



# BJS Federation of Schools

## Jessop Lettings Policy

Policy Adopted by Executive Headteacher on:

Signed   
Ms A. Parker, Executive Headteacher

Signed   
Mr N. Hiley, Chair of Finance, Resource and Personnel Committee

## CONFERENCE FACILITIES

### LETTINGS POLICY

#### 1. Object of letting.

1.1 The object of letting the School premises is twofold: To establish the School as a resource for the community and to create sustainability by generating income.

1.2 At times these two objectives may conflict. The letting of School premises is governed by the Department for Children, Schools and Families rules and regulations and these should be given due consideration when trying to resolve any conflict between the objectives.

1.3 The School should not be let at financial loss; however the School Governing Board may forego income and charge a nominal fee of £1 (one pound), or charge a rent to be determined at its discretion where it considers that the School and the immediate community would benefit mutually beyond the immediate compensation.

#### 2. Local Authority Regulations.

2.1 The letting of the School premises is also governed by regulations from the Local Authority. The lettings policy of the Governing Board is subsumed under these regulations.

#### 3. The decision to let.

3.1 The ultimate decision to let School premises lies with the Governing Board; however, the Governing Board has the right to delegate this decision to officers of the School or a sub-committee of the Governing Board. NB School premises are not available for lettings after 11.00 pm

#### 4. Single or one-off lets.

4.1 The Executive Head Teacher or Head of School has delegated powers to agree single lets. The Chair of the Finance Committee and the Health & Safety Governor must be notified of the let.

#### 5. Continuous lets.

5.1 The Executive Head Teacher or Head of School has delegated powers to agree continuous letting arrangements following discussions with the Chair of Governors, Chair of Finance Committee and the Health & Safety Governor.

**THE GOVERNING BODY RESERVES THE RIGHT TO VETO ANY "LET" THAT IT CONSIDERS TO BE UNSUITABLE OR WHICH MAY BE DETRIMENTAL TO THE EFFECTIVE RUNNING OF THE SCHOOL OR THE SCHOOL'S REPUTATION**

## **6. Miscellaneous.**

6.1 Photocopying and Laminating: There will be a charge for these services. Details of which are outlined on the hire form.

## **7. Equal opportunities.**

7.1 Whilst we do not expect all organisations to have a statement on equal opportunities any group or organisation that does not subscribe to the local education authorities school's statement on equal opportunities will not be allowed to hire the School premises.

7.2 Any individual, group or organisation that preaches practices or condones discrimination or prejudice based on ethnic grouping, cultural beliefs, religion, sexual orientation, age, or disability will not be allowed to hire the school premises. However, this does not exclude the use of the School premises by an individual, group or organisation for which membership requires the holding of specific religious or cultural beliefs, ethnic origin, or other requirement for membership.

## **8. Political use.**

8.1 The School will not be available for hire for political purposes.

## **9. Responsibilities.**

9.1 It is the responsibility of the lettee to ensure that the school premises will not be used for any purposes whatsoever which may be deemed to be contrary to the law of the land as defined by the courts of England and Wales. The Children's Centre & School is a community resource and the lettee is responsible for noise levels and guests behaviour, which must not offend local residents.

## **10. Named individual.**

10.1 Prior to the letting the lettee must name an individual; provide their credentials; contact address, residential or business and email; and phone number, who must be on the premises for the duration of the booking and be the main point of contact regarding the letting of the premises and in an emergency.

## **11. Health & Safety.**

11.1 During the period of the let the lettee will be responsible for compliance with the Health & Safety Act in force at the time of the let and will be responsible for ensuring the safety of those making use of the building.

11.2 The lettee will be made aware of the fire exits and fire appliances on taking up the let. In the event of a fire the lettee or their representative will be responsible for the evacuation of those for whom they are responsible. See Emergency Plan

11.3 No alterations or additions to the electrical installations at the Children's Centre or School may be made.

## **12. Fire Risk Assessment and Emergency Plan FIRE**

12.1 Users should familiarise themselves with all Fire exits, alarm call points and action signs before the start of the let, these are clearly identifiable.

12.2 If you are not sure or do not understand any of the above please ask a member of staff to explain.

### **12.3 GENERAL**

12.4 Named person should read out the Housekeeping Laminate to users.

12.5 Users should observe and operate the principles of Health & Safety legislation including Risk Assessments.

12.6 If you require assistance during School hours contact the Housekeepers.

12.7 If you require assistance out of school hours contact the Premises Staff.

### **SOME DOS and DONTS**

- **DO** Endeavour to leave the building as you found it.
- **DO NOT** Block or wedge open fire doors (this is an offence)
- **DO NOT** Block fire exits
- **DO NOT** Use sellotape, masking tape or bluetac on walls, painted or varnished surfaces, windows etc. This damages surfaces.
- Users may only use their own portable electrical equipment if it has a current Portable Appliance Test (**PAT**) label.

## **13. Charges.**

13.1 Charges are set out on a separate hire rate sheet.

## **14. Insurance.**

14.1 The lettee must have third party liability insurance. A copy must be sent to Jessop Primary School, prior (if possible) to a confirmation letter being issued. The Governing Body will accept no liability for loss or damage to personal items or effects.

## **15. Cancellation.**

15.1 The School retains the right to cancel the booking where unavoidable problems of have arisen.

## **16. Damage.**

16.1 The lettee is responsible for the behaviour of all persons who have access to the building at the time the let. Any damage that arises from the behaviour of those who have access to the building or its effects at that time will be the responsibility of the lettee.

## **17 Alcohol.**

17.1 The Governing Body of the School does not have a licence for the sale of alcohol. No consumption of alcohol is allowed on the premises without the due consent of the Executive Head Teacher, the Chair of Governor's or the Governing Board. The School, Arts and Drama Hall and Children's Centre are both a non-smoking environment.

## **18. Smoking**

### *18.1PURPOSE*

This policy has been developed to protect all employees, service users and visitors from exposure to second-hand smoke and to assist compliance with the Health Act 2006.

18.2 Exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

### *18.3POLICY*

It is the policy of Jessop Primary School & Children's Centre that all areas of the site are Smoke Free and all employees have a right to work in a Smoke Free environment. The policy came into effect on Sunday 1 July 2007. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. This includes company vehicles. This policy applies to all employees, consultants, contractors, service users and visitors.

### *18.4 IMPLEMENTATION*

Overall responsibility for policy implementation and review rests with Roger Bannister, Site Manager. However, all staff are obliged to adhere to, and support the implementation of the policy. The person named above shall inform all existing employees, consultants, contractors, service users and visitors of the policy and their role in the implementation and monitoring of the policy. They will also give all new personnel a copy of the policy on recruitment/induction.

18.5 Appropriate "No Smoking" signs will be clearly displayed at the entrances to and within the premises, and in all Smoke Free vehicles.

### *18.6 NON-COMPLIANCE*

Local disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with the Smoke Free law may also be liable to a fixed penalty fine and possible criminal prosecution.

## **19. Charges**

19.1 Charges are set out on a separate sheet.

## 20. Cancellation Charges

20.1 Cancellation must be made at least **20 working days in advance**.

If not the following charges will apply:

- 19-10 days notice 25% of original charge payable
- 9-5 days notice 50% of original charge payable
- 4-day of booking Full amount of original charge payable

**These timescales and percentages also apply to catering orders.**

**Please sign to indicate that you have read and agree to these terms and conditions and return to: "Lettings" Jessop Primary School, Lowden Road, SE24 0BJ**

Signature of Client:

Date:

## Room Capacity and Pricing Guide

<b>JPS Pitch</b>	<b>JPS Main Hall</b>
Cost Per: £30 per hour 6pm onwards: £35.00 per hour Saturdays: £40.00 per hour NOT AVAILABLE SUNDAYS	Capacity Seated: 100 Capacity Standing: 130 6pm onwards: £30.00 per hour Saturdays: £40.00 per hour NOT AVAILABLE SUNDAYS
<b>JPS Dance Studio</b>	<b>JPS Dining Hall</b>
Capacity Seated: 60 Capacity Standing: 100 6pm onwards: £30.00 per hour Saturdays: £40.00 per hour NOT AVAILABLE SUNDAYS	Capacity Seated: 80 Capacity Standing: 100 6pm onwards: £30.00 per hour Saturdays: £40.00 per hour NOT AVAILABLE SUNDAYS
<b>Conferencing</b>	
Capacity: 16 (Conf) 30 Cinema Room Size: 24.80m <sup>2</sup> Cost Per hour £30.00 Saturday only	

Special discounts are available for bulk bookings, referrals etc. For further information  
 contact The Premises Manager on 0207 274 7687  
 Rooms and Facilities are unavailable for hire on Sundays & Bank Holidays



## LETTINGS / HIRE ENQUIRY FORM

### 1. Hirer Details:

Name \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

Tel : \_\_\_\_\_ Mobile: \_\_\_\_\_

Email address : \_\_\_\_\_

### 2. Application for : (please circle appropriate)

a) a company / business

b) a charity

c) other organization

(please specify) \_\_\_\_\_

d) sole hirer, the individual completing the application for

### 3. Organisation details (to be completed **only** if either option a, b or c was chosen above)

Name of organization : \_\_\_\_\_

Registered number of organization : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

Tel :

Mobile:





What is your association with the organization? (please circle)

a) employee (please state occupation)

b) the secretary

c) the treasurer

d) the owner

e) a partner

f) other (please specify with details)

4. Purpose

What is the purpose of the hire? (i.e. what activities will be undertaken?)

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5. Insurance Requirements (*not applicable to individual party hire*)

**Essential:**

Is there a Public liability insurance (to a minimum of £5 million) which adequately covers the proposed activities? **Yes**  **No**

**If required:**

Is there an Employee liability insurance (to a minimum of £10 million) which adequately covers all employees? **Yes**  **No**

**Please provide a copy of the insurance policy schedules as evidence**

*(Please note the insurance policy schedules should be in the name of the contracting party i.e. the name of the organization. The schedules should only be in the name of an individual if you answered d to question 2)*

6. Dates and Times

What are the dates and times required for the hire?

Start Date:



7. Facilities

What facilities will be required? (e.g. toilets, entrances / exits, staff room etc)

8. Attendees

Approximately how many people will be attending?

What is the age range of those attending?

9. Qualifications

Please list the qualifications required to deliver the activity/service :

Do the hirer(s) have first aid certificates? Yes  No

**Please provide copies of the qualifications for all providers (those involved in providing the service) as evidence. All qualifications must be in date.**

10. Health and Safety

Are there generic risk assessments which cover the activities which will be undertaken?

**Please provide a copy as evidence**

Please note that if this application is successful, the risk assessments should be reviewed to assess the environment/location where the activities are to be held.

11. Vulnerable Groups

Please provide evidence of the following documents if delivering activities/services to vulnerable groups :

**1. Safer recruitment checks – required for all providers**

Current Enhanced DBS – number, date check confirmed and clearing agency

Right to work in the UK (if required)

Identity documentation (i.e. passport, driving license etc)



**2. Safeguarding Training – required for all providers**

Introduction to Working Together to Safeguard Children / Awareness Raising in Child Protection (as appropriate) – must have 6 months left to run on training certificate of attendance at Safer Recruitment Training (as appropriate)

**3. Safeguarding Procedures including :**

Contingency arrangements for emergencies

Child protection policies ratified by the DfE

Correct ratio of child to adults

Procedures for waiting with children until parents pick them up

First Aid training certificates

**FOR SCHOOL USE ONLY**

Date Application Received :

Date Application Reviewed :

Application approved? Yes  No

Reason why application was not successful: