



ASPIRE | COMMIT | SUCCEED

## Lettings Policy

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**Date of Policy: Autumn 2019**

**Next Review Date: Summer 2020**

**Finance & Premises Committee**

**The School will ensure that the policy is applied fairly to all employees and does not have a negative impact in relation to the school's equality strands: race, sex, religion and belief, sexual orientation, age, disability, gender reassignment, marriage and civil partnership and pregnancy and maternity.**

## **Introduction**

Alperton Community School wishes to make its premises available for community use in order to maximise the use of the buildings outside of school hours and generate income for the school. The Governing Body regards the school buildings and grounds as a community asset and will make every effort to enable them to be available for the delivery of extended services including community use. The Governing Body acknowledges that extended services, including community services, support and compliment the main teaching and learning activity within the school and contribute towards raising standards.

## **Responsibilities**

Overall responsibility for school lettings is held by the Governing Body who will monitor the policy through the Finance and Premises committee. The Headteacher has responsibility to ensure adherence of the policy and day to day management responsibility for the policy is delegated to the Director of Finance and Resources. Headteacher/Director of Finance and Resources has the delegated authority to agree nominal reductions in charges on exceptional circumstances & inform the Finance and Premises committee in the next meeting.

## **Charges & Bookings**

All charges are to be reviewed annually and set at a commercially viable rate ensuring that the school budget share is not subsidising the cost of any letting. Registered Charity / Non-Profit Community Organisation and school staff using the facilities are charged at preferential rates. The charges for each site have been set based on the site maintenance costs and upon market comparison of similar facilities. The current charges are as outlined in Appendix I.

## **Refundable Security Deposits**

All hirers are required to pay a minimum of £500 security deposit which will be refunded in full if all the Booking Terms and Conditions are met.

Deposits are usually refunded within 30 days after the completion of the hire subject to any deductions as required.

## **Payments**

Any booking requests are only accepted after the initial deposit amount is paid along with the completed booking application form. Any balance outstanding has to be paid in full 4 weeks prior to the date of the booking for the booking to be valid. All payments for lettings should be made by cheque payable to '**Alperton Community School**' or an online transfer to the school bank account via the link on school website. No cash payments are accepted unless otherwise agreed in exceptional circumstances by the Director of Finance and Resources and any such payments should be handed by the hirer in person to the finance office who will issue a receipt.

## **Cancellation**

The School reserves the right to cancel any event if there is a need for School use of those facilities or to deal with any maintenance emergency or inaccurate / incomplete information provided on the booking forms which is a cause for concern to the school or any other reason in the interest of the school. In these circumstances, a full refund will be made as long as the hirers have not intentionally misled the school. The School has no further liability in this respect. However, the School will make every attempt to avoid this. If cancellation by the School is due to any other reason e.g. abuse of facilities or late payments, any refund due shall be made only after costs incurred by the School have been deducted.

Minimum £50 will be charged towards admin costs for any cancellations of confirmed bookings.

<b>Refund for cancellation by the Hirer</b>	Full refund	Minimum 4 weeks' notice
	50% refund	Minimum 2 weeks' notice
	no refund	less than 2 weeks' notice

### **Public Liability Insurance**

The School has arranged adequate insurance for its property and public liability insurance against injury, loss or damage caused to third parties or third party property.

If the Hirer is a profit-making organisation, Public liability insurance (limit of indemnity of at least £5,000,000) must be arranged by the Hirer and must provide proof of such at the time of booking, to protect themselves against claims of this nature, which may be made against them by the School or other third parties.

Where the Hirer is an individual or a non-profit making organisation, Public Liability Insurance cover is available through the school except any long term lettings. **Any insurance excess charges payable due to an insurance claim will be payable by the hirer.**

### **Statutory Requirements, Licenses and Permissions**

The Hirer shall adhere to all laws relating to Health and Safety, Equal Opportunities, sale of alcohol and other items, Public Entertainment and noise nuisance. The Hirer shall obtain any license and permission necessary for the event, with or without a paying audience.

### **Profit Making Event**

The Hirer shall be permitted to make profit at their event. That intention must be stated when completing the booking Application form. The School shall reserve the right to impose further conditions at the time of application to Hire.

### **Duty Staff**

The School staff in attendance during the event shall ensure the Conditions of Hire are adhered to. Duty Staff are not empowered to change the Booking Conditions. Duty staff are not permitted to accept cash.

### **Health & Safety**

Smoking or Vaping is strictly NOT allowed **in any part** of the school site.

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 available from the site staff.

The school's telephone system may be used in the event of an emergency.

The school reserves the right to cancel / cease any letting where the hirer fails to comply with Fire and/or Health and Safety Regulations.

**See Appendix 1 for Rates for hire of school facilities**

**See Appendix 2 for Booking Terms and Conditions**

## Appendix I

- **Please note Maximum number of guests as below**

Ealing Road Hall – a maximum of between 240 - 320 guests depending on the layout

Ealing Dining Hall – a maximum of between 300 - 420 guests depending on the layout

Stanley Avenue Hall – a maximum of between 250 - 400 guests depending on the layout

### **Charges for facilities**

#### **I. Registered Charity / Non-Profit Community Organisation (Preferential Rates) Over 150 Guests OR Individual/Private Organisation for Under 150 Guests**

Stanley Avenue - Hall Hire £275 for the first 3 Hours

Ealing Road - Hall OR Dining Hall Hire £350 for the first 3 Hours

Stanley Avenue Dining Hall – £75 additional to main hall hire

Ealing Road Dining Hall or Hall – £175 additional to Dining or Main hall hire

Car Parking – Upto 55 spaces Included as part of Hall Hire

Each Additional Hour - £75

Stanley Avenue - Kitchen - £130 per booking

Ealing Road - Kitchen - £250 per booking

Cleaning £150 per booking; Extra Cleaning if required £100 additional per booking

Sunday Hire costs an additional £20 per hour

#### **2. Individual Or Private Organisation for Over 150 Guests**

Stanley Avenue - Hall Hire £400 for the first 3 Hours; Additional hours at £75/hr

Ealing Road - Hall Hire £500 for the first 3 Hours; Additional hours at £90/hr

Stanley Avenue Dining Hall – £100 additional to main hall hire

Ealing Road Dining Hall – £200 additional to main hall hire

Car Parking – Upto 55 spaces Included as part of Hall Hire; Over 55 spaces up to 120 spaces - £100 per booking

Stanley Avenue - Kitchen - £130 per booking

Ealing Road - Kitchen - £250 per booking

Cleaning £150 per booking; Extra Cleaning if necessary £100 per booking

Sunday Hire costs an additional £25 per hour

#### **3. Only Car Parking**

Stanley Avenue - £50 per hour for up to 60 spaces

Ealing Road - £50 per hour for up to 55 spaces

£75 per hour for over 55 spaces up to 120 spaces

### **Long Term Lettings**

Quote can be provided on request for any long term letting enquiries and would depend on number of hours, classrooms and the day of the week they are required.

## Appendix 2 –

# CONDITIONS OF HIRE

The use of Alperton Community School premises is permitted under the following conditions, which may change from time to time.

### General Conditions

- 1) The Hirer must be over the age of 18 years and must sign the application form to confirm acceptance of these booking conditions.
- 2) Full Payment for hire must be received by the school no later than 4 weeks prior to the date of proposed use (for one-off bookings only), remittances to be sent to The Finance Officer, Alperton Community School, Stanley Avenue, Wembey, Middlesex HA0 4JE :-
  - Cheques should be made payable to 'Alperton Community School'
  - Electronic transfer - Bank: BARCLAYS Bank PLC  
Sort Code: 20-95-60 A/C No. 63185567
  - Card payments through school website – [www.alperton.brent.sch.uk](http://www.alperton.brent.sch.uk)
- 3) Alperton Community School reserves the right to:
  - cancel the letting at any time without reason and in such event shall not be liable for damages or otherwise in respect of such cancellation. (Alperton Community School will endeavour to find suitable alternative accommodation or, if possible, re-arrange the date.)
  - cease the letting if the Hirer fails to comply with the Fire and/or Health and Safety Regulations
- 4) The Hirer shall not assign or sublet the premises or any part of the premises.
- 5) Authorised Officers of the School may enter the premises at any time for any reason during the period of the letting.
- 6) The Hirer is responsible for the area of the premises hired and access and exit routes for the period of the hire.
- 7) It is the responsibility of the Hirer to ensure that the accommodation used is left in a clean, neat and tidy condition and any waste produced at the event is collected and disposed off in the school bin collection area. If, in the opinion of the site team, the premises are not left clean, we will arrange for the additional cleaning of the premises and the cost will be recovered from the Hirer.
- 8) The Hirer will be responsible for ensuring that the School's property and equipment is not interfered with in any way. No adaptations, modifications, or additions may be made to any part of the school electrical installations.
- 9) Any damage, litter or disorder upon your arrival at the premises should be reported to a Caretaker on site and later to the School Facilities Manager or Finance Officer.
- 10) When specifying the time required on the application form the Hirer should include the preparation time and clearing up time required. If, due to unforeseen circumstances, a booking period exceeds the stated time, this will be recovered from the Deposit and may result in further charges to the Hirer.
- 11) The premises may normally be used only between: 8.00am to 11.00pm.
- 12) Be considerate to our neighbours and as it gets late, remember to turn down the volume of your audio systems & ensure guests stay inside the building, keeping windows and doors closed. Ensure speakers are kept inside and that your guests leave quietly –shouting and slamming car doors can be particularly annoying. All audio systems must be shut off at the latest by 10:30 p.m.
- 13) The Hirer shall not sell intoxicating liquor on the premises without having previously obtained the necessary licences and approvals, which shall be produced to the School Facilities

Manager or Finance Officer. Copies of such licences must be given to the School at least one week prior to the date of hire.

- 14) No additional staging, curtaining or scenery may be erected without the previous consent in writing of the Premises Manager and/or Finance Officer and any such alterations and additions as may be authorised shall be carried out in accordance with the directions and to the satisfaction of the Facilities Manager and shall be reinstated forthwith at the expense of the Hirer to the School's satisfaction. All curtaining or scenery shall be rendered non-flammable. Stage scenery and other effects must neither be brought onto the School's premises nor taken away while the school is in normal use. Storage facilities cannot normally be provided.
- 15) Any property not removed by the Hirer at the end of the letting may be removed by the School at the Hirer's risk, the cost of such removal together with the School's storage charges being recoverable from the Hirer.
- 16) All public announcements of any function or event for which the hiring is made and all admission tickets and other documents issued in connection therewith shall contain in a conspicuous position the name and address of the Hirer and the purpose of the event.
- 17) The School has arranged adequate insurance for its property and public liability insurance against injury, loss or damage caused to third parties or their property.
  - Public liability insurance (limit of indemnity of at least £5,000,000) must also be arranged by the Hirer if they are a profit-making organisation and must also provide proof of such at the time of booking, to protect themselves against claims of this nature, which may be made against them by the School or other third parties.
  - Where the Hirer is an individual or a non-profit making organisation, Public Liability Insurance cover is available through the School except any long term lettings. Any insurance excess charges payable due to an insurance claim will be payable by the hirer.
- 18) Any cancellation must be made **IN WRITING** at least a month before an event is due to take place. Failure to comply with this stipulation may result in the school refusing to consider future requests for bookings.
- 19) Cancellation fees (for one-off bookings only): cancellation fees will be applied as follows:-

Four weeks before the event	–	full refund
Two weeks before the event	–	50% refund of deposit
Less than two weeks before the event	–	no refund will be payable
- 20) A refundable security Deposit will be required for all lettings. This will be returned providing no breach of any term or condition should occur. Alperton Community School reserves the right to retain the deposit for any damage/loss/amendment/alteration.
- 21) Payment by cheque should be made at least two full weeks prior to an event taking place. The school reserves the right to cancel any booking which has not been fully paid for in advance. No cash payments are accepted unless otherwise agreed in exceptional circumstances by the Director of Finance and Resources and any such payments should be handed by the hirer in person to the finance office who will issue a receipt.

## Health and Safety

- 22) Strict **NO SMOKING OR VAPING condition** applies within the Alperton Community School premises including car park and outdoor areas.
- 23) Permission to use the premises will not be granted / will be revoked if, in the opinion of Alperton Community School, it is likely that the occupation would create unreasonable disturbance or inconvenience to the residents in the neighbourhood or interferes with the existing occupation or with the School's activities.
- 24) Fireworks or any naked flame are strictly not permitted anywhere on the School premises, inside or outside. Any such requirements can be discussed with the School in advance for consideration and a written approval obtained, if agreed.
- 25) The Hirer must secure the preservation of 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.

- 26) 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 form or stipulated in the acceptance.
- 27) The Hirer is responsible for arranging any First Aid provision for their organisation's members or guests whilst on the premises.
- 28) Where permission has been granted to enable the premises to be used for the purposes of a youth organisation, no member of the organisation may enter the premises unless the Hirer (or deputy previously notified to the School) is present on the premises and members of the organisation may remain on the premises only as long as the Hirer or deputy is present on the premises.
- 29) Chairs and furniture may not be removed from any rooms without written permission of Facilities Manager. Additional chairs can be provided upon request.
- 30) The Facilities Manager must be advised if food is to be brought onto the premises. The use of the School's Canteen/Kitchen is available for Hirers but cooking is not permitted unless agreed in advance. Burners on top of the cookers may be used to boil water or re-heat food. The ovens may be used to keep food warm, providing instructions for usage have been given by the school and they are correctly switched off at the end of the hire. Sinks may be used but not the dishwasher. No other equipment such as pans, cutlery or plates may be used or moved. The kitchen, including cookers, work-tops, sinks and floors must be left in a clean and tidy condition, any failure to do so will incur extra cleaning costs.
- 31) The use of car parking facilities on the school's site is allowed but spaces are not guaranteed. All cars are parked at owners' own risk. The parking of vehicles should be such that it would not impede the easy passage of emergency services or obstruct residents' driveways or park on grass areas. No Coaches are permitted onto the school grounds.
- 32) The use of any preparation or material for the purpose of preparing a floor for dancing is not allowed as they may make the floor dangerous for normal use.
- 33) Any electrical items brought on site must be tested by a qualified electrician and marked as such to comply with Health and Safety Regulations.
- 34) The Hirer agrees to pay to Alperton Community School on demand, the cost of repairing or making good any loss or damage (fair wear and tear excepted) arising out of or incidental to the hiring.
- 35) All long-term hirers of the premises are advised to have their own Fire and H&S risk assessments carried out bearing in mind their usage of the building. The school is happy to advice and share the school copies if requested.

**Safeguarding**

- 36) It is the hirer's responsibility to ensure that safeguarding arrangements are in place, including DBS checks for staff and volunteers where necessary. The hirer must provide evidence of the appropriate safeguarding procedures to the School at least on an annual basis or when requested.

**Confirmation from the hirer**

Please sign and date to confirm you have read and understood all of the booking conditions for the hire and agree them in full.

Date of Hire: .....

Hirer's Name: (PRINT) .....

Sign: .....

Date: .....

Address: .....

## **Site Team Duties in Connection with Lettings**

The site team member on duty for the letting is responsible for making sure before and at the end of the letting that:

- the premises are open and ready to use at the agreed times as stated on the application form;
- all fire exits are open and kept clear all times throughout the letting. Route to the Assembly points are clear and any gates are opened as part of the routine to open/close fire exits;
- room(s) to be hired are unlocked and checked to be in a safe and satisfactory condition for the hire.
- security of the site at all times while the letting is taking place is ensured. To regularly patrol the premises and monitor the entrance(s) being used. All other entrances not part of the letting will be kept locked, except those required as fire exits;
- the premises are checked before and at the end of your letting (with a representative from the hirer), for damage and to ensure that the premises have been left in a clean and tidy condition;
- any locations hired by more than one group on the same day should be checked in-between each letting;
- when the kitchen facilities are booked, ensure the hirers know or are trained how to use the appliances and that they are correctly switched on/off
- ensure that any school equipment/furniture or appliances that are used are in working condition and that there are no damages or faults at the end of the letting;
- ensure that users of the site do not behave in a manner likely to cause injury to themselves or others or result in damage to the buildings or contents or cause any nuisance to the neighbours;
- report any over-runs or damages or any other deductions required to the Finance Officer, who will deduct the cost from the deposit or invoice the Hirer accordingly;
- in the event of an emergency, telephone for assistance (e.g. ambulance, etc.) and assist the organisation(s) on the School's site;

Site member on duty must remain on site for the duration of the event, and if they are not in the site office, they will be contactable on their site mobile phones 07845 201 482 for Stanley Avenue site or 07845 201 605 for Ealing Road site

**Important Note** – The Duty member of the Site Team is not allowed to change the start or finish time of a letting or change any of the Conditions of Hire without first advising/seeking approval from Finance and Facilities Manager.