



Lettings Policy

Written By	Senior Staff, School Office team
Frequency of Review	4 years
Date reviewed and approved by Governing Body	January 2020
Date of next review	January 2024
Display on Website	✓
Purpose	The School/Governing Body is responsible for determining to whom the school premises and facilities should be hired to and under what conditions.
Consultation	Governors ✓
	Parents x
	Pupils x
	Staff ✓
Links with other policies	Charging policy Safeguarding Policy

BURLINGTON SCHOOLS' TERMS AND CONDITIONS FOR THE HIRE OF SCHOOL PREMISES

The School/Governing Body is responsible for determining to whom the school premises and facilities should be hired to. In practice this is delegated to the Finance Assistant.

Safeguarding:

We ask all those hiring our school for either a long term, short term or a one off letting, to read and familiarise themselves with Keeping Children Safe in Education 2019. Once a letting has been agreed, the Head teacher will speak with extra-curricular club providers each September to determine the following:

- That all club staff have a satisfactory DBS, photo ID and 2 character/professional references. Any new staff must provide a satisfactory DBS *before* beginning work with the club provider and school SCR updated.
- That club leaders have safer recruitment, child protection training and first aid training every 3 years and provide the office with appropriate up to date certificates.
- That club leaders go through their Child Protection Policy and procedures with any members of their staff/team, after following safer recruitment procedures.
- That Burlington School staff are notified of any club staff changes and that new staff members provide the school with photo ID and a satisfactory DBS before they work with children.
- Mobile Phones are not used during the club session at all. No photos of children should ever be taken and stored on a private mobile phone.
- Club providers to either carry a school walkie talkie with which to contact the office in case of an emergency or send an older child to the office for help.
- Clubs will not exceed 30 pupils. Over 30 pupils will require a second adult to support the club leader. If a member of the club staff is absent, the club leader should inform the school office and a replacement will be found.
- Any helpers/volunteers should be 16 years old or over or else they are to be counted as part of the above ratio.
- Children will be spoken to and treated with professional courtesy and respect.

- If the club leader/staff member has any concerns about a child's behaviour or they have witnessed or been involved in an incident that causes them concern, they must inform the office/school staff before they leave the premises and tell the parents of that child about the incident.

Applying for permission to let the school premises:

1. Every application must state the nature and purpose of the hire.
2. Charges will be as the School/Governing Body determines.
3. The School/Governors reserve the right to refuse an application for hire.
4. The premises must be left in the same condition as found on arrival and vacated no later than the time booked. A charge will be levied for any time used over that booked or for additional cleaning of premises required if not left in a satisfactory condition.
5. A single booking is covered by the school insurance policy.
6. It is the responsibility of the hirer to arrange any furniture hired and to return such furniture to its original place. This will be supervised by the School representative (Site Manager or similar).
7. No letting shall continue beyond 11 p.m.
8. The hirer must not sub-let.
9. No preparation is to be applied to the floor.
10. Footwear which may damage the floors should not be worn.
11. Lettings for music, dancing or plays are allowed only for a closed organisation or where admission is by invitation. The premises are not licensed for public entertainment. If in doubt please contact the Borough Environmental Health Officer.
12. We do not allow Weddings, 16th, 18th, 21st parties or adult birthday parties.

13. Hirers are responsible for the disposal of rubbish created as a result of their hire. Small amounts of rubbish may be disposed of in the correct containers on the school site (caged bins in staff car park).
14. The hirer will have access only to the particular rooms let to him/her as per the application.

Long term hiring of premises

15. On acceptance of the application the hirer will be required to come in to sign the hire agreement. He/she will also need to come into school no less than 7 days before the start of the first hire session to run through the safety checks including emergency evacuation and be shown how to use equipment as appropriate to their application.
16. Charges for hire will be raised termly and the hirer will have 28 days to pay the amount due.
17. The hirer undertakes to make good any loss or damage to property or premises and to indemnify the School/Governing Body against all claims arising out of the hiring.
18. The hirer must arrange suitable, adequate Public Liability Insurance and must show original certificates/documents as evidence of such insurance a minimum of 14 days prior to the first date of hire.
19. In the event the school is unable to provide a school representative to unlock/lock the premises we will advise the hirer as soon as possible and will not charge for that occasion.
20. School events take precedence over all lettings.
21. Cancellation of long term bookings requires notice by both parties no less than 4 weeks.
22. The hirer should complete the procedures checklist for hiring school premises form on the FIRST day of the hire confirming that he/she is aware of their responsibilities, has been shown emergency procedures, how to use equipment loaned and where to find first aid supplies as appropriate to their hire agreement. This will be endorsed by the School Site Manager or school representative, a copy given to the hirer and a copy retained by school.
23. The school and Governors will consider an adjustment in charges for companies who regularly let the premises all year round, year on year using single or multiple areas.

Occasional hire

1. Payment in full is required prior to the start of the hire.

2. The hirer undertakes to make good any loss or damage to property or premises and to indemnify the School/Governing Body against all claims arising out of the hiring. A £100 deposit payment is required against accidental damage/additional charges caused as a direct result of the hire.
3. Burlington Schools are able to provide insurance cover through the Royal Borough of Kingston's joint Public Liability insurance cover policy. There is a small charge payable for this cover. This is however only suitable for one-off/occasional hire and long term hirers MUST arrange their own cover
4. All individuals or companies hiring the school premises are required to uphold the highest standards and at no time should bring the reputation of the school into question. The school does not allow any reference to staff, families, pupils or activities on social media and must see and approve, in advance, any correspondence to parents or the public. Failure to comply may mean immediate termination of any agreement or contract.

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

If you have any questions regarding the hiring of school premises please contact:

**Mrs Amanda Rogan Finance Officer
Burlington Junior School
Burlington Road
NEW MALDEN KT3 4LT
020 8942 2687
alane9@bjs.rbksch.org**

I have read and fully understand the Terms and Conditions as above.

Signature of Hirer

Name of Hirer

Date of signature

Name & Signature of School Representative

BURLINGTON SCHOOLS' LETTINGS CHARGES FROM 01/01/2020

Please contact the Junior School Office to arrange an appointment to view the premises on: 020 8942 2687. All lettings are on an hourly basis.

Deposit £150, to be refunded if the premises are left as found

JUNIOR SCHOOL PREMISES

Hall Hire (including use of toilets) £31.50 hourly charge

Playground hire (including use of toilets) £21.00 hourly charge

Playing fields (including use of toilets) £21.00 hourly charge

THE GREAT HALL

First Hour £63.00

The charge includes hire of the Great Hall, toilet facilities and car parking. Access to kitchen facilities can be discussed and agreed separately.

Caretakers cost £30 an hour (not included in long term lettings)

The caretaker is required to be on-site ½ hour before and ½ hour after the letting to lock and unlock the premises and is required by the Royal Borough of Kingston to remain on-site throughout the letting). The cost for this is chargeable to the hirer so please include this factor when calculating your hire costs.