



Lettings Policy and Procedures

Little Ealing Primary School

Author of policy

Resources Committee

Policy owned by

Resources Committee

Last amendment date

March 2024

Approved by Headteacher

Renewal cycle

Every 3 years

RENEWAL DATE

February 2027

These terms and conditions apply to any person who lets or proposes to let all or part of the Little Ealing Primary School (respectively the “**Renting Party**” and the “**School**”) premises out of regular school hours.

1.0 Applications & Rent

1.1 Applications for hire of school facilities must be made using the form in Appendix 1 and should be at least one month in advance to the School Business Manager.

1.2 Where the School accepts an application for a single-instance let:

- The letting is confirmed only after receipt by the School from the Renting Party of a non-refundable deposit of 25% of the agreed letting cost; and
- The Renting Party must pay the balance of the agreed letting cost no later than 7-days before the proposed letting date. Failure to do so will entitle the School to cancel the letting request and retain the booking deposit.

1.3 Where the School accepts an application for long-term/repeat lettings:

- The letting is confirmed only after receipt by the School of a security deposit of £500 from the Renting Party. The School will hold the deposit for the duration of the letting period against the cost of repairing any damage that may be caused to the School and/or School premises by the Renting Party. Where the funds held on deposit by the School are exhausted, the School may request further deposits as a condition of the Renting Party being able to continue its letting;
- Letting costs are charged per School term in advance; and
- The Renting Party must pay any invoiced letting costs within 30-days of the invoice date.

2.0 Hire & Liability

2.1 The Renting Party must:

- have appropriate public liability insurance and provide a copy of the insurance certificate with the initial booking application;
- conduct a risk assessment and provide a copy to the School where it would be necessary and prudent to do so for the activities the Renting Party intends to carry out on the School premises; and
- inform the School of any changes to the validity or status of its insurance or its risk assessments.

3.0 Use of School Premises / Equipment

3.1 The School premises must be used solely for the purposes set out in the Renting Party’s application form.

3.2.1 School equipment must not be used unless the Renting Party is permitted to do so in writing by the School.

- 3.3 The Renting Party must adhere to School rules in relation to specific areas of the premises, e.g. only sports shoes may be used on the Astro-sports pitch, and no food may be consumed in any area of the School apart from the dining hall.
- 3.4 The Renting Party must leave the School premises/equipment in exactly the same state as they were found.
- 3.5 At the end of each letting session, the Renting Party must collect all rubbish and deposit it in the appropriate bins.
- 3.6 The Renting Party must ensure that at all times its employees, contractors, customers, guests or any other persons entering the School premises in relation to the letting remain within the areas designated to it by the School. The Renting Party is responsible for the supervision of those persons whilst they are on the School premises.
- 3.7 The Renting Party is liable for any damage caused to the School premises, contents or equipment as a result of the letting (including damage caused by guests) and must reimburse the School for the full cost of rectifying any such damage.
- 3.8 The Renting Party is responsible for the security of the School premises where the site manager or the caretaker are not on duty. The Renting Party must ensure that open School entrances are manned at all times.
- 3.9 The Renting Party must familiarise itself with and comply with the School's fire evacuation policy which can be found in all classrooms and is also available electronically on request.
- 3.10 Any electrical equipment brought onto site by the hirer must be less than one year old or must have a PAT test certificate issued by a competent person (proof of age of equipment or PAT test certificate required).
- 3.11 Smoking is not permitted in any area of the School premises at any time.
- 3.12 As soon as possible after the event, the Renting Party will report to the School on any accidents which occurred on the School premises during the course of the letting.

4.0 Termination & Amendment

- 4.1 The School reserves the right to refuse any application where it considers the proposed letting is unsuitable.
- 4.2 The School may terminate a letting arrangement at any time where the Renting Party materially contravenes any of these terms and conditions or any terms individually agreed between the Renting Party and the School. In such an event, the School will not be held liable for any costs incurred by the Renting Party as a result of the termination.
- 4.3 In the event of termination:-
- for long-term lets, where appropriate, the School will return the security deposit minus any reasonable deductions for damages or loss, and the payment for that term adjusted pro-rata based on the amount of term passed;
 - for short-term lets the School will return all deposit and advance payments.

4.4 Cancellation by the Renting Party will only be accepted in writing. Refunds are at the absolute discretion of the School but will normally only be made where at least 30 days' notice of cancellation is given prior to the date of the event.

- 30 days plus notice – full refund
- 29 - 15 days' notice, 50% of hire costs refunded.
- Less than 14 days' notice – no refund.

4.5 The School reserves the right to amend these terms and conditions from time to time as necessary.

5.0 Safeguarding

5.1 Where the Renting Party is working with children or vulnerable adults during a letting:

- it must obtain Disclosure and Barring Service (“**DBS**”) clearance for all personnel, including volunteers, that will come into contact with children during the course of the letting. Written proof of successful DBS clearance (name, DBS reference number and issue date of disclosure) for such individuals must be provided to the School at least 14 days in advance of any letting;
- the Renting Party must keep its DBS clearances up to date and notify the School of any changes of personnel or volunteers;
- the School will check the identity of all staff and volunteers notified by the Renting Party and will carry out open source checks on the Renting Party itself. The School reserves the right to carry out spot checks during the letting periods to ensure that only DBS cleared individuals are supervising;
- it is the Renting Party's responsibility to ensure that it complies with the relevant regulations for the safeguarding of children and vulnerable adults;
- the Renting Party must provide a copy of its safeguarding policy and procedures to the School at least [14] days in advance of any letting; and
- the Renting Party must have a qualified first-aider available on the School premises at all times during a letting,

5.2 For the avoidance of doubt, where at any time the School is not satisfied with the quality or adequacy of the Renting Party's DBS clearances or safeguarding policies and procedures or their application, it may terminate or cancel the letting on immediate notice.

6.0 Information

6.1 The Renting Party must cooperate with the School's reasonable requests for information in relation to the letting or the Renting Party's activities during a letting period.

7.0 Health and Safety

- 7.1 The school has the responsibility to ensure any hirers are provided a health and safety induction before any lets. This includes local fire evacuation procedures, first aid procedures and emergency contacts.

TRANSFER OF UNDERTAKING PROTOCOL

The health and safety and safeguarding of those present (if not organised/managed by the School) is the responsibility of those 'in charge' not of the head and/or governing body members of the School.



Little Ealing Primary School

Lettings Agreement

Application Form

Please complete this form and return it to the School Business Manager. To check availability or if you require additional information about the facilities available, please contact the School Business Manager on 0208 8567 2135 or email varinder.rekhi@leps.org.uk

DETAILS OF HIRER

Applicant (Name of person or organisation wishing to hire premises):
Address:
Tel No (daytime / mobile):

DETAILS OF HIRE / REQUIREMENTS

Type of Function:	
Date/s of Function:	
Time of Function Start Finish	
Number of people attending (Max)	
Number of children under 12	
Will there be an admission charge? If so, how much?	
Health & Safety (please tick box confirming that you understand the following)	The hirer is responsible for arranging first aid provision whilst on the premises. ☐
Safeguarding (please tick box confirming that you understand the following)	The hirer is responsible for ensuring that all safeguarding requirements are in place when events include children ☐

Summary of accommodation required (classroom/s, hall, astro sports pitch, etc.)

PUBLIC LIABILITY INSURANCE

All hirers of school premises are required to hold appropriate Public Liability Insurance. You are required to provide a copy of your insurance certificate.

DECLARATION

I hereby acknowledge that I have read and fully understand the Conditions of Use which solely govern the provision of all services supplied by the School. I agree to be bound by the terms and undertake to comply with them in all respects.

Signed _____

Date: _____

Name (in block letters): _____

On behalf of (if applicable): _____

Please note that a booking of School premises exists only when it has been confirmed in writing by the School and all fees and charges have been fully paid.

For Office use:

Availability confirmed:

Insurance Certificate received:

Event approved and confirmation of booking provided: