



## School Lettings Policy

Approved on (GB):

Agreed by Chair of Governor of Governing Body:

Review date: Summer 2020

Responsible for review: SBM

## Key points and summary

1. St John Bosco College aims to ensure the use of the school's facilities to the fullest potential. It is intended that the premises and sports facilities are available firstly, for the benefit of the learners and secondly, for local people consequently providing the school with financial income.
2. This policy aims:
  - To ensure that lettings are not in conflict with the fundamental purpose of the school.
  - To support community involvement in the life of the school.
  - To support the community in sporting, cultural and educational pursuits.
  - To be consistent with the school's equal opportunities policy.
  - To maximize the commercial opportunity for lettings.
  - To ensure costs are fully calculated and covered.
  - To provide a professional service to users of the school's premises and ensure good customer care.
  - To monitor the maintenance of the high standards of the premises and grounds.
3. The emphasis is to ensure staff are aware of their responsibilities and hirers' compliance with health and safety and insurance requirements. The policy is part of the Safeguarding and Health & Safety suite of policies.

## Responsibilities

- Overall responsibility for school lettings is held by the Governing Body who monitor the policy through the Resources Committee. The Headteacher has responsibility to ensure adherence of the policy and practical responsibility for the policy is initially delegated to the School Business Manager in liaison with the Operations Manager.

## Operations Manager responsibilities

- To manage the day-to-day lettings of the premises and ensure effective communication between all parties concerned. To maintain accurate records for inquiries and bookings. To confirm bookings by letter and issue contracts. To maintain a booking chart. To maintain contact with hirers. To inspect insurance documentation. To consult with Duty Manager, Assistant Finance Officer and Physical Education Department. To promote the facilities to the community.

## Assistant Finance Officer responsibilities

- To raise invoices and keep track of payment. To advise the Operations Manager of any outstanding invoices. To initiate legal proceedings in the case of bad debtors after consultation with the School Business Manager.

## Duty Site staff responsibilities

- To keep a diary of all lets. To organise cleaners when necessary. To keep the Operations Manager informed as necessary.
- To ensure facilities are as required by hirers. To monitor all hirers to ensure all aspects of the contract are being adhered to and that facilities are left ready for school use. To provide a professional service to users of the school's premises and ensure good customer care. To keep Site Manager informed as necessary.

## Head of PE & Performing Arts

- To liaise with Operations Manager to ensure communication of any events/bookings arranged after school or the extended day. To provide the Operations Manager with full details of site users and any concessions arranged.

### Charges & Bookings

- All charges are to be reviewed annually and set at a commercially viable rate in consultation with the Operations Manager & School Business Manager. Community groups using the school facilities are charged the same as other hirers with requests for discounts decided on an individual basis by the Operations Manager, the Headteacher and School Business Manager.
- Invoices are issued on a termly basis for the hire of facilities

### Facility bookings

- Sports Hall, all weather pitches, dance studio, drama studio, hall and classrooms are let and invoiced on a termly basis. The school may consider, on an individual basis, a reduced rate for community sports groups. The sports hall cannot be used for lets during exam periods or the day/evening before or after examinations.

### One-off bookings

- The school receives numerous requests for One-off bookings. Charges must be settled in advance of the occasion. A £30 administration charge applies. The school also holds a £500 deposit which is returned if all aspects of the conditions of hire are met.

### Staff requests

- Staff wishing to book the school's facilities will be offered a 20% discount on the full cost.

### Bookings

- Bookings for the facilities arise by direct contact to the school. Whilst every effort is made to accommodate all requests, the school and current hirers are given priority. Other considerations include the type of event, Site Supervisor availability, the number of other lets coinciding and the suitability of our accommodation. Where hirers appear to have similar focus groups, wherever possible, the initial hirer will be informed. However, the final decision regarding agreement to hire rests with the Governing Body.

### Health & Safety

- No smoking is allowed on site. The school has a responsibility to work within the framework of the law, however, hirers must take all reasonable steps to prevent injury, loss or damage to any person or property for the duration of the let. Hirers are responsible for arranging any first aid provision for the members of their organisation. In the event of an emergency, first aid items are held by the Site Supervisor. The school's telephone system may be used in the event of an emergency. H&S policy on evacuation outside normal hours is issued annually.
- The school reserves the right to cancel any letting where the hirer fails to comply with health and safety issues (see Conditions of Hire information).
- The school requires any electrical items used to have a PAT certificate.
- The Operations Manager in consultation with the Premises Officer will monitor the number of people on site with regard to safety in the event of a fire and insurance.

### Safeguarding

- All hirers who provide activities for children and young people are required to complete the Application for Hiring Premises form which indicates they have a Child Protection Policy.

### Complaints Procedure

- In the event of a hirer being dissatisfied with the facilities or service, the school will investigate in line with the Complaints Policy.

Dear Client,

*Please do read the information in this document as it contains essential information regarding your hire of our premises. It is important that your party keeps to the hours booked (please remember to add in setting up and clearing up time when you book) and that all school facilities are kept in good order at all times. The right is reserved to cancel your booking if the terms and conditions of hiring are not met.*

Hire of these premises is subject to the following conditions.

## **1. General Conditions**

- 1.1 The Hirer must be over the age of 18 years; have completed the Application for Hire Form, have adequate Public Liability Insurance cover in place (see section 9) and have paid the required charges.
- 1.2 The Hirer is required to include preparation time and clearing-up time on the Application Form. School premises are generally unavailable for hire during normal term time School hours or later than 10pm. This may be extended to 11pm on Friday and Saturday evenings. All other times are by negotiation. The School is not available for hire on Bank Holidays or between 24<sup>th</sup> December and 2<sup>nd</sup> January.
- 1.3 The Hirer, on arrival, should report any damage, litter or disorder immediately to the Duty Manager on site.
- 1.4 The Hirer is responsible for ensuring the number of people on site during the period of hire does not exceed the number given on the Application for Hire Form.
- 1.5 The Hirer is responsible for leaving the premises hired in a clean, neat and tidy condition and must place rubbish in black bags, which must be deposited in the external refuse bins. In the interests of hygiene, hirers are requested to ensure that disposable nappies are not left on the School's premises. **If the Hirer fails to leave the premises clean, neat and tidy, the School's cleaners will clean the premises and will charge the cost to the Hirer.**
- 1.6 The Hirer is responsible for the area of the premises hired and access and exit routes for the period of hire. The Hirer shall not assign or sublet the premises or any part of the premises.
- 1.7 The Hirer is responsible for ensuring that the let finishes promptly. The School will charge for the extra costs incurred for any delay.
- 1.8 All publicity for the hiring and all admission tickets etc. shall explicitly contain the name and address of the Hirer and the purpose of the event. Notices can only be displayed within the School site with the School's prior agreement. The Hirer is requested to inform the School in advance if the media is expected.
- 1.9 The Hirer agrees to pay the School on demand the cost of repairs or making good any loss or damage arising out of or incidental to the hiring.
- 1.10 **No intoxicating liquor shall be included in the refreshments available at any functions without the School's written consent.** No intoxicating liquor may be sold at an event without the necessary licences and approvals, which must be produced by the Hirer and shown to the School in advance.

- 1.11 Parking is permitted in the carpark subject to availability (5 mph speed limit). Vehicles must not be parked where they would cause an obstruction. The School cannot accept liability for valuables or possessions that are lost or damaged in any way on or off the Schools premises.
- 1.12 The Hirer may use the playground if booked in advance. Ball games are prohibited in this area.
- 1.13 When classrooms are hired, the Hirer is responsible for ensuring the Schools pupils' property; work or equipment is not interfered with in any way.
- 1.14 Regular hirers of classrooms or sports facilities are assumed to attend each week and must notify the School of any absence without delay by contacting the School on 020 7924 8310. A charge is levied whether or not the facility is used.
- 1.15 Hirers are responsible for getting out and putting away all sports equipment used in the appropriate place.
- 1.16 All furniture should be returned to its original position at the end of the let.
- 1.17 The School prohibits the use of fireworks.
- 1.18 No candles are permitted on site.
- 1.19 No smoking is allowed on the School site.
- 1.20 Refreshments may only be consumed in the dining hall. No food and drink may be served or consumed in the Schools hall or any other areas.
- 1.21 Authorised Officers of the School may enter the premises at any time for any reason during the let.
- 1.22 The School may terminate the letting if the Hirer fails to comply with the Conditions of Hire or with Fire and Health and Safety regulations.
- 1.23 Any event deemed to bring the School's good name into disrepute can be cancelled at any time by the School.
- 1.24 Publicity materials used must be approved by the School in advance.
- 1.25 The hirer is responsible for carrying out a risk assessment. The School may require the hirer to provide a copy of this assessment to the Operations Manager.
- 1.26 Should the hirer need to call the emergency services during a let the duty site manager must be informed.
- 1.27 Waste paper should be placed in the recycling bins in each classroom. Please remove staples or binding. Laminated paper should not be put in the recycling.

## 2. Booking Charges with effect from 1st April 2018

Single bookings for the hall and dining hall will be subject to a fee of £30 to cover administration costs.

Hall	From £50 per hour	+ £500 Security deposit (refundable)
Dining Hall	£50 per hour	+ £500 Security deposit (refundable)
Standard Classroom	£50 per day	
Standard Classroom (week)	£15 per hour	
Standard Classroom (weekend)	£20 per hour	
Board Room	£25 per hour	
Activity Suite/Dance Studio	£25 per hour	
Sports Hall	£50 per hour	
Drama Suite	£20 per hour	
MUGA Pitch	£25 per hour	
Sole usage charge	£25 per hour maximum	Applies if a Hirer is the sole user of the site at any time in addition to normal hire charge

### Hire of Equipment

Please indicate which items you would like to hire if

applicable.

Equipment Hire	Deposit	Cost per hour	Time required	Total
Screen, PC in the hall	£75	£15		
Mics – wired and wireless	£30	£10		
Presenter	£20	£5		

Technician's set up time, is charged at £25. Deposits will be returned on receipt of all working equipment.

- 3.1 Single bookings for the Hall/Dining Hall require payment at the time of booking. A booking fee equal to 50% of the total letting fee to be paid. The balance must be received not later than 21 days prior to the hire. Cheques are payable to **St John Bosco College** and cannot be post-dated. The Security Deposit of £500 is also payable at the time of booking and is refundable provided that the School has incurred no extra costs due to damage, cleaning requirements, loss or additional payments to the site staff. In the unlikely event of extra costs being incurred the School will contact the Hirer at the earliest possible opportunity. All returned security deposits will be made by cheque to the original payee.

3.2 Block bookings for regular hires will be invoiced one month in advance.

3.3 Cancellation charges are applied as follows:-

- One month or more notice – full refund of fees less £50 administration charge.
- Less than one month but more than 7 days – 50% of fees paid.
- 7 days or less notice – no refund.

3.4 The School reserves the right, in exceptional circumstances, to cancel the letting at any time without giving the reason. In such an event, the fee paid shall be refunded in full but the School shall not otherwise be liable for damages in respect of such cancellation.

#### **4. Duty Managers Responsibilities**

The Duty Manager is the School's representative and is responsible for staying on site throughout the period of hire and making sure that, before, during and at the end of the letting, the following are adhered to:

- a) That the premises are unlocked at the agreed time as stated on the Application for Hire Form and subsequently agreed by the School.
- b) That the premises are in a safe and satisfactory condition for the Hirer.
- c) That the premises remain secure during the let by regular patrolling and monitoring of the entrance(s) being used.
- d) That the premises are checked before and at the end of the let (with a representative of the Hirer) for damage and to ensure that they have been left in a neat, clean and tidy condition.
- e) That, where the same accommodation is hired by more than one group on the same day, the accommodation is checked between each letting.
- f) That, as far as practical, users of the site do not behave in a manner likely to cause injury to themselves and/or others, or to result in damage to the School or its contents
- g) That, in the event of an emergency, appropriate assistance (e.g. ambulance) is summoned. In the event of a fire alarm being triggered, ensuring that all persons follow the fire instructions in clearing the building.
- h) Duty Managers cannot change any aspect of these Conditions of Hire.
- i) Duty Managers will do their best to ensure your event runs smoothly. On rare occasions things can go wrong. If they do we will do our best to put things right in a friendly and helpful manner.
- j) Our staff will treat you with respect and courtesy. We ask that our staff are treated the same way and are not insulted, abused or threatened.

## **5. Health and Safety**

- 5.1 Hirers who use the premises to hold classes for children must complete the School's Safeguarding forms, and also provide a Child Protection Policy which the School will hold on file.
- 5.2 It is illegal to smoke (including e-cigarettes) on any part of the School site.
- 5.3 Permission to use the premises will not be granted if, in the opinion of the School, it is likely that the let would create unreasonable disturbance or inconvenience to the residents in the neighbourhood or would interfere with any existing occupations or School activity. Hirers are requested to respect the School's neighbours' rights.
- 5.4 The Hirer must secure the preservation of the law and order and take all reasonable steps to prevent injury, loss or damage to any person or property on all occasions during the hire.
- 5.5 The Hirer must arrange for an adequate number of responsible stewards to be present throughout the period of hire to assist in the preservation of order. At no time during the hiring may the number of persons present exceed the maximum stated in the application for Hire Form. Failure to comply with this condition may result in the let being terminated.
- 5.6 The Hirer is responsible for arranging first aid provision for the period of hire.
- 5.7 Where permission has been granted to enable the premises to be used for the purposes of a youth organisation, no member of that organisation may enter the School unless the Hirer (or representative) is present on the premises and members of the organisation may remain on the premises only as long as the hirer (or his representative) is present.
- 5.8 The Security Alarm System will be set for all areas not hired. This will not in any way impede the use of the premises hired or emergency escape routes.
- 5.9 Any electrical equipment brought on to the premises must have up to date PAT tested certificates.
- 5.10 Furniture should not be moved into the corridors and should not block any Fire Exits. Any furniture which is rearranged must be returned to its original position at the end of the hire.

## **6. Additional facilities**

- 6.1 No additional staging, curtains, decorations or scenery may be erected without the School's consent, which will only be given if all of these items are rendered non-flammable and removed at the end of the let. Storage facilities cannot normally be provided. The use of sticky tape on any surface is prohibited.
- 6.2 Chairs and furniture may not be removed from classrooms without the School's consent. Chairs for the Hall are included in the hire charge. No items of furniture may be taken onto the School's grounds.
- 6.3 No adaptations, modifications or additions may be made to any part of the electrical installations in the School.
- 6.4 Use of the School's facilities, such as audio visual equipment, computers and photocopiers is not generally allowed however, applications will be considered on an individual basis.
- 6.5 The School must be advised if food is being brought onto the premises. Sinks may be used but not the sterilising sinks. No other equipment such as pans, cutlery or plates may be moved or used.
- 6.6 The use of a film projector with non-flammable films may be permitted on request.

## **7. Guidelines about the registration of day care.**

- 7.1 The legislation for the registration of day care is set out in the Children Act 1989. If you have children under 8 who attend classes run by your organisation and they are in your care in non-domestic premises for 2 hours or more per day you must by law be registered.

## **8. Applications by External Organisations Providing Activities for Children and Young People**

To ensure that all organisations who use the premises comply with the guidelines recommended by the Local Safeguarding Children Board and Department of Education (DoE), detailed below are some requirements we expect all organisations to be able to answer and provide evidence of, where requested:

The point of contact for access to the file of professional and character references of all staff that have contact with children.

A Child Protection Policy which includes specific arrangements for dealing with the event of a child being uncollected after the activity finishes.

Copies of DBS checks on all staff before they are left unsupervised with children.

A record of appropriate qualifications and registrations held by staff.

Registration details with an appropriate registered body as applicable.

## **9. Insurance Cover**

- 9.1 Public Liability insurance (PLI) must be in place to protect the Hirer against injury, loss or damage caused to third parties or their property.
- 9.2 The Hirer must indemnify the School in the minimum sum of £5 million against all public liabilities and evidence of cover must be provided before the let takes place.
- 9.3 Where the hire is a concession, insurance will be applied to the full hire charge before any concession is applied.

## **10. Copyright and Public Performances Licences**

- 10.1 The requirements in connection with the issue of licences for public dancing, music or any public entertainment must be strictly fulfilled. A Hirer who is organising entertainment for children must have regard to the requirements of Section 12 of the Children and Young Persons Act 1993.
- 10.2 No musical works in the repertoire of the Performing Rights Society may be performed in public on the premises except on payment to the Society of the appropriate fee. It is the responsibility of the Hirer to ascertain whether works to be performed are in the repertoire of the Society. A list may be obtained from the Secretary of the Performing Rights Society Ltd., 29/33 Berners Street, London W1.
- 10.3 No lecture, play or opera, drama, musical or other work in which copyright subsists shall be delivered or performed on the premises unless the consent of the owner of the copyright has been previously obtained. No performance of any recording no disc or tape etc., in which any copyright subsists shall be given on the premises unless the previous consent of Phonographic Performance Ltd has been obtained by the Hirer. The Hirer must make his/her own enquiries as to the existence of any copyright.
- 10.4 The Hirer shall indemnify and keep indemnified the School from and against all costs and claims and demand, which may be made for any breach or infringement of copyright.

**11** In the event of a fire, the fire brigade need to know:

- Are all persons accounted for?
- The location of the fire.
- The best route to the fire.

Please note the following:

***If you detect a fire, do not put yourself at risk but activate the alarm by breaking the glass. A continuous bell will sound. The assembly point is in the playground.***

**Outside normal hours means:**

After 5pm Monday to Friday, all day Saturday, all day Sunday and when the school is not in session during holidays.

### **Instructions**

All personnel must evacuate the building.

Do not go through the building to the assembly point (playground). Do not use the lifts.

Do not re-enter the building until the all clear is given.

### ***Duty Manager responsibilities***

The Duty Manager is responsible for establishing the location of the fire/emergency and directing the Emergency Services and all staff on site. The Duty Manager must ensure a list of hirers and staff on site is readily available. The Duty Manager should advise the Operations Manager/School Business Manager of the incident, at the earliest appropriate time.

### ***St John Bosco staff responsibilities***

All senior staff on site should radio the Duty Manager to offer assistance e.g. phone 999 or help clearing the building of staff and members of the community. St John Bosco staff should ensure everyone is evacuated safely but not put themselves at risk.

The Operations Manager is responsible for issuing this policy to all new hirers at the start of their contract and all existing hirers on an annual basis.

### ***Organiser responsibilities***

Each let should appoint a responsible person to be in charge in the event of any emergency. This responsible adult must ensure all members are registered and checked to be safe at the assembly point. **If any person is missing, they are responsible for advising the Duty Manager immediately on 0207 924 8310.** Fire evacuation routes are displayed and must be followed.

Organisers should ensure no fire exit or corridor is blocked.

### **Use of 2 way radios**

In the event of an evacuation please keep all radio communications to a minimum.

### **Cars on site**

Please do not leave cars in a position that may obstruct the evacuation of the building or the entry of emergency vehicles.

### ***Vandalism***

Misuse of fire extinguishers is unacceptable; it is a criminal offence. Misuse is potentially dangerous and may threaten everyone's safety. Any person caught misusing firefighting equipment will be charged £50 (the cost to refill an extinguisher). Our community police officer will be informed and a meeting arranged.

APPLICATION FOR HIRE OF ST JOHN BOSCO COLLEGE PREMISES

Name of Organisation/Business							
Registered Address of Organisation/Business (for invoicing purposes)							
Nature of Organisation/Business							
Contact Name (if different from above)							
Contact Address (if different from above)							
Telephone number(s)							
Type of Activity							
Area(s) to be hired							
Date and times for Hire/Function ( <i>For Single Use</i> )							
Date:        /        / 20                      Time: From.....To.....							
<b><i>Please note: You must include sufficient time to prepare the Hall and clear up when indicating the hours you require.</i></b>							
For <b>regular use</b> , please tick day required.	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Time							
<b>Full time / Term time only    (please delete as applicable)</b>							
<b>Dates of hire:</b>							
Numbers attending							
Number of classrooms							
<b>Charges</b>							
School Hall	£50 per hour			( weekdays)			
Dining Hall	£50 per hour			(weekdays)			
Standard classroom	£50 per day						
Standard classroom	£15 per hour						

(weekday)				
Standard classroom	£20 per hour			
Sports Hall	£55 per hour*			
Board Room	£25 per hour*			
Innovation Suite	£50 per hour*			
MUGA Pitch	£25 per hour*			
Activity Suite/Studio	£25 per hour*			
Drama Studio	£20 per hour*			
Equipment Hire	Deposit	Cost per hour	Time required	Total
Screen, PC in the hall	£75	£15		
Mics – wired and wireless	£30	£10		
Presenter	£20	£5		

Technician's set up time, is charged at £25. Deposits will be returned on receipt of all working equipment.

£30 Administration charge will be applied for single bookings of the School Hall, Dining Hall.

**Block bookings for regular hires will be invoiced termly month in advance.**

*I represent a non-profit making charity/organisation, have provided proof of my status and also have provided proof of my own adequate Public Liability Insurance cover.  
(please tick if applicable)*

*I represent a profit making organisation and have provided proof of adequate Public Liability Insurance cover  
(please tick if applicable)*

*I have read the Conditions of Hire and discussed the hiring of the premises with the School. I agree to abide by all the conditions.*

\*Signed (on behalf of the hirer)..... Date: .....

Print Name..... Date: .....

Signed (on behalf of St John Bosco College).....

\*Please sign and date this form and return to Operations Manager.

For a single hire of premises, please also enclose a cheque for 50% of the total cost of hire plus £500 deposit. Cheques must be made payable to **St John Bosco College**.

Post dated cheques cannot be accepted.

Site team telephone 020 7924 8310 - [www.sjbc.wandsworth.sch.uk](http://www.sjbc.wandsworth.sch.uk)