



LETTINGS POLICY

Together, we will realise the potential God has given us.

Most recent review	26/02/2019	Next review due	Feb 2021
Governing committee	Resources	Written by	Miles Ridley

1. The governing body is responsible for the letting of the school premises.
2. The Governors will allow the use of premises in the following order of priority:
 - a) Any school functions
 - b) After school clubs run by school staff
 - c) Fit for Sport, our extended school childcare provider
 - d) PTA meetings and functions
 - e) Regular outside groups offering lessons/sessions to pupils at the school, such as French & Judo club, St Peter's Church Choir,
 - f) Functions/events organised by St Peter's Church
 - g) Local community and residents' forums or groups
 - h) Organisations affiliated to Westminster City Council or the LDBS, and such other groups or organisations as the Governors may from time to time permit to use or let the hall on a concessionary basis; other users approved by the Governors, who will be sympathetic to the needs of the community served by the school.
3. Applications from the following groups will be considered on their merits and may be referred to the Governing Body for approval:
 - a) Requests which involve the consumption of alcoholic drinks on the premises.
 - b) Organisations seeking hire of school for profit making purposes.
4. Applications from the following groups will normally **not be** approved:
 - a) Religious groups, other than Church of England groups or those directly with St Peter's Church.
 - b) Political or quasi-political groups.
6. The Governing Body reserves the right to not approve, without reason, any request made for the hire of the school premises.

7. The Governors will set and review advertised charges for lettings as part of the annual budgeting process.

8. Lettings will normally be permitted between 9am-10pm Monday to Friday, 9am-10pm on Saturdays and 9am-6pm on Sundays but it is recognised that during school terms it is unlikely that school premises will be available for letting between 9am and 6pm on weekdays. Lettings will not normally be accepted on national holidays.

9. The following rooms are available for hire if not otherwise in use:

- a. The main school Hall
- b. The lower school Hall
- c. The school playground
- d. The school library (on approval)
- e. Ground floor classrooms (on approval)

10. Other areas of the school premises will not normally be available for hire or use. The kitchen is specifically out of bounds, except by prior arrangement, and can only be accessed as a Fire Exit.

11. The Governors will delegate day-to-day responsibility for arranging & administering lettings to the Lettings Administrator and Head.

12. St Peter's is a fully inclusive school and is compliant with its responsibilities under the Equality Act 2010, which have been kept in mind during the development and implementation of this Lettings Policy.

APPENDIX 1: TERMS & CONDITIONS

1. Acceptance of Conditions

This agreement is made between the Governors of St Peter's Eaton Sq C of E School (the "Governors") and the person or entity whose name appears on the attached booking form (the "Hirer"). The hiring of accommodation is permitted only on these conditions. Acceptance of a booking confirmation is deemed to be acceptance of these conditions.

2. Nominated Organiser

The Hirer must nominate at least one person (the "Nominated Organiser") who will be on site during the period of the actual hiring to ensure these conditions are adhered to. This person must make her/himself known to the lettings administrator or (in the administrator's absence) to the Lettings Manager at the start of the letting.

3. Security

The Nominated Organiser must ensure that no external door or gate is not left open and unattended during the period of hire.

Where the event is of a public nature and involves continuous entry and exit the lettings administrator may arrange for a licenced doorman (or doormen) to be present and their cost will be charged to the Hirer.

4. Areas Hired

The Nominated Organiser must ensure that only the areas hired are used.

5. Behaviour and Supervision

Children must be supervised at all times within the building. The Hirer will be responsible for ensuring the good behaviour of all those attending the function, including keeping noise at a reasonable level as determined by on-site staff.

6. Periods of Hire

The Hirer must ensure that the event does not exceed the times booked. Failure to do so will result in a proportion of the refundable deposit being forfeited, the amount to be determined by the school. When making the booking the Hirer must allow sufficient time for any initial preparation before the event and for cleaning and returning the premises to their original condition after the event.

7. Numbers

The numbers of people attending at any one time must not exceed the numbers indicated on the booking form and agreed with the school. Failure to comply with this condition will result in the immediate termination of the letting without refund.

8. Cleaning

The Hirer must leave the areas used in a reasonable state of cleanliness. Failure to do so will result in a proportion of the refundable deposit being forfeited, the amount to be determined by the school. The Hirer is responsible for removing all rubbish generated by the event and the Hirer (or their catering contractors, if a catered event) must let the Lettings Administrator know how any

waste is to be disposed of. Rubbish may only be disposed of in bags provided for that purpose for Westminster City Council. Rubbish in bags or loose must not be left on the street or placed in school rubbish bins.

9. Fire

The Hirer must make her/himself aware of the fire evacuation procedures relating to the area hired and must ensure that all fire exits are kept clear during the letting.

10. Health and Safety

The Hirer must make her/himself aware of the school's health and safety policy and must not interfere with or misuse anything which is provided in the interests of health, safety or welfare. Smoking is not permitted anywhere upon the school premises. The Hirer must ensure that stairs, passageways and entrances are kept clear at all times.

11. School equipment, fabric and fittings

No use may be made of equipment such as musical instruments or sports equipment without the prior agreement of the school and the Hirer must not interfere with the fabric, fittings or contents of the premises in any way. The Hirer will be charged for any losses or breakages resulting from the letting.

12. Fixtures

No staples, nails or screws may be put into doors, floors, door frames, window frames or any gloss painted or natural woodwork. No adhesive pads or Velcro strip may be affixed to any surface. 'Blue-tac' may be used on walls to adhere labels etc.

13. Hirer's property

Permission should be obtained from the school in advance if the Hirer wants to bring electrical equipment onto the premises. Hirers may not bring equipment or articles of an inflammable, explosive or dangerous nature onto the premises. The school will not store Hirer's property except with prior agreement.

14. Right of access

The governing body and its agents reserve the right of access to the premises during the letting.

15. Deposits

The Hirer may be required to pay a refundable deposit of 30% of the hire charge (minimum £50) when making a booking. This will be held by the Governors against any damage caused by the Hirer or additional cleaning required because of the hiring.

16. Insurance

Hirers must provide evidence in the form of a copy of a certificate of public liability insurance valid for the period of the hire to show that they have adequate insurance cover to meet any claims for loss, damage or injury arising from the letting which might be against them by the school or by members of the public.

17. Own Risk

It is the Hirer's responsibility to ensure that all those attending are made aware that they do so at their own risk.

18. Accident or Injury

The Governors do not accept any responsibility for any accident or injury or loss of property that may occur to, or be sustained by, persons using the premises during the period of the letting.

19. Alcohol

Alcohol may not be sold or served without the written agreement of the Governors. If permission is given, alcohol may not be sold on the premises without a magistrate's licence. It is the responsibility of the Hirer to obtain and show the licence to the lettings administrator in advance of the letting.

20. Musical Works and Copyright

No musical works in the repertoire of the Performing Right Society may be performed in public on the premises unless the Hirer has obtained the permission of the Society. No copyright material may be delivered or performed without the consent of the owner of the copyright.

21. Public Entertainment

Film, musical, dancing (including disco) and stage events must all be considered public entertainments unless entrance is restricted to those who are bona fide members of the organisation hiring the premises. If admission is

open to all, or if tickets are to be sold at the door or offered to the public, it is the Hirer's responsibility to inform Westminster Council's Entertainments Licensing Officer and obtain an Occasional Licence.

22. Child Protection

If children are to be present at any event, the Hirer must follow the school's child protection policy, a copy of which will be provided to the Hirer. Anyone working for hirers of the hall during an event at which children will be present, whether on a voluntary or employed basis, must have a valid Disclosure & Barring Service certificate. All third parties, non-school and extended school providers will need to provide evidence of how they fulfil their safeguarding duties. This will not be the responsibility of the school.

23. Entry and Exit onto School Premises

When allowing children to exit the school premises at the end of all clubs, Club Leaders must ensure that they escort the children to the exit gate and hand them over to the appropriate parent/carer. Club leaders are responsible for children until they are collected. Club leaders must have accurate parent contact details. If club leaders are in possession of entry codes and/or school keys, they must ensure that no person other than themselves and their employees are in possession of this.

APPENDIX 2 – BOOKING PROCEDURE

1. Contact the School Office/Lettings Administrator to reserve dates by:
 - Telephone 020 7504 0537
 - Email: office@stpeaton.org.uk
2. On receiving a preliminary request the Lettings Administrator will send the Hirer a booking form to sign and return with full payment to secure the booking. For regular recurring bookings monthly invoicing or other regular payment terms can be arranged; prepayment will generally be required.
3. The booking will be deemed provisional until the booking form has been completed, signed and returned with full payment and evidence of satisfactory public liability insurance.
4. Provisional bookings will be held for 1 week after which the booking may be cancelled if the completed form and payment have not been received.
5. A booking may not be accepted or may be cancelled if:
 - it is considered to be in breach of the school's letting policy
 - the premises are required for previously unforeseen school purposes
 - the expected number of attendees will exceed the maximum capacity of the premises
6. If the booking has to be cancelled by the school a full refund will be made.
7. If the Hirer cancels a booking more than 7 days before an event then the hire charge (less any costs already incurred by the school) will be refunded. If the Hirer cancels a booking 7 days or less before an event then the Hirer will forfeit the full hire charge.

APPENDIX 3: BOOKING RATES

		CHARGES*	
		Weekday hire	Weekend hire
Group A	PTA, St Peter's Church, some local non charging community groups	Free of charge	
Group B	Charging & non charging non profit making groups & individuals	£20 per hour	£30 first hour then £25 thereafter
Group C	Charging profit making groups/individuals	£40 per hour	£50 first hour then £45 thereafter

* these figures quoted below are for guidance only and the school reserves the right to increase or decrease the charges prior to agreeing to any lettings.

All lettings include a 30 minute additional charge for early opening and cleaning. This will be increased if there is significant set-up (e.g. a large number of chairs are required).

The lettings administrator or Head may agree discounts where multiple hours are required. Minimum hire period

The minimum period for which the hall may be hired is 2 hours except in the case of regularly recurring bookings where a lower minimum period may be agreed.

VAT

The above hire charges are exclusive of VAT which is not currently applicable.

Availability

During the school year evening lettings will normally be permitted between 6pm-10pm Monday to Friday, and weekend lettings 9am-10pm on Saturdays and 9am-6pm on Sundays. During the summer break (and other holidays) lettings will normally be permitted 9am-10pm Monday to Saturday and 9am-6pm on Sundays. Lettings will not normally be accepted on national holidays.

Caretaking

A member of school staff must be on site during all hire periods. The above charges include the services of the school caretaker (or his assistants or substitutes) during the hire period.

Concessions

The Governors will not charge for school, PTA, or some community/residents functions, but may seek to recover any exceptional expenses incurred from users.

APPENDIX 4: BOOKING FORM

ST PETER'S EATON SQ C of E PRIMARY SCHOOL HIRE BOOKING FORM		
Responsible person or company for the hire/booking.	Name	
Contact details	Address	
	Tel	
	Email	
Nominated organiser of event (if different from above), who will be present during the hire period.	Name	
	Address	
	Tel	
	Email	
Purpose of hire/booking		
Space required (tick/highlight)	The main school Hall	The lower school Hall
	The school playground	The school library (on approval)
	Ground floor classrooms (on approval)	
Dates of hire	From	To
Times of hire	Start	Finish
Maximum number of people expected?		
Will children be present? Y/N	If so, provide details	
Acceptance	I have read and accept the Terms & Conditions of the Hire. I confirm that I have public liability insurance sufficient to cover any claims arising from the hire.	
Signed		
Name		
Date		