



New City Primary School
Charging and Lettings Policy

June 2017

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The policy sets out a letting and charging policy, which is in accordance with advice set by the Education Department.

Premises

In this agreement the use of the word 'premises' means the accommodation hired, any ancillary accommodation used (e.g. toilet, means of access,) and the curtilage of the school.

All lettings will be subject to:

- The agreement of the Head Teacher.
- Economies of use.
- Control of noise and disturbance to neighbours.
- Availability of a Site Supervisor / cleaning staff, having regard for maintenance work, Bank Holiday entitlement, the School's general financial situation and other factors the Staff and Governors deem relevant.
- Site Supervisor control throughout.
- Each application to be considered on its merits and the suitability of the School premises to accommodate same.
- Priority of hiring on the basis of first come, first served subject to equal opportunities considerations.

Prohibited Use

To safeguard the best interests of the School communities and to protect the fabric of School premises, the Governing Body, as advised by the LA, will not allow the use of School premises for meetings, gatherings or fundraising events for political purposes. Except, when the premises are used for the purpose of elections.

Liability for loss or Damage

- The governing body cannot, under any circumstances, accept responsibility or liability in respect of any damage to or loss of property, suffered by the hirer or persons attending functions.
- No item shall be brought into the premises, which is likely to cause damage to the structure, finishes and covering of the building.
- The hirer will accept full responsibility for any damage to school property or premises, which occur during the letting. In the event of damage the hirer shall be responsible for the costs of repairs or replacement.
- All facilities should be left in a clean and reasonable condition otherwise any additional costs arising from the need to clean such facilities shall be an additional cost incurred by the hirer.

Rate of Charges

The rate of charge will be reviewed annually by the finance committee of the governing body. The current rates are on the application form attached.

Insurance

There is no public liability cover against any injury to those present or damage to the school building and contents during the hire period arising from some action or negligence by the hirer. Hirers should, therefore, note that they must accept responsibility for suitable supervision and for taking out adequate insurance cover. The hirer must make arrangements for Public Liability cover and to attach a copy of the policy document to the application form.

Days and Hours of letting

Will be by prior agreement

Capacity limits

The limit is 75 adults.

Conditions of lettings

- **Alcohol** No alcohol will be allowed on the premises
- **Smoking** Smoking is not allowed anywhere in the building or in the grounds
- **Gambling** Gambling will not take place on school premises without permission and in accordance with the conditions of The Gaming Act 1958. The letting application form must state if permission to engage in any form of gambling is being requested.
- **Licences** The hirer is to ascertain and obtain if necessary a music, dancing, entertainment, theatre or cinematography licence from the appropriate section of the London Borough of Newham.
- **Animals** Animals, with the exception of dogs for the blind, are not permitted on the school premises.
- **Health and Safety** The hirer accepts that he/she should familiarise himself/herself with the position of the telephones, escape routes, fire alarms and fire fighting equipment. Notices regarding the procedures, in relation to action in the event of a fire, should also be studied and the information

disseminated. The hirer also accepts they are responsible for the first aid provision during the letting.

Preservation order

The hirer is responsible for the preservation of good order during the letting and for ensuring that no offensive acts take place upon the premises.

Kitchen

The use of the school meals kitchen and equipment by hirers for social functions etc is not permitted unless approval has been given by the School Meals Section who will provide staffing. The charges for this service are additional to the letting charge. The hirer must obtain permission to use the school kitchen from Newham Catering Services.

Removal of articles

Caterers, contractors and others employed to supply refreshments, decorations etc. will be required to remove and clear away all their articles and property before the letting terminates. Hirers are required to give their caterers/contractors notice accordingly. This also applies to any refuse accumulated. The hirer shall pay any additional costs of removal or cleaning.

School furniture, property and equipment

School furniture, property and equipment shall not be moved nor used except by prior arrangement.

Site supervisor

The site supervisor has the right to exercise control throughout the letting, and may terminate the letting if the conditions are not adhered to fully.

Applications

- All applications for lettings to be made, after viewing, by letting application form to the Head Teacher (form attached). The purpose of the letting must be made clear on the letting application form. Notification will be issued within

ten working days as to whether the letting will be allowed. The Head Teacher reserves the right to request further particulars of the proposed letting.

- The person who applies for the accommodation will be deemed the hirer and must be over the age of 18 years of age. The hirer shall be the person who signs the application form and shall be responsible for the payment of the hiring charge and for the observance of the terms of application.
- Each application to be considered on its merits and the suitability of the school premises to accommodate it.
- The school reserves the right to refuse any application for hire.

Payment of Charges

- If a letting is agreed, 25% deposit will be taken at the time of booking which will be refundable after the date of the letting.
- The hire charge should be paid as soon as possible, no later than 14 days before the letting.
- The right is reserved to refuse access to the premises if the whole of the charge has not been paid.
- On successful completion of the letting and satisfactory report from the site supervisor, the letting deposit will be refunded in full within 14 days. If additional costs are incurred for cleaning or damage, these will be deducted from the deposit. This will not affect any rights to recover sums for additional costs in excess of the depositor.

Cancellation

- 14 days notice is needed to cancel the booking.
- If less than 14 days notice is given a charge of £25 will be made. This will be deducted from the deposit.
- If cancelled by the school, a full reimbursement will be made. The Governing Body will not be responsible for any loss of income or expenses sustained by the hirer resulting from such a cancellation.

HIRE OF NEW CITY PRIMARY SCHOOL HALL

NAME OF HIRER	
ADDRESS AND TELEPHONE NO. OF HIRER	
DATE	
TIME	FROM: TO:
PURPOSE	
COST (As per contract to be reviewed Jan 2018)	£

PLEASE NOTE:

- ❖ No alcohol is allowed on school premises.
- ❖ The limit for insurance purposes is 75 adults.
- ❖ Hire is for use of the dining room, school hall, and toilets
- ❖ The hirer agrees to ensure that the premises are left clean and tidy at the conclusion of the letting.
- ❖ Any damage to school property will be charged to the hirer.
- ❖ There is no access to the kitchen facilities.
- ❖ 25% deposit will be taken at the time of booking which will be refundable after the date of booking.
- ❖ Two weeks notice is needed to cancel the booking the deposit will then be fully refundable.
- ❖ If the booking is cancelled within two weeks of the booking the deposit will not be refundable.

❖ If you need to contact someone during school holidays please call on 07964 349515.

I acknowledge that I have been informed that I, or the organisation on whose behalf I am making this booking, should have insurance to cover public liability as the booking is not covered by the school's public liability insurance. I also confirm that I have read and accept the terms and conditions set out in the Charging and Letting policy attached to this application form.

Signed

Hirer

Headteacher

Date _____

**New City Primary School, Tunmarsh Lane, London E13 9NE
Tel: 020 8472 2743**