

VAUGHAN PRIMARY SCHOOL

HIRING & LETTINGS POLICY

School Review:	June 2020
Next Review:	June 2022
Delegated To:	Finance, Premises & Personnel Committee

AIMS

We aim to:

- Make sure the school's premises and facilities can be used, where appropriate, to support community or commercial organisations
- Allow the hiring of the premises without using the school's delegated budget to subsidise this
- Charge for the use of the premises to cover the costs of hire and, where appropriate, raise additional funds for the school
- Not let any hiring out of the premises interfere with the school's primary purpose of providing education to its pupils

CONDITIONS OF USE

The use of Education premises owned by the Local Authority is permitted under the following conditions, which may change from time to time.

GENERAL CONDITIONS

1. The Hirer and Guarantor, who both must be over the age of 18 years, must sign the application form.
2. Payment for hire must be paid not later than 7 days prior to the date of proposed use, remittances to be sent to the school.
3. The Hirer shall be entitled to cancel the proposed letting and to the return of any appropriate fees paid to the school, if written notice is received by the school at least seven days prior to the proposed date of letting. If written notice is received by the school less than seven days prior to the proposed date the letting fee shall not be refunded. If the school cancel any letting the fee shall be refunded.
4. The school reserves the right to:
 - a. 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.
 - b. Cease the letting if the hirer fails to comply with the fire, health and safety, safeguarding and other compliance regulations including employment and Right to Work in the UK.
5. The hirer shall not assign or sublet the premises or any part of the premises.
6. Authorised Officers of the school may enter the premises at any time for any reason during the period of the letting.
7. The hirer is responsible for the area of the premises hired and access and egress routes for the period of hire.
8. It is the responsibility of the hirer to ensure that the accommodation used is left in a clean, neat and tidy condition. If in the opinion of the Site Supervisor the premises are not left clean, the Site Supervisor will clean the premises and the cost will be recovered from the hirer.

9. When classrooms are hired for use the hirer will be responsible for ensuring that pupil's property, work and school equipment is not interfered with in anyway.
10. Any damage, litter or disorder upon your arrival to the premises should be reported to the Site Supervisor on site.
11. When you specify the time required on the application form, please include the preparation time and clearing up time you require.
12. The premises may normally be used only between:
 - 6.30 pm to 10.00 pm – Monday to Thursday inclusive
 - 6.30 pm to 10.00 pm – Fridays
 - 9.00 am to 10.00 pm – Saturdays
 - 9.00 am to 10.00 pm – Sundays
13. No intoxicating liquor shall be included in the refreshments available at any function held on school premises without the written consent of the school. The hirer shall not sell intoxicating liquor on the premises without the written consent of the school and the hirer shall previously obtain any necessary licences and approvals which shall be produced to the school prior to the date of hire.
14. No adaptations, modifications, or additions may be made to any part of any installations without previous consent in writing of the school and any alterations and additions as may be authorised shall be carried out in accordance with the directions and to the satisfaction of the school and shall be reinstated forthwith at the expense of the hirer to the school's satisfaction.
15. No additional staging, curtaining or scenery may be erected without the previous consent in writing to the school 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 school 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 on to the school nor taken away while the premises are in normal use. Storage facilities cannot be provided. Any property not so removed by the hirer 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. Bills of announcement of meetings or any form of advertising of forthcoming events taking place in the school may only be displayed on the school's premises by agreement with the Headteacher.
17. 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 event.
18. The hall may not be hired for political meetings.

HEALTH AND SAFETY/REFUSAL and CANCELLATION

19. The school has the right to refuse letting of premises to any organisation if it endangers community cohesion or appropriate use of school premises.
20. There will be NO SMOKING on the school site.
21. Permission to use the premises will not be granted if in the opinion of the school it is likely that the occupation would create unreasonable disturbances or inconvenience to the school and our residents in the neighbourhood or interferes with any existing occupation or with school activities. The Governors decision is final.
22. The hirer must secure the preservation of the 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.

23. 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.
24. 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 is present on the premises and members of the organisation may remain on the premises only as long as the hirer or his deputy is present on the premises.

ADDITIONAL FACILITIES

25. The use or movement of school/college pianos is granted only on application to and at the direction of the school who shall be satisfied that any movement will be carried out by specialist piano removers, the hirers to pay the fees.
26. Chairs and furniture may not be removed from classrooms or staff rooms without written permission of the Headteacher. Chairs located in halls are included in the hiring charge. Additional chairs can be provided at the appropriate hiring fee shown in the Scale of Charges. Chairs must not be removed from the school for use on playing fields or playgrounds unless prior approval has been obtained from the school.
27. Handicraft, domestic science, science laboratories, workshops, staffrooms and other specialist rooms, excluding gymnasias, are not normally available for use by general public and any such use will be granted only in exceptional circumstances at the discretion of the school who will ensure that such use, when granted, does not impair the efficiency of these rooms or their normal purpose.
28. The use of school gymnasias and equipment will be granted only at the discretion of the school and subject to a qualified instructor being present to ensure the safety of users and that the efficiency of the gymnasium is not impaired for the school use.
29. The use of school facilities, such as audio visual equipment, computer equipment, etc, is not allowed without the permission of the headteacher. Any additional facilities required by the hirer shall be paid for by the hirer and not by the school.
30. The school must be advised if food will be brought onto the premises. Cooking is not permitted but by prior agreement and on payment of an additional fee, food may be reheated in the oven in the Home Economics Room. Sinks may be used, but not sterilizing sinks. No other equipment such as pans, cutlery or plates may be used or moved. No portable cooking equipment is allowed on the premises. The kitchen, including cooker, work-tops, sinks and floors must be left in a clean condition. **The commercial kitchen is not available for hire.**
31. The use of school playgrounds for car parking by hirers is subject to the approval of the school. The parking of vehicles will not be permitted on any service road or approach drive where such parking would impede the easy passage of emergency services or obstruct residents' driveways.
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. Insurance cover has been effected against claims for loss or damage which the school may sustain through use of the premises, including cost of damage and the injury or death of any persons. The schools policy does not cover use for commercial or political purposes.
34. All hirers must arrange their own insurance cover against claims by the school for loss or damage or claims by other persons for loss, damage, injury or death. The school has the right terminate any long term agreement if there is unacceptable damage to the school buildings or environment.

COPYRIGHT AND PUBLIC PERFORMANCE LICENCES

35. The requirements in connection with the issue of Licences for public dancing, music or any public entertainment must be strictly fulfilled. A hirer who is organising entertainment for children must have regard to the requirements of Section 12 of the Children and Young Persons Act 1933.
36. No lecture, play, opera, dramatic, musical or other work in which a copyright subsists shall be delivered or performed on the premises unless the consent of the owner of the copyright has been previously obtained by the hirer and all necessary fees paid. No performance of any recording on disc or tape, etc, in which any copyright subsists shall be given on the premises unless the previous consent of the Performing Rights Society (www.prsformusic.com) or other owner of the copyright has been obtained by the hirer and all necessary fees paid. The hirer must make his own enquiries as to the existence of any such copyright as aforesaid.
37. The hirer and guarantor shall indemnify and keep indemnified the school from and against all costs and claims and demands which may be made against the school for any breach or infringement of copyright.

ADMINISTRATION FEE

38. In the event of an amendment/alteration to a hire agreement, by the hirer for the day of hire, an administration fee of 15% of the booking fee, or a minimum charge of £6.00 will be charged.
39. The use of the premises by the school for school functions shall not be subject to paragraphs: 1, 3, 4, 14, 26, 27, 28, 29, 30, 35, 36, 37.

DAMAGE

40. The Hirer agrees to pay the 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.
41. These conditions which supersede all previous conditions relating to the occupation of school premises outside normal hours shall take effect on 1st January 2018.

TERM OF LEASE

41. All long term leasing agreements will be reviewed on a two year basis. Charges will be reviewed on annual basis.

LETTING COSTS

42. The school will set three distinct charges for lettings:
- Community Lettings (involving partnerships)
 - Private Lettings
 - Private Lettings –where no caretaker charges are required
43. All charges will be reviewed in the summer term 2020 and then reviewed on an annual basis.



VAUGHAN PRIMARY SCHOOL

The Gardens
West Harrow, HA1 4EL
Telephone: 020 8427 7222
e-mail: office@vaughan.harrow.sch.uk
Headteacher: Mrs Karen Jones
Chair of Governors: Ms Lisa Young



Letting Charges

PUBLIC LIABILITY INSURANCE

For long term lettings public liability insurance is mandatory to cover yourself and guests from any accidents. A minimum of £5 million insurance is required by your company. A copy must be submitted to the school office.

CHAIRS AND TABLES

NO CHARGE.

MAIN POINTS TO CONSIDER

You must leave on time.

You must leave the accommodation used in a clean, neat and tidy condition.

No parking of cars on the grass.

Please be considerate to the neighbours of the school by keeping noise levels down and leaving quietly late at night.

The hall will not be let after 10.00 pm.

A returnable deposit of £300.00 will be held against any damage or accommodation being left untidy for any casual lettings.

APPLICATION FOR HIRE OF VAUGHAN PRIMARY SCHOOL

Date of application							
Name of Organisation/Business							
Registered Address of Organisation/Business (for invoicing purposes)							
Nature of Organisation/Business							
Contact Name (if different from above)							
Contact Address (if different from above)							
Telephone number(s)							
Type of Activity							
Area(s) to be hired							
Date and times for Hire/Function (<i>For Single Use</i>)							
Date: / / 20 Time: From.....To.....							
<i>Please note: You must include sufficient time to prepare the Hall and clear up when indicating the hours you require.</i>							
For regular use , please tick day required.	Mon	Tues	Wed	Thurs	Fri	Sa	Sun
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Full time / Term time only (please delete as applicable)							
Dates of hire:							
Approx Numbers attending							
Classroom	Yes No (<i>please circle</i>)						
Music studio	Yes No (<i>please circle</i>)						
Small hall	Yes No (<i>please circle</i>)						
Main hall	Yes No (<i>please circle</i>)						
Main Hall and Small Hall	Yes No (<i>please circle</i>)						
Sole use of facilities	Yes No (<i>please circle</i>)						

Additional Costs, Deposits and Hire

1) Equipment Hire (Short and Long Term) Table 1

	Deposit
Projector/screen/sound system	£250
Hot Servery Counters	£100
Classroom or studio smart board/computer	£250

2) Amendments to booking will incur a 15% Administration charge will be applied for single bookings (or £6 minimum).

3) Public liability

*I represent a non-profit making charity/organisation, have provided proof of my status and require the school to apply a 7% Public Liability Insurance charge to my invoice.
(please tick if applicable)*

*I represent a non-profit making charity/organisation, have provided proof of my status and also have provided proof of my own adequate Public Liability Insurance cover.
(please tick if applicable)*

*I represent a profit making organisation and have provided proof of adequate Public Liability Insurance cover
(please tick if applicable)*

Block bookings for regular hires will be invoiced one month in advance.

I have read the Conditions of Hire and discussed the hiring of the premises with the school. I agree to abide by all the conditions.

*Signed (on behalf of the hirer)..... Date:

Print Name..... Date:

Signed (on behalf of Vaughan Primary School).....

*Please sign and date this form and return to Mrs Kirsten Beaven.

For a single hire of premises, please also enclose a cheque for the total cost of hire plus £300 deposit. There should be two cheques included – cheque 1 for the hire cost and cheque 2 for the total deposit (including any equipment use deposits).

Cheques must be made payable to **Vaughan Primary School**.

Post dated cheques cannot be accepted.

New Letting Charges September 2020

Long term – Regular Annual Hire (Based on a minimum of 10 weeks block booking)

Location	Private or Business hire	Private hire (discounted) (no site supervisor required)	Community Letting (Links with the school)
Sole use of the new building	£100 per hour	£50 per hour	£50 per hour
Main Hall (2 toilets)	£45 per hour	£35 per hour	£30 per hour
Small Hall (1 toilet)	£35 per hour	£30 per hour	£25 per hour
Main Hall and Small Hall (2 toilets)	£55 per hour	£45 per hour	£35 per hour
School Field	£35 per hour	£30 per hour	£25 per hour
MUGA	£35 per hour	£30 per hour	£25 per hour
Studio	£30 per hour	£25 per hour	£20 per hour
Classroom	£30 per hour	£25 per hour	£20 per hour

One off/ Short Term bookings – Occasional Hire (See Public Liability Charge below)

Location	Private or Business hire	Community Letting (Links with the school)
Sole use of the new building	£180 per hour	£60 per hour
Main Hall (2 toilets)	£120 per hour	£50 per hour
Small Hall (1 toilet)	£ 60 per hour	£40 per hour
Main Hall and Small Hall (2 toilets)	£150 per hour	£55 per hour
School Field	£ 60 per hour	£40 per hour
MUGA	£ 60 per hour	£40 per hour
Studio	£60 per hour	£30 per hour
Classroom	£60 per hour	£30 per hour

Please note the Governing Body has the right to decide on whether the discount rate can be applied

Cooking facilities are not available. Hot servers and urns are available at an additional cost.

HIRERS PUBLIC LIABILITY INSURANCE OF 7% IS AN ADDITIONAL CHARGE AND MUST BE ADDED TO THE TOTAL HIRE CHARGE.