Bounds Green School
Premises Hire Policy
During COVID-19

Approved by Head Teacher:	Will Wawn	**Date:** 22/10/2020
Approved by Chair of Governors:	Mark Chapman	**Date:** 22/10/2020
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CONTENTS

Sections

1 Aims and Scope

2 Areas available for hire

3 Rates

4 Booking process/hire agreement

5 Conditions of Hire
5.1 Terms & References
5.2 Conditions of Hire

6 Monitoring & Review

7 Booking Form

1. Aims and Scope

This version of our Lettings Policy applies while COVID-19 remains a risk.

We aim to:

- 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 to providing education to its pupils
- Hire out facilities in a way that is safe, within current legislation and following government guidelines.

2. Areas available for Hire

The school will permit the hire of the following areas –

- Halls
- Classrooms
- Ball court and playgrounds

The type of activities allowed in these areas will depend on latest national and local government guidance on COVID-19, including on protective measures and social distancing.

Capacity and charging rates

All capacity numbers below will be subject to the latest government guidance and local guidance on COVID-19, including on protective measures and social distancing.

The maximum capacity and rates for hiring each area are as follows:

AREA	CAPACITY
Halls	30
Classrooms	15
Ball Court/Playground	60

3. Rates

Please note, all room charges are calculated by the hour.

Room Charges

School Hall	£30
Classroom	£30
Playground (per playground)	£30
Ball court/All weather pitch	£30

- Monday to Friday lets applies only to school holidays or after school (from 6:30pm).
- Prices can be negotiated with the Site Team and approved by the School Business Manager/Head teacher on individual circumstances and requirements.
- The school reserves the right to impose an additional cleaning fee on top of the hire rates. The Site Manager will confirm this.

Equipment

Any additional equipment may be arranged / supplied by specific request. All equipment must be requested 14 days in advance of the booking.
Equipment is charged on an individual agreement basis

4. Booking Process/Hire Agreement

- All bookings must be accompanied by a booking form. Those wishing to hire the premises should fill out the hire request form, which you can find at the end of this policy, and read the

terms and conditions of hire set. The Hirer should fill out and sign the hire request form and submit it to the school office.

- The hire will granted following evaluation and decision made by management. Once the booking is confirmed by the Site Manager, the Agent will send a booking invoice. All bookings must be paid for in advance via BACS payment (external Hirer) or through Schoolcomms (School Gateway) if a parent/member of staff. We are a cashless school, therefore no cash can be taken for lets.

- We reserve the right to decline any applications at our absolute discretion, in particular where the organisation does not uphold the values of the school, reputational damage may occur, or the activity does not adhere to the latest government safety advice.

- If required, the Hirer will also need to provide proof of their public liability insurance.

- The Owners reserve the right to ask for an additional but Refundable deposit for certain types of lettings. (please note, this does not apply to parties booked for children who attend Bounds Green School).

- The Owners (by themselves or the Agent) reserve the right to terminate with immediate effect any activity, entertainment or meeting which in their opinion is not properly conducted or which may infringe any of the provision hereof in particular any suspected disorder, damage, offence or illegality.

- We reserve the right to cancel any agreed hiring with a minimum of 5 days notice. However, the Owners reserve the right to cancel lettings at short notice if it is linked to coronavirus (e.g. due to a local lockdown, or suspected/confirmed case on the premises). A full refund will be issued if we do cancel a hire. The school shall not be liable for any indirect or consequential losses, including (without limitation) any loss of profits, loss of business or the loss of any revenue arising out of the cancellation of any hire.

- The Hirer of the premises can cancel any hire with a minimum of three weeks notice to the school. If the Hirer has had to cancel a booking due to a local lockdown or if there is a suspected/confirmed case among the hiring group, the Hirer is requested to provide as much notice as possible.

- The school reserves the right to cancel any lets deemed inappropriate upon investigation.

- The school reserves the right to change and/ or alter at any time these conditions.

Accepting of a hire slot and payment of deposits is deemed to be acceptance of these conditions.

5. Conditions of Hire:

5.1 Terms & References

"The Owners" means the Governors of Bounds Green Federated Schools and the Agent means the Administrative staff of the School, including the Site Manager.

"The Hirer" means the person(s) signing the application form and in addition any organisation for whom they have stated in such form to be acting. The liability under the hiring agreement of such person and such organisation shall be joint and several.

5.2 Conditions of Hire

- The Hirer and the individuals participating are responsible for adhering to the latest government guidelines on COVID-19 and social distancing at all times.

- The Hirer is responsible for carrying out any risk assessments of the premises relating to the activities they are running. This includes a risk assessment for COVID-19.
- Any cancellations by the school made in the case of cancellations relating to COVID-19 will be refunded.
- Not more than the number of persons in the acceptance of application form or stipulated in the acceptance shall be allowed in the School premises at any one time.

- Use of the School premises or the relevant part thereof and entry thereto is limited to the purposes and times stated on the application form and no Sub-letting is permitted.

- The Hirer is responsible for and shall indemnify the Owners against all damage to the School premises or equipment occurring during or in relation to the hiring or while persons are entering or leaving the school premises pursuant to the hire, however and by whosoever caused. The Hirer will provide a copy of Public Liability insurance to the Agent.

- The Owners shall not be responsible for any loss or damage to any property arising out of the hiring nor for any loss, damage or injury which may be suffered by or done or happen by any person using the School premises during or in relation to the hiring. This includes any breakdown of machinery, failure of supply of electricity or gas, leakage of water, fire, government restriction, requirement of the local Education authority or act of God which may cause the premises to temporarily close for the hiring to be interrupted or cancelled.

- The Hirer shall indemnify the Owners against any claim which may arise out of the hiring or which may be made by any person reporting to the School premises during or in relation to the hiring in respect of any such loss, damage or injury, but a formal written report should be made to the Owners within 24 hours.

- The Owner reserves the right to cancel the hiring at any time in case of emergency (e.g. COVID-19 local or national lockdown, adverse weather conditions, enforced school closure, act of God etc). In this event, the Owner will not charge the Hirer for the cancelled let/ a full refund will be issued. The school shall not be liable for any indirect or consequential losses, including (without limitation) any loss of profits, loss of business or the loss of any revenue arising out of the cancellation of any hire.

- The right to remain on the School premises at any time during the hiring is reserved to the Owners and the Agent and any police officer.

- The Hirer must secure the preservation of order at all times, and take all reasonable steps to prevent injury, loss or damage to any person or property, on all occasions on which the premises are being used by virtue of such permission. 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.

- No bolts, nails, screws, bits, pins, spikes or other objects shall be driven into the fabric or furnishings of any part of the School premises.

- The Hirer shall at the expiration of the hiring leave the School premises in a clean and orderly state. Where equipment and furniture had been provided, the Hirer will ensure that these are in like condition and in position as found. The school will be responsible to conduct a post letting clean, following our COVID-19 Risk Assessment guidelines. The school may request additional fee for this in addition to hire charges.

- The Hirer shall ensure all property brought into the premises for the purposes of the hiring are removed before the expiration of the hiring, The Owners shall not be responsible for any property left behind and reserve the right to levy a charge whilst it is on the premises or dispose of it.

- No slogans, advertisements, flags, emblem or decorations shall be attached to the outside of the School premises whether affixed to the fencing or freestanding.

- No slogans, advertisements, flags, emblem or decorations to be displayed inside the school buildings.

- No exits may be blocked or chairs or obstructions placed in corridors or fire appliances removed or tampered with. The Hirer shall ensure that users of the premises are aware of evacuation procedures and of the locations of emergency exits and fire-fighting equipment.

- No lights or other electrical apparatus shall be connected to the school electrical supply without prior permission. On permission being granted the Hirer should ensure that all are properly insulated and fused and electrical plugs and sockets shall not be overloaded.

- Cars must be parked in the spaces indicated and should be parked only for the duration of hire.

- The Hirer is responsible for observing regulations attached to any music and dancing licence and any theatrical productions.

- No alcohol may be consumed on the premises without prior permission from the Owners. All legal requirements regarding the sale and consumption of alcoholic liquor and the performing of plays and the exhibition of cinematography shall be observed and there shall be no infringement of any copyright subsisting under the Copyright Act of 1965. The Owners or the Agent must be furnished with proof that the provisions of the clause have been complied with 48 hours before the hiring. All legal requirements of Gaming and Lotteries legislation shall similarly be observed without infringement.

- All scenery and costume used for stage performances and the like must be fireproofed, in accordance with current legislation. The Hirer shall make such provision for such insurance cover as the Owners or their Agent may require, and shall pay all premiums due there under, and produce the policy or policies of insurance 48 hours before the time of the hiring.

- Hall: In order to protect the floor, spiked shoes or stiletto heels must not be worn on the premises, and Hall equipment is in any case not to be used unless an adult with recognised qualifications for the activity proposed is personally in charge at all times.

- The Hirers of the Hall or any other part of the School Premises should ensure that suitably qualified supervision is available.

- The school is dedicated to ensuring the safeguarding of its pupils at all times. It is the responsibility of the Hirers to ensure that safeguarding measures are in place while hiring out the space.

3. Monitoring and review

All policies are reviewed and formally adopted on an annual basis.

APPLICATION FOR HIRING SCHOOL PREMISES
(Please complete form in black ink for good photocopying and print throughout).

To be completed by the person, aged 21 or over, who will be responsible for the payment of the charges for the use of the accommodation and other facilities and who will give the indemnity required by the Lettings Policy. This application must be forwarded to the person named at the bottom of this page as early as possible and not less than 14 calendar days before the date of the proposed use.
Once the booking is confirmed, the Agent will send a booking invoice. All bookings must be paid for in advance via BACS payment (external Hirer) or through Schoolcomms (School Gateway) if a parent/member of staff. We are a cashless school, therefore no cash can be taken for lets.
The Owner reserves the right to cancel the hiring at any time in case of emergency (e.g. local lockdown, school closure due to confirmed COVID-19 case, adverse weather conditions, enforced school closure etc). In this event, the Owner will not charge the Hirer for the cancelled let.

1) Organisation/Person applying: _____

2) Person responsible for payment: _____

Address _____
Postcode: _____

Daytime Tel: _____ Evening **and** Mobile Tel: _____

2) Contact Person (if different from No 2): _____

Address _____
Postcode: _____

Daytime Tel: _____ Evening **and** Mobile Tel: _____

3) Nature or object of meeting/event
_____

4) **Accommodation required**:

Room/Hall	No. of Chairs	Day of week	Date/No. of weeks	Time of proposed occupation From	To

6) Number of people expected to attend:_____

7) School equipment requested _____

8) We do/do not intend to serve alcohol (if you do intend to serve alcohol arrangements must be discussed and agreed with the Owners). In circumstances that require a license the person/organisation will need to apply for a TEN (temporary event notice) License for the sale and consumption of alcohol and provide the Owners with a copy of the license before hiring commences.

9) On behalf of the organisation/person described in (1), whose authority I have to bind them signing this application, I accept the Conditions of Hire described in Bounds Green Junior School Lettings Policy (attached) and agreed to pay the sum of £ …… (as specified in charge sheet).

Signed:_____ Name:_____ Date:_____

Completed application to be sent to the Site Team at the School.
(Please complete form in black ink for good photocopying and print throughout).

CONFIRMATION OF BOOKING (To be completed by Site Team)
Date - _____
Time - _____
Cost of Booking - _____

Signed (Site Team)_____ **Date** _____
Copy to be given to Hirer and original to be kept on file