



# **Lettings Policy / Hiring TERMS & CONDITIONS 2021**

## **HIRING TERMS AND CONDITIONS**

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

- Ground floor main hall
- Dining hall
- Classrooms
- Playground

Each area can be hired separately or together.

The headteacher and governing body controls the use of the school premises both during and outside the school day. Our intention is 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:

- Basis of charging
- The school's undertakings to the hirer
- The hirer's responsibilities to the school

### **Basis of charge:**

The letting fees cover use of the accommodation and provision of agreed furniture and equipment, professional cleaning after the event (see hirers' responsibilities below), reasonable wear and tear on the premises, the reasonable use of utilities amenities gas, electricity water and toilet facilities, the insurance cover for the school's public liability responsibilities.

The school cannot hire out its main school kitchen area under any circumstances because of food hygiene regulations. It may be possible to agree 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 arrangement, with reduced charges may be agreed for event for educational purposes and those run by community organisations (see below). Such events will be not for profit, and generally, will be for the benefit of the school community or 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.

**Normal rates for private and commercial use:**

<b>Normal minimum hire is 3 hours unless other spaces booked at the same time</b>	<b>Monday – Friday during school day (normally available only when school is not in session)</b>	<b>Evenings (after 6pm) and weekends</b>
AREA	HOURLY RATE	HOURLY RATE
Main hall	£70	£70
Playground	£70	£70
ICT suite* (space only)	£70	£70
Dining hall	£70	£70
Main hall and dining hall	£140	£140

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 (eg. a set number of bookings).

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

The school can provide a range of equipment providing requirements are made in advance on the booking form. The school will inform the hirer if it is unable to meet the request. A small amount of free car parking is available in the school car park and there is free parking in the streets around the school.

**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 and Agreement supplied. Simon Marks Jewish Primary School will then issue an invoice to the hirer as confirmation of booking.
- Pay the full cost of the letting, 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.

- Proof of public liability insurance for the hirer's risk for £250,000. The school can provide names of some insurers to seek such insurance but the choice of arrangements is for the hirer to make.

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 one week's notice is given.

**Principal conditions of lettings:**

- The hirer will comply with any conditions placed on the letting in writing in the letting request.
- The hirer agrees to describe accurately their full requirements on the booking form will fully comply with the payment and insurance requirements of the agreement which will confirm the arrangements agreed.
- The hirer 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 hirer 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 hirer is responsible for ensuring the areas let are left tidy and free of major debris or spillages at the end of the let.
- The hirer 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 hirer is responsible for containing participants to the areas let and ancillary facilities agreed for use as part of the letting.
- The hirer is responsible for reporting any accident, dangerous incident, breakage or other damage that has occurred immediately in writing to the school.
- The hirer is responsible for conducting events without nuisance to the school's neighbours. Hirers 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 the premises. Failure to comply with instructions from the school or upon leaving the premises. In the event of a complaint, 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 hirer of any shortfall or cancellation of the letting for unforeseen reasons. Were such a circumstance to occur the school will return such part of whole of the letting charge as it deems reasonable or will if preferred transfer the letting to another date. The hirer 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 suitable for the purpose intended.
- The school will ensure that the premises are opened 15 minutes before the start of the letting and that a member of staff is at least on site 15 minutes

before the end of the letting period. Hirers will be provided with a contact number for emergencies that may occur during the lettings.

- The school will provide to hirers on arrival a tour of the available ancillary facilities including toilets and emergency exits.
- The school will provide hirers with details of 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 the school's website.
- The school does not provide first aid arrangements for hirers as a matter of course. Hirers should therefore make their own arrangements. The school may consider requests whether it can provide a first aider for events at an extra charge.