



Lettings Policy

Date of last review	March 2018	Ratified by LGB	March 2018
Date of next review	March 2020	Owner	Headteacher



1. Objectives

Walthamstow Primary Academy (WPA) regards the school building and grounds as a community asset and will make every reasonable effort to enable them to be used as much as possible. However, the overriding aim of this policy is to support the school in providing the best possible education for its pupils, and any lettings of the premises will be considered with this in mind.

The governors recognise that:

- Educational usage constitutes a natural priority
- Profit margin is an important consideration when derived from commercial usage but is not always the objective when facilitating educational activities by designated users

2. Definition of a Letting

A letting may be defined as any use of the school premises outside normal school hours (for the purpose of this lettings policy this has been defined as :

- A community group such as a local music group, choir, theatre group, dance groups or sports team
- An individual or group of individuals such as local residents
- Other events organised by members of WPA staff. This will include, but is not limited to, exhibitions, sports events, theatre productions, choir practices, and fundraising functions
- A commercial organisation such as dance groups, sports groups etc.
- A letting must not interfere with the primary activity of the school, which is to provide a high standard of education for all its pupils

3. General

The governors recognise that it would be impossible for them to personally vet every applicant or organisation who wishes to make use of the school premises. Accordingly they have delegated the authority to accept applications for hire to the Headteacher and the School Business Manager.



Appendix 1 - Conditions of Hire

Booking and Payment

The following procedures will always be followed;

All enquiries are directed to the School Business Manager

A meeting with the School Business Manager is arranged to show the facilities and discuss the conditions of hire (if a new letting agreement)

A date and time frame is agreed (the minimum period for which a charge for hire will be made is two hours)

The charge is agreed (charges are inclusive of the cost of utilities, personnel and parking)

To secure the booking the hirer must complete a booking form and a £100 deposit payment must be made to secure the reparation of any damage which may be occasioned and as payment for the over-running of the agreed times. The deposit will be returned after the letting, less the amount the school may deduct to cover these costs

On receipt of the booking form, the school will invoice the hirer for the full amount. Payment must be made at least two full weeks prior to the letting

The school will seek to recover costs incurred which are unavoidable and result directly from the cancellation of a booking

Hirers must state the maximum number of people expected and the school reserves the right to limit the number of people admitted dependent on the type and size of the accommodation hired

All hiring is subject to the hirer or the authorised representative occupying and vacating the premises at the stated times – should the letting over-run the stated time, the hirer will be liable for extra fees

The School Business Manager and hirer will inspect the condition of the area to be hired before the letting has taken place on the day of the hiring

The hirer and School Business Manager will inspect the area(s) hired following the letting and sign the completion slip on the lettings booking form to confirm that the hiring has been completed within the terms of the agreement

In the event of the hirer not arriving within 30 minutes of the agreed starting time, the premises will be secured and the let considered cancelled – in this event, no money will be refunded

If the hiring finishes earlier than the stated time, a responsible person must remain on site until the School Business Manager has been informed and locking up can begin

The school reserves the right to refuse without explanation any application and to cancel the hiring at any time without written notice

On the termination of the hiring under the above condition, the school shall return all or part of any money paid but shall not be under any liability for any loss or damage arising out of such termination



Persons under the age of 18 are not eligible to hire the premises

Health and Safety and Other General Conditions

Parking is at the risk of the vehicle's owner and is only allowed on the school site in the car park and is controlled by the School Business Manager

The school reserves the right to insist on the ejection of any person who is acting in a disorderly fashion

In exceptional circumstances, e.g. fire, flood or other emergency situations, the school reserves the right to suspend the letting until the premises are made safe

The hirer shall ensure that the noise is kept to a minimum at all times, especially when exiting the site

In the case of youth and junior organisations, a sufficient number of responsible adults must be in charge for the period of hire and ensure adequate supervision of all areas of the site to which the children have access

The hirer shall undertake to see that the premises are used in an orderly way and for the purposes only for which they are hired

The hirer shall reimburse the school the cost of making good any damage to the schools property arising from the hiring

The hirer shall not use or permit the use of the premises for the sale of goods by way of competitive bidding unless the sale is for the purpose of assisting the funds of a voluntary organisation whose activities are not carried out for profit and the whole, or substantially the whole, of the proceeds are devoted to the funds of the organisation

The school reserves the right to refuse entry to the premises in the interests of the health and safety of those present

Exclusions

The hirer may not assign or sub-let the use of the premises to any other person

The school buildings and site are entirely a non-smoking and non-drug taking area

The selling or drinking of alcohol is strictly forbidden

Nails, tacks, screws etc. must not be driven into the walls, ceilings, floors or fittings, or sellotape used to affix anything onto the walls, windows, or any other surface

No alteration or addition to the electrical installation shall be made and no equipment or apparatus is to be connected to it without prior agreement

PA systems or sound equipment are not to be used without prior agreement

No furniture, instruments or equipment belonging to the hirer may be left or stored on the premises without the agreement of the School Business Manager and if permission is granted, the hirer's goods are stored at his or her risk



Notices must not be exhibited on any part of the premises without the prior agreement of the school

Any hiring is subject to the condition that the premises will not be used for political purposes or the teaching of any political party politics or the public exhibition of films

The premises are not licensed for public entertainment and consequently the collection of money for admission and advertising any entertainment to the general public cannot be permitted

The hirer and those attending the function must not enter parts of the site other than those included in the booking agreement

The school does not undertake any responsibility for:

- Loss or damage of any goods or effects belonging to the hirer or any other person present
- Injury to any person attending the premises unless the injury results from the school's negligence
- Any breakdown, leakage, fire or accident rendering necessary the closure of the premises nor for any interruption of the hiring for repairs or renewals consequent on any such breakdown, leakage, fire or accident

Failure to comply with these regulations in any part may render the hirers ineligible for further lettings



Appendix 2 – Charges and Times of Hire

Facility	Monday to Friday (8am to 5.30pm) School holidays only	Monday to Friday (5.30pm to 10pm) Evenings	Weekend/bank holidays (8am to 10pm)
Hire of small hall	£30 per hour	£40 per hour	£45 per hour
Hire of large hall	£40 per hour	£50 per hour	£55 per hour

Additional Facilities	
Hire of table	£1 each
Hire of chairs	£6 per 100



Appendix 3 – Lettings Booking Form

Completed at the time of booking:

Name of hirer:		Organisation:	
Address:		Contact no:	
		Date of hire:	
		Arrival time:	
		Departure time:	
Maximum attendees:		Purpose of hire:	
Furniture required:		Deposit:	£100
		Cost:	
I have read the 'Conditions of Hire'			
I agree to abide by the 'Conditions of Hire'			

Completed slip – to be completed once the event has taken place:

Arrival time:		Departure time:	
Signature of school representative:		Date:	
I am satisfied the school has fulfilled its obligations as defined in the 'conditions of hire'			
Signature of hirer:		Date:	

Where either party feels unable to sign the completion slip, representation should be made in writing to the Headteacher