

St John's Highbury Vale C of E Primary School

Lettings Policy

1. St. John's Hall/Pitch is available to hire to individuals and groups out of school hours and on certain occasions during school hours.
2. Anyone wishing to hire/pitch the hall will be given a copy of the Terms and Conditions of hire and will be asked to sign an agreement stating that they will abide by these terms and conditions.
3. Appropriate action will be taken against anyone found to be acting in breach of these terms and conditions of hire. This may include loss of any deposit paid, being banned from hiring the premises again in the future or, if necessary, legal action being taken against the hirer.
4. A scale of hire charges is appended to the terms and conditions of hire.

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Terms and conditions of hire of St. John's Hall/Pitch

1. **Health & safety.** The hirer is responsible for ensuring that all people using St. John's Hall or any other part of the school premises during the hire period are aware of the location of all exits, emergency exits, fire extinguishers and other fire fighting equipment. No exits may be blocked or any fire fighting equipment moved or removed.
2. **Numbers.** For health & safety reasons, the number using the Maberly hall at any one time is restricted to 60, including children.
3. **Child protection.** All those hiring the hall are expected to comply with the school's Child Protection Policy and with current legislation relating to **safeguarding and** child protection. ***Those hiring the hall to provide activities and services to the school but run without the school's direct supervision and management must have the appropriate safeguarding and child protection policies and procedures in place, and have made agreed arrangements to liaise with the school on these matters when appropriate.*** If the hall is let to a group which runs activities for children and young people under the age of 18, the hirer must ensure that appropriate adult: child ratios, as set out in the Children's Act, are observed. The leader of any group providing activities for children and young people under the age of 18 must have a current CRB check and be prepared to show proof of this, as must any assistant leader or other adult helper who will be or who might be in a position of one-to-one contact with a child or young person under the age of 18.
4. **Smoking.** Smoking is not permitted anywhere on the school premises at any time.
5. **Alcohol.** Alcohol may not be consumed on the school premises without the permission of the Governors **or Headteacher**. Such permission will usually be granted if alcohol is to be served during a private adults' party, e.g. a birthday celebration. If the hirer wishes to sell alcohol on the premises, the hirer will be responsible for obtaining the necessary licences. The Governors/**Headteacher are entitled to** require proof that such licences have been obtained at least 48 hours prior to the commencement of the hire period.
6. **Licences and copyrights.** The hirer is responsible for obtaining any necessary licences and copyright consents. The governors **are entitled to** require proof that such licences and copyright consents have been obtained at least 48 hours prior to the commencement of the hire period. Licences are issued by the local authority and are usually required for any function at which alcohol is sold and for any entertainment advertised to the general public, whether or not an entry charge is made.
7. **Animals.** No animals are allowed on the school premises except for those assisting the blind or deaf. If the hirer wishes to bring animals on to the premises for any other reason, then the hirer must obtain the permission of the Governors/**Headteacher**.

8. **Fixtures and fittings.** No fixtures or fittings or any other objects may be driven into or attached to the fabric or furnishings. Decorations such as balloons or banners may be attached to the walls using blu-tac only. The use of sellotape or drawing pins is not permitted. The cost of repairing any damage caused by affixing anything to the walls will be charged to the hirer.
9. **School furniture and equipment.** The use of the tables and chairs currently kept in the hall is included within the hire charge. These must be left in their original positions at the end of the hire period. The use of the kitchen and kitchen equipment is also included in the hire charge. All kitchen equipment must be left clean and put away in its appropriate place at the end of the hire period. The use of any other items of equipment belonging to the school must be agreed with the Governors/**Headteacher** at least 48 hours prior to the commencement of the hire period.
10. **Hirer's equipment.** Any equipment brought onto the premises by the hirer must be removed at the end of the hire period. ***Any equipment or property belonging to the hirer that is not removed at the end of the hire period may be removed by the Governors/headteacher at the hirer's risk. The cost of such removal, together with any storage charges incurred, shall be recoverable from the hirer.***
11. **Cleaning.** The hirer is responsible for ensuring the premises are left clean and tidy, ***and all rubbish removed***, at the end of the hire period. Basic cleaning equipment (broom, dustpan and brush, mop and bucket) will be provided. The hirer is responsible for bringing with them all other necessary cleaning equipment, including bin bags for the removal of rubbish. **The hirer will be given a cleaning checklist when the booking is confirmed. It should be noted that it may take around one hour to clean the hall thoroughly. If the hall is not left clean and tidy, the costs of paying for professional cleaning will be deducted from the hirer's deposit.**
12. **Reporting damage.** Any damage to the premises or to school equipment must be reported on the day of hire to the School lettings officer on 0207 226 4906 (or other person responsible for organising the letting on the school's behalf) within 24 hours. The hirer will be liable for the cost of repairing any damage.
13. **Advertising.** No advertising, emblems or slogans are permitted to be displayed inside the premises or on the exterior of any school building without the prior consent of the governors.
14. **Noise.** Hirers are reminded that the school is in a residential area and hirers are asked to be considerate of our neighbours. Amplified music may not be played after 11pm.
15. **Hours of use.** All functions must finish by **10pm** at the latest. Please show consideration to our neighbours and leave the building quietly.
16. **Locking up.** The hirer is responsible for locking the premises at the end of the period of hire and ensuring the alarms are correctly set. The hirer will be liable for any costs incurred as a result of any failure to lock the building or set the alarms correctly. If the hirer does not wish to take responsibility for locking up, then the school will arrange for the caretaker or other responsible person to lock the premises. There will be an additional charge for this.
17. **Car parking.** Use of the school's car park is not included within this hire agreement. Hirers are responsible for ensuring they make themselves aware of on-street parking restrictions.

18. **Right of entry.** The caretaker (or other person responsible for organising the letting on the school's behalf), ***the Headteacher (or his/her deputy) and the Governors*** shall have right of entry to the premises during the period of hire.
19. **Liability.** The safety of those using the premises during the period of hire is the responsibility of the hirer. Children must be properly supervised at all times. The governors do not accept any responsibility for any injuries or accidents.

The governors shall not be liable for any loss or damage caused to the hirer or to any other person as a result of a) any theft of or malicious or accidental damage to any property belonging to the hirer or other person using the premises, b) any failure of or interruption in the supply of water, gas or electricity to the premises, c) any failure or defect in any of the fixtures, fittings, furniture, equipment or appliances belonging to the school.

The hirer is advised to take out his/ her own insurance against such eventualities.

Anyone hiring the hall for the purposes of running a class or other activity for which fees will be charged is required to take out their own public liability insurance. The hirer will be asked to show proof of such insurance when the booking is confirmed.

20. **Additional conditions.** The governors reserve the right to impose additional conditions as they see fit.
21. **Compliance with terms and conditions.** Appropriate action will be taken against anyone found to be acting in breach of these terms and conditions of hire. This may include loss of any deposit paid, being banned from hiring the premises again in the future or, if necessary, legal action being taken against the hirer.
22. **DBS.** A DBS is required if you wish to hire the school pitch during term time on a Saturday, then all adults who will be in the pitch must provide the school an up to date DBS certificate.

Maberly Hall/Pitch Fire card

Maberly Hall is fitted with a central automatic fire alarm system with heat and smoke detectors.

In case of fire when fire alarm is sounded, all occupants must immediately exit the building via the nearest fire exit and make their way to the Conewood street Fire Assembly Point.

No one must reenter the building.

Check that all occupants are accounted for

Fire Marshall

It is the responsibility of the individual or Group hiring the hall/Pitch to nominate a Fire Marshall who will be responsible for checking that the building (Toilets/Kitchen) is fully evacuated and all occupants are accounted for.

They will also be responsible for calling the fire brigade 999.

In the instance of the alarm being accidentally set off please contact Premises Manager **Richard 07557056293**.

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Scale of charges for hire of St. John's Hall/Pitch

Hourly rates from.....:

| | One-off bookings (i.e. at least 6 consecutive bookings) | Regular bookings |
|---|---|-------------------------|
| Maberly Hall Commercial rate: | £40 per hour | £35 per hour |
| Main Hall: | £50 per hour | £40 per hour |
| Pitch Hire: | £50 per hour | £ 40 per hour |
| Rate for registered charities/ voluntary Organisations / Not for profit groups: | £30 per hour | £25 per hour |

Daily rates for Maberly Hall: (up to 7 hours)

| | |
|--|------|
| Commercial rate: | £300 |
| Rate for registered charities/ voluntary organisations/ not for profit groups: | £205 |

Children's parties:

Maberly hall will cost a maximum of £160 for a party lasting up to 4 hours. The hirer may have access to the hall for up to half hour either side of the booked time for the purposes of setting up and clearing up afterwards at no additional charge.

The hirer (of Maberly hall) may also hire the 5-a-side pitch for an additional discounted price of £30 per hour. Please note that if the pitch is booked and the weather is too poor to be able to use it, ball games cannot be played in the hall!

Deposit:

A returnable deposit of £100 must be paid at least 2 weeks in advance of all bookings. This will be returned in full provided the terms and conditions of hire are met, the hall is left clean and tidy and there is no damage or breakages.

Unlocking/ locking up charge:

There is an additional charge if the hirer wishes the caretaker/site manager or other school representative to unlock the hall at the start of the hire period and to lock up again at the end. The charge is £50 and the charge will be increased if the function finishes after 9.00 pm. This charge will be applied on the first occasion of hire for all regular bookings.

Cancellations:

For one-off bookings, there will be no charge for cancellations made at least 2 weeks prior to the date originally booked. Other than in exceptional circumstances, cancellations made less than 2 weeks before the date originally booked will be charged in full.

At least a half term's notice should be given if a hirer wishes to cancel a regular booking.

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Application to hire St. John's Hall/Pitch

This application is to be completed by the person (aged 18+) who will be responsible for hiring the hall/pitch and for paying the hire charges.

Name of person/ organisation applying for hire:.....

Name of person responsible for payment:

Address:.....

.....

Contact numbers:

Date hire requested for:

Hours of hire:

Reason for hire:.....

.....

Arrangements for key collection/ locking up:

.....

Deposit paid: Yes..... No.....

Declaration: I declare that I have read the terms and conditions of hire and agree to abide by them.

Signed:

Date:

This completed application form should be sent to the School Office. You will be notified promptly as to whether or not your booking has been accepted and advised of the charges.