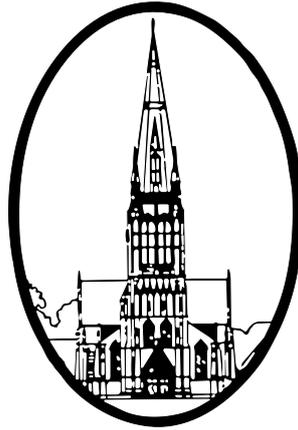


# St. Mary's C. of E. Primary School

**'Through God's love, we strive to be the best we can be.'**



## Letting and Community Access Policy

Policy Reviewed by Governors: May 2017  
Review date: May 2018

## Mission Statement and Values

*“Through God’s love, we strive to be the best we can be.”*

*St Mary’s is an inspiring and creative school which fosters a love of learning as well as developing skills for life. We strive to enhance every child’s moral, spiritual, intellectual, social and physical well-being and celebrate every child’s gifts.*

*As a faith school we hold **love** at the centre of all we do. This and the following values reflect the ethos of our school.*

***Respect** – ourselves, each other and our environment*

***Courage** – to stand up for what is right, overcome our fears and embrace new challenges*

***Truth** – in the choices we make and our dealings with family, friends, school and community*

***Hope** – that inspires us to look forward in confidence to a better life for all*

### **1. Introduction**

The Board of Governors of St. Mary’s C of E Primary School are keen to see that the premises of the school are used for the benefit of the whole community. The use of the school premises at all times is under the control of the Headteacher, the Board of Governors (Education Act 1986, sect.42 no.2) and the LDBS (the freeholders), who are responsible for the use of the space at all times.

This letting policy operates within the framework of the London Borough of Hackney’s Equal Opportunities Policy. The Sex Discrimination Act 1985 and the Race Relations Act 1976 apply throughout this policy and will be adhered to throughout all stages of our lettings procedures.

Having regard to our duty under the Race Relations Act 1976 (but without prejudice to our duties under the Equality Act 2010) the Board of Governors will not let the school premises to organisation’s whose purpose is, amongst other things, to encourage racial discrimination and/or disharmony between persons of different religions/racial groups, or are otherwise involved in activities prejudicial to good race relations.

The Board of Governors will consider applications based on reasonable management decisions, other lettings already agreed, e.g. school functions, Parents/Teachers Associations or fund raising activities, the aims and objectives of the proposed Hirer and other factors approved by the Board of Governors.

The Board of Governors has the right to refuse any application without explanation if the Hirer is not consistent with any school policy.

The school will consider letting to any group able to comply with the terms and conditions outlined in this policy. These terms and conditions are clearly stated in our Conditions of Usage and booking procedures documents, which will be sent out with all application forms.

The criteria for bookings will need to be discussed and decided upon by the Headteacher and a working party of the FPP and SPC Committees of the Board of Governors.

## **2. Conditions of Booking**

Once you, the Hirer, have accepted a permit to use the school premises, you are automatically bound by all terms and conditions of usage of the premises. The Board of Governors has the right to vary these terms and conditions at any time, giving the Hirer one months' notice.

The person signing the application form, on behalf of their organisation, (then known as the Hirer) is personally responsible for ensuring that all terms and conditions of our letting policy are adhered to.

Access to the premises will be restricted to the areas hired. All other parts of the premises will be secured to prevent unauthorised access to the school.

### **Insurance**

The Hirer must arrange public liability insurance to protect the Hirer against third party claims for loss, damage, injury or death arising out of the use of the premises for no less than £2 million, and to provide an indemnity cover in respect of damage to the premises hired for no less than £2 million where such damage can be attributed to the negligence of the hirer or his/her employees or agents; indemnity should be extended to include the Board of Governors of the School.

### **Loss and damage of school property**

The hirer shall indemnify the Board of Governors of the School against all claims, loss, damage or injury which may be brought against or suffered by the Board of Governors arising from or in consequence of their hiring of the school premises or equipment; the cost of reinstating or replacing any part of the premises or any property which shall be damaged, destroyed or removed during the period of the hiring of the premises; any infringement of copyright which may occur during the hiring (if applicable).

The Board of Governors will not accept responsibility for any loss of or damage to any property owned by any person using the premises during the period of letting. Property shall be brought on to the premises at the sole risk of the owner.

### **Security**

The Hirer must make sure that all users are aware that they are solely responsible for the security of the personal property. If tickets are issued for any events, this statement should also be printed on the ticket.

The Hirer is responsible for informing the Board of Governors, of any person sustaining injury or loss on the school premises during the period of let. This information must be present in writing to the Board of Governors within 24 hours of the event. Any further information required by the Board of Governors must be made available on request.

### **Alcohol**

Alcohol may not be consumed on the school premises without the written permission of the Board of Governors. It is the responsibility of the hirer, on behalf of the recognised organisation, to obtain any necessary license for the sale of alcohol, which must be presented to the school prior to the event.

### **Licenses**

The requirements of the school Board of Governors on or in connection with the issue of licenses for public dancing, music or any public entertainment must be strictly fulfilled. As those licenses lay down stringent regulations, the Hirer must study the regulations of the Local Education Authority on the issue of licenses for such purposes. A copy of the regulations and requirements can be obtained on application from the Local Authority of the Board of Governors.

If a Hirer is uncertain as to the application of any of the licensing regulations, he/she should obtain further information from the Licensing Officer of the London Borough of Hackney. A Hirer who is organising events for children must have regards for the requirements of The Children and Families Act 2014.

The Hirer is responsible for obtaining all necessary licenses and copyright consents. The Board of Governors are entitled to require proof of a license and copyright consent 48 hours before the hiring.

Licenses are issued by the local authority and are usually required for

- Any function at which alcohol is sold;
- An entertainment advertised to the general public, whether on payment or otherwise.

Licenses are not required for:

- Bazaars. Jumble sales, car-boot sales, bingo etc where the proceeds are for the school;
- Wedding receptions, private parties.

### **Copyright**

The Hirer must ensure that they comply with any copyright or conditions of Performing Rights Society if applicable. Evidence of this must be shown to the Board of Governors at the time of the booking. The Hirer and the guarantor shall indemnify the Council and the Board of Governors from and against all costs, claims and demands which may be made for any breach or infringement of copyright.

The Hirer and the guarantor shall indemnify and keep indemnified the Council, Education Committee or the Board of Governors from and against all costs, claims and demands which may be made against the Council, Education Committee or the Board of Governors for any breach or infringement of copyright.

### **Cancellations**

The Board of Governors may cancel any permission granted to use the premises:-

- a) If it should appear that the same or any part thereof will be required for public or official purposes whether of the Local Authority or Board of Governors or otherwise by anybody or person having a statutory right of use.
- b) If any damage has been caused to the premises or to any property of the Local Authority thereon by reason of any previous use of the premises by the person or body now wishing to use the premises.
- c) If breaches of the requirement of the Local Authority of Hackney licensing conditions or of the justice in connection with public dancing, music or other public entertainment's occur.
- d) If, for any reason, the Local Authority Committee or the Board of Governors deem it necessary or expedient to cancel the license or permit.
- e) If, for any reason, the school is closed, no compensation shall be payable by the Local Authority or the Board of Governors, to the hirer or any other person by the reason of any such cancellation. Any fees paid by the Board of Governors in respect of a permit which is subsequently cancelled by the LA, Children's Schools and Families Committee or the Board of Governors will be refunded unless the cancellation is by reason of damage having been caused.

### **Hirer's responsibility**

No person under the age of 16 years is permitted on the premises without adequate adult care and supervision.

The right of access to all parts of the school premises whether or not included in the permission for users is reserved by the Headteacher, Board of Governors or any officer authorised by them and the hirer shall not obstruct or interfere with this right.

No alterations or additions to the electrical installations at the school may be made whatsoever and any electrical equipment that is brought onto the premises by the hirer must comply with the Portable Appliance Testing regulations.

No additional staging, curtaining or scenery may be erected.

Furniture, including chairs, must not be removed from the schools premises nor may they be for use in the playground or in any other building outside the school unless prior permission has been applied for and granted by the Headteacher or Board of Governors.

No advertisements, emblems or slogans shall be displayed outside the school premises without the prior written permission of the Board of Governors.

The Hirer shall remove from inside the premises any advertising, emblem or slogan if, in the opinion of the Board of Governors, is unlawful, unseemly, likely to lead to disturbance or expose the premises to undue risk of fire.

The use of any preparation or material for the purpose of preparing a floor for dancing is not allowed, as this may make the floor dangerous for normal use. The safe condition of the floors shall be deemed acceptable to the Hirer after inspection and will remain the Hirer's responsibility during the letting.

If the terms and conditions of the Hiring are contravened in any way, the Headteacher and Board of Governors reserve the right to cancel any permission for further use and will inform the Hirer in writing. In such event the Hirer will not be entitled to any compensation or refund of any payment made in respect of such use.

It is the responsibility of the Hirer to ensure that any area of accommodation used in the course of the letting is left in the condition in which it was found and is maintained in a safe condition during the letting.

If the hire is used for after school clubs then parents are not allowed to wait on the school grounds or inside building due to teachers and admin staff still working on the premises. The Hirer will need to use the main large gate to welcome and dismiss children to their parents/careers. Parent/careers will need to wait outside the school premises to collect their children.

All Hirers will adhere to St. Mary's C of E primary School policies, where applicable which have been agreed and approved by the Board of Governors and which are regularly updated in accordance with statutory requirements.

It is the responsibility of the Hirer to ensure that the fixtures and fittings e.g. stage in main hall, is not altered or any equipment is not attached to the existing fabric of the school.

The school does not permit filming to take place at any time on the schools premises; photography is only permitted with prior permission from the Headteacher.

**To be attached to application form**

**1. Conditions of Usage**

**I. Insurance**

The Hirer must take out public liability insurance cover with the Local Authority as part of their booking agreement unless proof of equivalent adequate insurance is shown to the school.

**The Hirer must arrange public liability insurance:**

- a) To protect the Hirer against third party claims for loss, damage, injury or death arising out of the use of the premises for not less than £2 million.
- b) To provide an indemnity cover in respect of damage to the premises hired for not less than £2 million where;
- c) Such damage can be attributed to the negligence of the Hirer or his/her employees or agents.
- d) Indemnity should be extended to include the Board of Governors.

The Hirer shall indemnify the Board of Governors of the School against:

- a) All claims, loss, damage or injury which may be brought against or suffered by the Board of Governors arising from or in consequence of the hiring of the school premises or equipment.
- b) The cost of reinstating or replacing any part of the premises or any property which shall be damaged, destroyed or removed during the period of the hiring of the premises;
- c) Any infringement of copyright which may occur during the hiring (if applicable).

**II. Liability**

The Board of Governors shall not be liable for any loss or damage caused to the Hirer or to any other person as a result of:

- a) Any failure or defect or want of repair on any of the fixtures, fittings, furniture, equipment or appliances belonging to the school or Local Education Authority at the school.
- b) Any failure or interruption in the supply of water, gas or electricity to the accommodation; or any defect or want or repair in the premises or in the means of access to the premises.
- c) Any theft or malicious or accidental damage to or loss of any property of any persons taken or left at the premises.

**III. Health and Safety**

The Hirer will adhere to all Health and Safety policies and procedures as required by the school. The Hirer is responsible for ensuring that all people using the school premises during the hire period are aware of exits, emergency exits and that the hirer's staff know the location of fire-fighting equipment.

The Hirer is also responsible for providing a first aid kit and ensuring a qualified first aider is available on site.

No exits or corridors may be blocked or fire-fighting equipment removed.

The Hirer is not permitted to use any apparatus located on the school grounds.

The Hirer is required to have all electrical equipment tested and certified for use on the premises.

#### **IV. Alcohol**

No alcoholic drinks may be consumed or brought onto the premises unless written permission has been applied for and received from the Board of Governors. No alcoholic drinks may be sold without a magistrate's license, and this must be shown in advance to the Board of Governors and posted onsite for the duration of the hire.. Safety regulations require that no alcoholic drinks are stored or consumed in the kitchen area.

#### **V. Smoking**

The School's No Smoking Policy must be adhered to at all times. Smoking is not permitted anywhere inside or around the surrounding parameters of the school property.

#### **VI. Advertising**

No advertisements, emblems or slogans shall be displayed outside the school premises without the prior written permission of the Board of Governors.

The hirer shall remove from inside the premises any advertisement, emblem or slogan if, in the opinion of the Board of Governors, is unlawful, unseemly, likely to lead to a disturbance or expose the premises to undue risk of fire.

#### **VII. Fixtures and Fittings**

No furniture is to be used without prior permission. Any movement of furniture required must be undertaken by the hirer under the direction of the Premises Manager or Administrative Manager.

No fixtures or fitting or other objects shall be driven into the fabric or furnishings, or affixed to them, without the prior written agreement of the Board of Governors.

#### **VIII. Hirer's apparatus/equipment**

The Hirer shall obtain the Board of Governors written agreement to the bringing onto the school premises of any apparatus or equipment. Any apparatus or equipment agreed with the Board of Governors to be brought onto the premises is used at the hirer's own risk.

The Hirer shall ensure that such apparatus or equipment is removed within such times as the Board of Governors may allow. Any property not so removed may be removed by the Board of Governors at the Hirer's risk; the cost of such removal, together with any storage charges incurred by the Board of Governors, shall be recoverable from the Hirer.

#### **IX. Numbers**

The Hirer shall not allow on the school premises more that the number of persons stated in the application form.

There is no access to the main school kitchen. A small cleaning area will be provided with a fridge/freeze facility. Any kitchen equipment's or utensils brought onto the premises is used at the Hirer's own risk.

The authorised Hirer is responsible for those attending the function and in particular for leaving the site in a quiet and orderly fashion by the time stated in the booking agreement.

## **X. Cancellations**

- a) Occasional booking: The hirer to give at least 10 calendar days' notice of a cancellation.
- b) Casual Bookings (Football Pitch Bookings): the hirers to give at least 48 hours' notice of a cancellation.
- c) Block-bookings for a term or longer: at least one month notice of cancellation to be given by the Hirer. Shorter periods of notice may be mutually agreed.
- d) If the Board of Governors consider it likely that any one of these conditions will not be complied with by the Hirer, the Board of Governors may terminate the hiring forthwith by written notice to the hirer.
- e) If, during the period of a hiring, any Governors or members of the Senior Leadership Team or any other authorised member of staff who may be present is of the opinion that any of these conditions have not been complied with or that disorder, damage to property or an illegal act has taken place or is threatened, that person may summarily terminate the hiring by oral notice to the Hirer, or (in his/her absence) to any other person or persons apparently in control of the proceedings, whereupon the premises shall be vacated forthwith.

**In the event of the hiring being cancelled under wither c) or d) above, the Board of Governors shall be under no liability to refund any payment made for the hiring or to compensate the Hirer or any other person for any loss or damage sustained in consequence of the cancellation.**

Where notification is given within the required period to the Board of Governors, the booking charge will be refunded in full apart from the set administration charge. Your custom will be welcomed again at any time in the future.

Where notification is given to the school between 2-4 weeks prior to the arranged date of the let, the hirer will be entitled to a 50% refund only.

Where notification of cancellation is given less than 2 weeks prior to the arranged date of let, the hirer will not be entitled to any refund.

Where a cancellation is made by the Board of Governors of the school, the Hirer will entitled to a full refund. The Board of Governors will endeavor to notify the Hirer at the earliest possible moment, however, no guaranteed period of notice can be offered. Regardless of when notification is given to the Hirer, the Hirer will not be entitled to any compensation.

Please note:

- a. The above conditions apply for cancellation of total or part of a booking.
- b. Where the Hirer makes a permanent cancellation during the course of a letting agreement, the Hirer will receive a refund for any outstanding sessions but no compensation will be available. The administration charge will still stand.

## **XI. Car Parking**

The school does not have any car parking facilities available. Where loading and unloading is required, the Hirer must undertake the proper stewarding and control of the area in collaboration with the police where necessary. The Hirer must maintain safe entry and exit from the premises and provide and maintain clear access for emergency vehicles and service vehicles.

## **XII. General Terms and Conditions**

The Hirer is responsible for the protection of the premises from damage, for the good behavior of all associated users, and ensuring that alcoholic drinks, where permitted, are consumed in moderation when brought into the premises for a function.

The hirer is responsible for ensuring that all areas are left clean and tidy as found. This includes all outside areas as well as indoor areas. If this is not found to be the case the hirer will be charged a penalty sum to cover costs of any repairs or cleaning required.

No school staff are permitted to accept hospitality gifts, either cash or in kind, at any time. We request that not gifts of this nature are offered.

No litter of any kind is to be left or thrown on the premises. It must be gathered in appropriate refuse bags and disposed of in the bins located at the back of the school.

The Hirer will adhere to all aspects of the letting policy at all times through the procedure of applying for and accepting a let on our premises.

All children will be supervised at all times by their parent/careers except where children are attending an organised group or care scheme. Where the latter applies, the group/care scheme will adhere to all regulations set out in the Children's and families Act 2014, including those of registration with the relevant registering body.

No stiletto heels or similar objects are allowed on the wet pour (blue area) surface area of the playground.

No food or drink is allowed in any area except designed social areas, unless prior written permission has been granted.

St. Mary's C of E Primary School should be reasonably satisfied that the Hirer is able to manage the let in accordance with adequate care, health and safety procedures, etc. before agreeing to accept the booking, e.g. check adults: child/young person supervision.

If the school does not feel that satisfactory management procedures will be in place during the let they should not accept the booking application.

## **XIII. Administration charges**

Any amendment to a booking must take place at least 14 days prior to the let and will be at a cost of £20.00. Verbal requests will be considered but must be immediately confirmed in writing.

The Hirer must not presume an amendment has been agreed until he/she is in receipt of written confirmation from the Governing Body.

## **XIV. Booking Procedures**

- a) Applicants should fill in an application/booking form and return to the School office.
- b) The person signing the application form (then known as "the Hirer") is responsible for all aspects of the let.
- c) By signing the application form, the person signing is acknowledging and agreeing to adhere to all aspects and conditions of our school's letting policy.
- d) A signed application does not guarantee the booking will be granted.
- e) Where the application for a let is accepted, the applicant will be sent a letter provisionally confirming the let and an invoice to cover the cost of the let and any additional returnable deposit required.

- f) The Hirer should then pay the booking invoice, in full 14 days prior to the date of the let and ensure that they receive a receipt of payment. This will then confirm the booking agreement. Any returnable deposits required (i.e. for special function) must be paid immediately within 72 hours of the date of the booking form was sent. Failure to pay the invoice and returnable deposit (where required) will result in the application for the let becoming void.
- g) Where deposits are paid, the Hirer must ensure that he/she meets the representative from the Board of Governors (usually the School Administration Manager or Premises Manager) and signs for the conditions of the building on arrival. At the end of the hire period, the Hirer is responsible for agreeing and collecting the certificate.
- h) Where applicable, the certificate must be presented to the Premises Manager or school Administrative manager, within 48 hours (72 hours if the let takes place at the weekend) after the let in order to claim back any refund. Failure to do so will mean that the deposit is not returnable.
- i) Hirers will automatically be charged for public liability insurance in addition to the booking charge unless proof of adequate insurance is shown to the school (a photocopy will be taken for the records).
- j) Any requests for amendment to the booking must take place at least 14 days prior to the date of the let. Where amendments are agreed, an additional administration charge of £20.00 will be payable. The hirer must not presume that any amendment will automatically be agreed. Confirmation of any amendments will be sent to the Hirer in writing.

## **XV. Booking Times**

- a) There will be no access to the premises before the commencement of the period. Hirers must allow sufficient time for preparation before the event when booking the time of the let.
- b) Hirers must have left the premises by the end of the booking period. Sufficient time must be included to allow for clearing away and for all participants to leave the premises by the end of the booked period.
- c) Availability of the premises is negotiable. Please contact the school to find out the current hours of access.

## **2. Complaint Procedures**

### **1. What if the school has a complaint about our group/organization?**

- If the school has concerns about a let the following procedures will be followed:-
- A representative of the Board of Governors (usually the Administrative Manager or Premises Manager) will verbally raise the concern with the named hirer.
- The situation will be monitored for two sessions to allow the issues to be addressed.
- If the situation remains unsolved, the Hirer will receive written notification of the concern and a further two sessions will be given to allow the Hirer to address the situation.
- If the matter remains unresolved, the Hirer will receive formal written notice of termination of the booking agreement. This will be implemented 72 hours from the date of the letter of notification.

Please note: if the hirer breaks the conditions of usage, the let can still be terminated immediately.

## **2. What if I, as the Hirer, have a complaint about my let or booking agreement?**

- If you as the Hirer have a complaint or concern regarding your let, the following procedures should be followed:-
- Talk to the named representative of the Board of Governors (usually the Administrative Manager or Premises Manager) and discuss the problem. Allow 5 working days for the situation to be resolved.
- If still unresolved, the Hirer should notify the Board of Governors through the Headteacher in writing and allow 5 working days for the situation to be resolved.
- If still unresolved, the matter will be placed on the agenda of the next appropriate committee of the Board of Governors. (If the concern needs urgent attention, a special meeting of the Board of Governors will be convened).
- If still unresolved, the matter will be taken to the next full Governing Body meeting and the Hirer will receive a written response from the Chair of Governors detailing the outcome.

## **3. What if a third party complains?**

If the school receives a complaint from a third party the Board of Governors will be notified of the complaint.

The matter will be investigated by a representative of the Board of Governors and a written response will be sent to the complainant within 10 working days.

If any further correspondence is received, the matter will be placed on the agenda of the next appropriate Board of Governors committee meeting. A final response will then be sent by the Chair of Governors explaining the final outcome.

## **3. Appeals Procedures**

1. If the Hirer has a letting agreement withdrawn, they have a right to appeal to the Board of Governors.
2. The appeal should be made in writing and will be presented at the next full meeting of the Board of Governors.
3. The Hirer will be informed of any action and/or decision taken by the Board of Governors.
4. The Board of Governors decision is final.

## **Safeguarding**

It is the responsibility of the Hirer to ensure they have their own safeguarding procedures in place, ensuring all those that are employed or act as a volunteer for the hirer and work with children have an enhanced DBS (Disclosure and Barring Service) check.

The schools safe guarding procedures will not apply to those who are seen as the Hirers. The school will not be held responsible for any safeguarding issues which shall arise in relation to the hire.

Hirers, those working with the Hirer and children are not permitted to use any of the surrounding area other than the area that has been hired, this excluded bathroom facilities which separate children and adult bathroom facilities are provided.



### Booking Procedures Checklist

1. Issue application + conditions of usage and booking procedures to the Hirer (as attached).
2. Receive completed application form (mark date of receipt).
3. Assess suitability of applicant.
4. Check availability of premises.
5. Check availability of Premises Manager or responsible person.
6. Book let into lettings diary with Hirer's contact number.
7. Send permit and invoice for booking.
8. Receipt of deposit/payment in full.
9. Register Public Liability information.
10. Send receipt of payment to the Hirer.
11. Receive any outstanding payments (where in two stages).
12. Confirm booking with premises manager or responsible staff (where appropriate).
13. Send receipt to Hirer and confirmation of booking.
14. Process of payments:
  - Payment to be logged into schools finance system
  - Confirm transfer of payment into school budget via school admin manager for banking.



## To the Governing Body of St. Mary's C of E Primary School

I \_\_\_\_\_ (please print name) of \_\_\_\_\_ organisation/address

Being over the age of 21 years hereby apply for permission for the above stated organisation to use the school premises as stated overleaf. I understand that if permission is granted, it will be subject to all conditions of usage within the school's letting policy. I have read this lettings policy and understand that the permission to use the school premises will only be effective provided the conditions and regulations stated in the school's letting policy are adhered to.

I, on behalf of the organisation, hereby agree to follow all conditions of the school's letting policy should permission be granted to use the school premises.

I understand the school maintains a Policy of Insurance in respect of the use of the above accommodation which, subject to its terms and conditions, will indemnify the applicants against liability at law and claimant's costs and expenses in respect of:

1. Death of or bodily injury to or illness of any person (fatal or otherwise) or damage to property other than property belonging to the school to a limit of £2 million in respect of any one accident.
2. Damage to any property belonging to the school to a limit of £2 million in respect of any one incident in respect of each hiring.

**Provide that I, on behalf of my organisation, take out Public Liability Insurance as a requirement of the conditions to use the school premises within the school letting policy.**

I am aware that paying this premium does not absolve me and my organisation (as the Hirer) of the responsibility for injury or damage caused by our neglect during the hire.

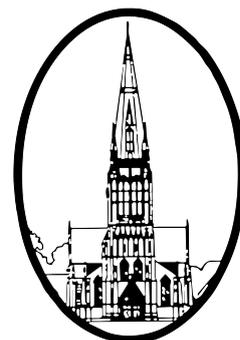
I understand I must give immediate notice in writing, to the Administrative Manager, of any incident. Damage or proceeding and no repudiation of liability negotiation or admission of liability shall be made to any Third Party. I will also give the same immediate notice, in writing, to the Chair of Governors of the School.

I, on behalf of my organisation, agree to indemnify and keep indemnified the Board of Governors, LDBS and Hackney Council from and against all loss, damage, costs, claims, demands, expenses or charges which the Board of Governors, LDBS or Hackney Council may sustain or incur in respect of any matter arising out the use of the school premises or the conditions relating thereto insofar as the same are not covered by the said or any other policy of insurance effected by the Board of Governors Trustees or Hackney Council or the obligation to give notice of any accident, damage or proceedings as aforesaid is not fulfilled by us and to pay to the Board of Governors, LDBS or Hackney Council on demand at the school office or council's principle offices at Hackney all such sums as may be payable by reason of this indemnity.

I understand it is my responsibility, on behalf of my organisation, to ensure that any area of accommodation used in the course of the letting is left in the condition in which it is found. I must also ensure that my organisation leaves the premises at the time stated on the Permit.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**St. Mary's C. of E. Primary School**  
 Barn Street, Stoke Newington,  
 LONDON N16 0JT  
 Phone: 020 8800 2645  
 E-mail: admin-office@st-marys.hackney.sch.uk



**Headteacher: Jane O'Brien**

*'Through God's love,  
 we strive to be the best we can be'.*

**LETTINGS INVOICE**

Date: \_\_\_\_\_

Dear

With reference to your application to let school premises dated \_\_\_\_\_ we are pleased to inform you that permission has been given to use the accommodation/facilities at our school, details as stated below. This permission is dependent on:

1. All regulations and conditions stated in our School Letting Policy being met
2. The receipt of payment of any deposit required within \_\_\_\_\_ days of the date of this invoice, and;
3. The cost of your let (as stated below), being paid within \_\_\_\_\_ days of the date of this invoice.

ACCOMMODATION REQUIRED	TIME FROM TO	DATES	TOTAL HOURS	COST PER HOURS	TOTAL COST
DISCOUNT WHERE APPLICABLE					
ADMINISTRATION CHARGE					
PUBLIC LIABILITY INSURANCE					
RETURNABLE DEPOSIT					
<b>TOTAL COST</b>					

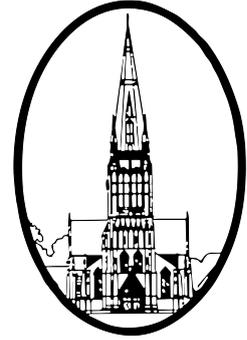
Yours sincerely

On behalf of the school

All cheques should be made payable to St. Mary's C of E Primary School and returned to the school at the address shown above. If you would like to pay by BACs please contact the admin manager for details.

**St. Mary's C. of E. Primary School**  
Barn Street, Stoke Newington,  
LONDON N16 0JT  
Phone: 020 8800 2645  
E-mail: [admin-office@st-marys.hackney.sch.uk](mailto:admin-office@st-marys.hackney.sch.uk)

Headteacher: Jane O'Brien



*'Through God's love,  
we strive to be the best we can be'.*

**CONFIRMATION OF BOOKING TO LET SCHOOL PREMISES**

Dear

This is to certify confirmation of your booking to let the school premises as detailed in the Letting Invoices dated \_\_\_\_\_ which was previously sent to you.

Please find enclosed a receipt for payment covering the cost of this let.

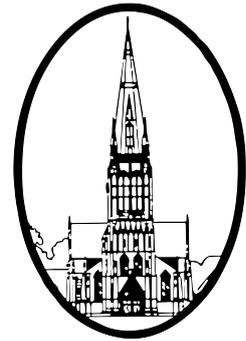
We hope you will find our premises a satisfactory venue for your let and will consider using it again in the future.

Yours sincerely,

On behalf of the school

**St. Mary's C. of E. Primary School**  
Barn Street, Stoke Newington,  
LONDON N16 0JT  
Phone: 020 8800 2645  
E-mail: admin-office@st-marys.hackney.sch.uk

Headteacher: Jane O'Brien



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**REMINDER RE: LETTINGS INVOICE**

Dear

We note from our records that the balance of payment for the above letting is now due.

Please pay, by \_\_\_\_\_ (date) the sum of £ \_\_\_\_\_ which is the balance now due.

Cheques should be made payable to St. Mary's C of E Primary School and returned to the school at the address as shown above.

\*We would also like to remind you that a deposit of £ \_\_\_\_\_ is also due for payment now.

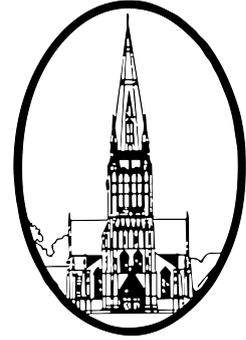
**Failure to pay the amount due by \_\_\_\_\_ (date) will mean that your booking to let part of the school premises will NOT be able to go ahead.**

We thank you for your co-operation.

Yours sincerely,

On behalf of the school

**St. Mary's C. of E. Primary School**  
Barn Street, Stoke Newington,  
LONDON N16 0JT  
Phone: 020 8800 2645  
E-mail: admin-office@st-marys.hackney.sch.uk



**Headteacher: Jane O'Brien**

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**HIRER'S AGREEMENT WITH  
(Premises Manager/Admin Manager Certificate)**

This agreement must be signed by both the Hirer (and agent) and the Premises Manager and or Administrative Manager.

This agreement calls for the hirer (agent) and the Premises Manager / Administrative Manager to check the conditions of the area and facilities covered by the Hirer's booking at the beginning and end of the letting.

This agreement also covers any time which is spent by the Premises Manager / Admin Manager or their designated agent on duty beyond that of the hirer's booking.

We have agreed that the condition of the area is acceptable on taking charge of the hired area.

Hirer: Signature: .....

Premises Manager/Administrative Manager: Signature: .....

Date: .....

Time: .....

**Conditions of Letting School Kitchen in “THE MAIN HALL” and the “NURSERY KITCHEN” THE KITCHEN MUST BE LEFT CLEAN AND TIDY AFTER LETTING**

1. Ovens and cooker tops must be cleaned.
2. Sinks must be cleaned out and wiped dry.
3. All worktops must be wiped down.
4. Floor must be swept clean and mopped if necessary.
5. All utensils used must be cleaned, dried and returned to their original place.
6. The dishwasher must be turned on and emptied at the end of the cycle
7. Only adults over the age of 18 preparing food or drinks are permitted access to the kitchen area.
8. NO CHILDREN in the kitchen at any time.

You are advised that you must adhere to the times agreed as stated in your letting agreement. Please make sure adequate time is left before the end of your let to ensure the kitchen is left clean and tidy.

Please ensure the Kitchen Supervisor’s Certificate has been signed by both yourself (the Hirer) and the Duty Kitchen Supervisor at the beginning and end of the letting.

Hirer: Signature: .....

Premises Manager/Administrative Manager: Signature: .....

Date: .....

Time: .....

## Insurance Cover for School Lettings

This is to confirm that the London Borough of Hackney hire charge maintains a policy offering hirers of school premises public liability cover against third party claims for personal injury and damage to property.

Details of this policy and the Borough's advice to schools concerning it are outlined below:

### Existing Insurance Cover for School Lettings

#### Third Party Lettings Policy

Hirers of school premises currently have the option of purchasing public liability cover against third party claims for personal injury and damage to property.

This cover can be bought for 5% of the total cost of the hiring.

All schools in the Borough, including those in the voluntary sector, are able to offer this cover to anyone hiring their premises with the exception of:

- a. political parties, and
- b. organisations using the premises for business or commercial purposes.

### NOTE: FREE HIRING

**As the policy rating is based on hiring fees charged and declared, a nominal sum must be charged to each hirer to validate insurance cover.**

Although the insurance company does not require for any letting to be supervised, it is in the school's interest to make a cursory check of the premises after the hirer has left, in the event of a window being left open or unlocked for example; this will guard against damage from occurring.