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Lettings Policy

Simon Marks Jewish Primary School has the following facilities available for hire:

- The Ground Floor Main Hall
- The Dining Hall
- The Playground

Each area can be hired separately or together.

The Governing Body controls the use of the school premises both during and outside the school day. It is the intention of The Governing Body to encourage the community use of schools providing that community uses are self-financing and the school's budget must not be allowed to subsidise them in any way.

This Policy Covers:

The basis of charging
The school's undertakings to the lettee
The Lettee's responsibilities to the school

Basis of Charge:

The letting fees cover use of the accommodation and provision of agreed furniture and equipment, reasonable wear and tear on the premises and the reasonable use of utilities amenities gas, electricity, water and toilet facilities, the insurance cover for the school's public liability responsibilities.

The lettees have use of the premises for their use, solely for the purposes described in their application. They may not sub-let or otherwise permit the use of the premises by other organisations or individuals. Any organisation proposed to be used for the purpose of supporting the lettees letting the premises must be declared in the application.

The lettees are also responsible for arranging for the security of the premises in relation to the letting including as necessary arrangements for opening and/or closing the premises as necessary at the beginning and ends of lettings. The security arrangements to be made must be discussed and agreed with the school in advance. In appropriate cases the school may agree to security proposed and run by the lettees. Alternatively, at the lettees request or otherwise, the school may make security arrangements for the letting which will be an additional charge at cost to the lettings fees. If the school agrees to security arrangements operated by the lettee, this must include that the insurance held by the lettee includes cover for any risk to the premises or school that may arise from defect in the security arrangements.

The school does not permit the consumption of non-Kosher food and drinks on the site. The school cannot hire out its main school kitchen area under any circumstances because of food hygiene regulations. It may be possible to agreed access to water and a small washing up facility by special arrangement. All proposals for provision of kosher food or drink must be agreed at the time of booking. Any proposal for the provision of alcohol must be specifically agreed and must be strictly on a non-sale basis.

Special arrangements, with reduced charges, may be agreed for events for educational purposes and those run by community organisations (see below). Such events will not be for profit, and generally, will be for the benefit of the schools community or the local community in the immediate vicinity of the school. The governing body of the school will retain absolute discretion on the determination of whether community/education reduced rates apply to a particular event or organisation.

The premises are normally available for hire:

- Out of school hours (normally deemed to be term time between 8:00-18:00)
- On days between Sundays and Thursdays inclusive.

The only lettings permitted on Fridays after school hours or Saturday are for Jewish religious purposes specifically approved by the governing body.

All lettings must be for purposes that are not inconsistent with the ethos and policies of the school as a state maintained Jewish voluntary aided primary school. Lettees must not without the specific agreement of the governing body associate the school with the purposes of letting organisations or their events. Lettees must not as a result of lettings, or advertisement or publicity for such events or otherwise, bring the school into disrepute.

Normal rates for private and commercial use

Normal minimum hire is 3 hours unless there are other activities booked at the same time)	Monday - Friday During School Day (normally available only when the school is not in session)		Evening (after 6pm) & Weekends	
	Hourly rate	All Day – 6hrs or more (10% Discount)	Hourly rate	All Day – 6hrs or more (10% Discount)
Main Hall	£65.00	£58.50	£65.00	£58.50
Playground	£45.00	£40.50	£45.00	£40.50
Dining Hall	£60.00	£54.00	£60.00	£54.00
Main Hall and Dining Hall together	£100.00	£90.00	£100.00	£90.00

These rates are indicative and there may be an additional charge for some equipment.

Approved Community Use

Area	Monday-Friday During School Day (subject to availability)		Evening & Weekends (minimum hire 3 hours)	
	Hourly Rate	All Day (6hrs) + 10% Discount	Hourly Rate	All Day (6hrs) + 10% Discount
Hall	£50.00	£45.00	£55.00	£49.50
Playground	£40.00	£36.00	£40.00	£36.00
Dining Hall	£45.00	£40.50	£45.00	£40.50
Main Hall and Dining Hall together	£80.00	£72.00	£80.00	£72.00

Lettees will be liable for any damage to the premises or equipment during lettings.

The above community rates will apply to events for educational purposes and those run by community organisations approved by the governing body. Community organisations that do not have other sources of funding through grants, membership fees, session fees or similar arrangements may exceptionally, at the school governing body's discretion, be charged only a nominal sum, depending on the particular benefit to the school or its community and/or the availability of income from other lettings at the same time. Such arrangements will be agreed on a one-off basis in the light of circumstances.

The school is willing to negotiate reductions in charges for lettings requiring regular commitments (e.g.: a set number of bookings)

Lettings for commercial use must be agreed with the Governing Body and charges above marginal costs may be applied.

A range of equipment can be provided by the school providing requirements are made in advance on the booking form. The school will inform the hirer if it is unable to meet the request.

Hirers should:

- Discuss their requirements with the school business manager to ensure availability
- Make a written application for the use of premises using the booking form. Simon Marks Jewish Primary School will then issue an invoice to the hirer as confirmation of booking. Lettees must agree and sign the conditions of lettings before the letting can take place.
- Pay the full cost of the letting including any additional charges for security or equipment, if the booking is made 2 weeks or less before the event. In all other cases, a payment of 50 % of the letting must be made on booking which is refundable should the event be cancelled more than a month beforehand. The balance of the letting charge and the full cost of other charges must then be paid 2 weeks before the letting date
- Provide proof of public liability insurance for the lettee's risk in accordance with the conditions of hire. The school can provide names of some insurers to seek such insurance but the choice of arrangements is for the lettee to make.

- All lettings agreed are subject to this policy and the terms of lettings agreement. Breach of these terms may lead to summary termination of the letting by the school without compensation and, as appropriate, other legal action by the school to recover any loss incurred.

In the event of cancellation hirers will be expected to pay:

50% of the booking if less than one month's notice is given

100% of the booking if less than two weeks' notice is given.

Principal conditions of lettings

- The lettee will comply with any conditions placed on the letting in writing in the letting agreement
- The lettee agrees to describe accurately their full requirements on the booking form and will fully comply with the payment and insurance requirements of the agreement which will confirm the arrangements agreed.
- The lettee is responsible for the laying out of any furniture and equipment as agreed for use during the let and for ensuring the clean return in good condition and putting away of such equipment as found. The lettee agrees to compensate the School for any damage other than fair wear and tear and for any additional costs incurred from failure to comply with this condition
- The lettee is responsible for ensuring the areas let are left tidy and free of major debris or spillages at the end of the let.
- The lettee is responsible for ensuring that security arrangements for the site and buildings, including opening and closing the premises as necessary, are agreed with the school in advance.
- The lettee is responsible for ensuring that the site remains secure during the let by supervising access and egress and ensuring the school gates are kept latched shut at all times.
- The lettee is responsible for containing participants to the areas let and ancillary facilities agreed for use as part of the letting.
- The lettee is responsible for agreeing with the school any arrangements for access to the school before the event for setting up and for ensuring the site is fully vacated by the appointed time for the let to finish. Lettees should be aware the school may be able to agree at its discretion in appropriate circumstances for equipment or other items to be left in advance of the letting. However, if significant time is needed before the main event for preparation of the premises or for clearing up afterwards then these periods will normally be added to the charged letting period.
- The lettee is responsible for reporting any accident, dangerous incident, breakage or other damage that has occurred immediately in writing to the school. There is an appropriate form included in the letting agreement pack.
- The lettee is responsible for conducting events without nuisance to the school's neighbours. Lettees in particular should consider excessive noise, particularly music, public address systems and loud noise outside. Especial consideration should be given at night, including when entering and leaving the premises. In the event of a complaint, failure to comply with instructions from the school or any statutory agency will result in immediate termination of the event without compensation and could lead to prosecution.

School undertakings:

- The school will make every effort to ensure the availability of accommodation and equipment as specified in the agreement. The school, however, takes no responsibility for loss or inconvenience to the lettee of any shortfall or cancellation of the letting for unforeseen reasons. Were such circumstances to occur the school will return such part or whole of the letting charge as it deems reasonable or will if preferred transfer the letting to another date. The lettee is advised to consider whether to take out appropriate cancellation insurance.
- The school undertakes to provide the agreed areas and equipment including ancillary facilities in a good and clean condition as agreed and suitable for the purpose intended.
- Lettees will be provided with the contact number for emergencies that may occur during the lettings.
- The school will provide to lettees on arrival a tour of the available facilities and point out toilets and other ancillary facilities available and also means of escape routes
- The school will provide lettees with details of the fire evacuation procedures and any particular hazards and steps that have been put in place to reduce them. Copies of the school's full fire plan and health and safety policy are available on request.
- The school does not provide first aid arrangements for lettings as a matter of course. Lettees should therefore make their own arrangement.