



Lettings Policy

Approved by:	Governing Body	Date: October 2023
Last reviewed on:	October 2023	
Next review due by:	October 2024	

Letting Policy for Harrington Hill Primary School

The rooms available to hire are:

- The 2 Halls on the ground and top floor
- The Playground

Each area can be hired separately or in any combination of areas.

The Governing Body control the use of the school premises both during and outside the school day. It is the intention of The Governing Body and Hackney Education 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:

- The rental fees of area/s hired
- The Premises Manager time (premises manager / assistant must be on duty at all times)
- The cost of cleaning after an event
- The cost of wear and tear on the school premises
- The cost of amenities – gas, electricity, water, toilets, etc
- Security and Health and Safety cover (public liability insurance)

Basis of Charge

Use of facilities for educational purposes and by community organisations not in receipt of grant aid use will be charged at the marginal costs given below: Facility Cost per hour

- £65.00 per hall / per hour for 1 hall hire or the playground and £25 extra an hour to hire the chairs and tables with assistant of the care taker.

Capacity:

- 200 per hall
- Playground – 300

The school is willing to negotiate reductions in charges for lettings requiring the use of a facility (eg: day rates) or regular commitments (e.g.: a set number of bookings)

A range of equipment can be provided by the school providing requirements are made in advance on the booking form. The school will inform the hirer if it is unable to meet a request.

Hirers should:

- To apply on Sharesy website for a booking. Harrington Hill Primary School will then issue confirmation or cancellation of booking with discussion to their requirements with the School Business Manager to ensure availability.

Agreement - The Hirer agrees to the following conditions:

- The charge will start and end at the time stated in this contract and this will include setting up and clearing up time.
- The hirer will sign in with the duty officer or school keeper on arrival and together inspect area/s being used. On leaving, the hirer will sign out with duty officer or school keeper and again inspect area/s.
- The hirer is responsible for the code of conduct of the guests i.e. behaviour, care of the school resources, use litter bins provided, ensure that the building is left in the condition that it was found.
- The hirer can only use the designated area/s and toilets agreed, they are not allowed to use any other part of the school.
- Premises manager will be on duty. Premises manager is in charge and has the right to ask people to leave the premises at any time that s/he sees fit because of misconduct.
- The school will take not responsibility for any accidents or injuries sustained during the hire of facilities (it would be advisable for the hirer to arrange their own insurance).
- The hirer will be liable for any damages to buildings, furniture or equipment occurring during the event.
- The fees are to be paid by bacs / cheque made out to 'Harrington Hill Primary School' and given to the School Business Manager.
- Cancellation fees will be charged in accordance with the policy.

Please note:

- That the school reserves the right to refuse to hire the premises at their discretion
- Premises manager and the hirer will check the premises hired before and after the event so that
- No disputes can arise re damages etc.
- No cars can be parked in the playground.
- Cookers, barbecues and any other apparatus that could cause a fire hazard must not be used.
- Smoking is NOT permitted at any time on the premises.

I have read and understood the above conditions for the hire of area/s of Harrington Hill Primary School. I agree to abide by these conditions.

Signature:

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Address:

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Contact no:

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Date: