sign the key register accordingly. If you are a key holder you must not pass the keys or disclose pass codes to anyone else without prior agreement with the school.

Hirers are permitted to use the car park, however they should only park in the clearly marked parking bays and should restrict their speed to 5mph.

No advertisements should be displayed inside or outside the school premises without prior agreement with the school.

### **Charges**

The Governing Body is responsible for setting the charges for the hiring of the school premises. These are reviewed on an annual basis by the Finance Committee.

VAT will be charged if you use any of our equipment for sports or physical recreation. This would be equipment such as gym mats, goal posts/nets, netball posts and football posts. Any equipment used would be by prior arrangement with the school.

Bookings are payable 10 days in advance of the hiring.

Hirers will be charged a cleaning deposit of £25 which will take the form of a cheque deposited with the school. The cheque will be returned to the hirer if there has been no excessive cleaning required and no damages or breakages have occurred.

### **Reporting damages**

If any equipment is used you must ensure that it is returned to its original place, in the condition that you found it. You will be liable for any damage/loss of the school's equipment. Any damage to the premises or its contents by the hirer must be reported on the day of hire to the Site Manager or person from the school supervising the letting. This must be followed by a written report explaining what has been damaged.

**Cancellation**

If hirers wish to cancel their letting agreement with the school, they must provide at least 10 days notice. No refund will be given for cancellations that have not provided the minimum notice period.

Any letting agreement may be terminated immediately, at the Governors' or head teacher's discretion, if any authorised member of staff is of the opinion that any of these conditions are not complied with or that disorder, damage to property or an illegal act has taken place or is threatened.



**HARVEY ROAD PRIMARY SCHOOL**  
**HIRE OF FUNCTION SUITE – PRICE TARIFFS APRIL 2014**

Monday – Thursday	4.30pm - 10.30pm	£45.00 for first two hours + £15 per hour thereafter.
Friday	4.30pm – 6.30pm	£45.00 for first two hours + £15 per hour thereafter
	6.30pm – 12.00am	£100.00 (inclusive charge for the evening)
Saturday	1.30pm – 6.30pm	£45.00 for first two hours + £15 per hour thereafter
	6.30pm – 12.00am	£100.00 (inclusive charge for the evening)
Sunday	9.30am – 6.30pm	£45.00 for first two hours + £15 per hour thereafter
	6.30pm – 11.00pm	£100.00 (inclusive charge for the evening)

In addition to the above there is a cleaning deposit of £25.00 that is required. This will be returned if no excessive cleaning is required. Any damage or breakages that occur will also have to be paid for.

An additional charge of 10% of the total hiring fee is payable if you do not have your own Public Liability insurance.

The hiring charges are reviewed on an annual basis.



## HARVEY ROAD PRIMARY SCHOOL

### PRICE TARIFFS - HIRING OF SCHOOL PREMISES FOR REGULAR LETTINGS

Prices shown are for block bookings only. Rates for Saturdays and holiday clubs are also shown. Vat will also be charged should the letting be for sporting activities and our equipment is being used, unless a VAT exemption form is completed. Prices for lettings at any other times are available from the office.

Charges are with effect from 1<sup>st</sup> April 2014

<b>Location</b>	<b>Cost (per hour)</b>	<b>Saturday / Holiday rate</b>
Pitch	£10.00	£30 half day/£40 daily
Main Hall	£10.00	£30 half day/£40 daily
Dining Hall	£10.00	£30 half day/£40 daily
Playground	£7.00	£30 half day/£40 daily
Classroom	£8.00	£30 half day/£40 daily
Hall and pitch	-	£45 half day/£60 daily

If both opening and closing of the school premises is outside of school hours, there will be an additional payment of £7.50 per session, to cover the Site Manager's costs.