Purley Partnership Federation

Purley Nursery School
Achieving and growing together

Christ Church Primary School
Nurturing lifelong learners with God's guidance

Lettings policy

Revised September 2022 , review of charges only November 2024 , to be reviewed November 2026

Aims

The Governors are keen for Christ Church School to be used by the community and visitors, in order to enhance children's social development and opportunities. Governors wish Christ Church School to be used within the context of a Christian ethos.
Purley Nursery School is not available for lets.

Management and administration of lettings

The Governing Body has elected to manage its own premises use, subject to direction by the LEA or any statutory requirements. The Premises Manager for Christ Church School has been nominated by the Governing Body to be the first point of call for any letting arrangements and to act on their behalf, hereafter known as the Appointed Person. The school's delegated budget share must not be used to subsidise any non-school use of premises and grounds (e.g. lettings).

Definition of a letting

A letting is defined as "any community use of the school premises and/or grounds outside of the school day and not associated with the corporate life of the school".

Use of the premises associated with the corporate life of the schools includes activities such as staff meetings, parents meetings, governors meetings and extra-curricular activities of pupils by school staff. Costs arising from these uses are a legitimate charge against the schools' budgets.

Restrictions on a letting

A letting MUST NOT give full-time exclusive use of all or parts of the premises or grounds. Any equipment provided by the Hirer MUST be removed from the site, and MUST NOT restrict the use of the facilities by the school or other approved organisations. A letting must not interfere with the primary activities of the school.

Lettings should not be made to persons under the age of 18 or any organisation or group with an unlawful or extremist background.

Lettings Charges
The Governing Body is responsible for setting charges, which will cover all costs involved and MUST NOT knowingly provide subsidy from the school's delegated budget share. The charges will be reviewed alongside the lettings policy every three years by the Finance Committee. Current charges can be found in Appendix 1.

At the discretion of the Governing Body, certain lets may be approved without charging. In these cases (with the exception of the Friends of Christ Church School (FCCS) and external after-school clubs) it is expected that school costs, such as heating and lighting, will be covered by way of a mutually agreed donation.

The administrative process
Initial approach by potential Hirers should be made to the Appointed Person who will identify their requirements and the facilities available using the initial request form (Appendix 2). These details will then be shared with the Health, Safety & Premises Committee, when necessary, for agreement.

The Governing Body has the right to refuse an application without stating any reason and no letting should be regarded as booked until approval has been given. No public announcement of a function to be held should be made until the booking has been formally confirmed.

Once a letting has been approved a Hire Agreement (Appendix 3) should be sent to the Hirer, setting out the full details of the letting, enclosing a copy of the lettings terms and conditions and requesting payment by cheque or cash in advance of the booking, if appropriate. In the event of failure to pay the fee, the premises will not be made available.

The Appointed Person will use the lettings checklist as set out in Appendix 4.

Conditions for the Hire of Christ Church School
All conditions will be adhered to. The Hirer shall be the person making the application for a letting and is responsible for payment of all fees or other sums and for the observance of regulations imposed by the school.

Damage, loss or injury
The Hirer warrants to the Governors that it has appropriate insurance to cover all its legal liabilities for accidents resulting in injuries to persons, including participants in the hiring activity, and/or loss of or damage to property, including the hired premises, arising out of the letting of educational premises. The school is not responsible for any injury to persons or damage to property arising out of the letting of educational premises.

Protection of premises and moveable property
Furniture and fittings shall not be removed or interfered with in any way. No fittings or decorating of any kind necessitating the drilling of holes or fixing by nails or screws into any part of the school fabric will be permitted. In addition no adhesives should be used on walls and no staples should be put into woodwork. In the event of any damage to premises or property the school shall make it good and the Hirer shall pay the cost of such reparation.

Public safety
The Hirer shall be responsible for the prevention of overcrowding such as would endanger public safety and for keeping clear all gangways, passages and exits. Where applicable the Hirer must adhere to correct adult to pupil ratios at all times.

The Hirer shall be responsible for providing adequate supervision to maintain order and good conduct.

Access to a telephone
There is no legal requirement to provide access to a telephone within the school premises. Hirers should ensure that they have a mobile phone at all times, in case of emergencies.

First aid facilities
There is no legal requirement to provide first aid facilities for Hirers. It is the Hirer's responsibility to make their own arrangements i.e. trained personnel and provision of first aid supplies, particularly in the case of sports lettings. Use of the school's resources is not available.

Alcohol
No alcoholic drinks may be consumed or brought onto the premises unless written permission has been applied for and received from the Governing Body. No alcoholic drinks may be sold without a magistrate's licence, and this must be shown in advance to the Governing Body. Safety regulations require that no alcoholic drinks are stored or consumed in the kitchen area.

Smoking
The school grounds and premises are non-smoking areas.

Vacation of the premises
The Hirer shall ensure that premises are vacated promptly at the end of the letting. The Hirer is responsible for supervising children until they are collected and ensuring named adults collect them.

Emergency Evacuation
The hirer is in charge of activities conducted in the building and must meet with one of the 'competent' persons as detailed in Fire Strategy Policy for a briefing session to ensure they understand their fire safety responsibilities.

Ensure in the event of an emergency, occupants leave school by the nearest exit. The assembly point for Christ Church School is on the junior playground.

Hirers are responsible for familiarising themselves with emergency exits and must ensure members are aware of evacuation procedures. The Hirer must have immediate access to the Premises Manager's contact details.

Security
The Premises Manager's contract does not require him/her to work evenings or weekends. Bookings can only be accepted when the Premises Manager is prepared to undertake the additional duty. The Premises Manager will require remuneration for any additional duties which will be charged at the normal working rate and this is included in the cost of the hire. The school premises should never be left vacant during a let.

Under certain circumstances the Governing Body will agree to keys being given to a Hirer. On these occasions only named key holders may operate the security system. Keys should not be passed to any other person without direct permission of the Governing Body.

Food and drink

No food or drink may be prepared or consumed on the property without the direct permission of the Governing Body, via the Appointed Person, due to food hygiene regulations. All litter must be placed in the bins provided. During the month of August the Hirer must remove all litter, as the school has no waste removal service in that month. The schools, including the grounds, are nut-free zones. No nuts, including peanuts, should be brought onto the site.

Application must be made on the original form. Only adults preparing food are permitted access to the kitchen, where an agreement has been made. Kitchen regulations must be adhered to at all times. It is the responsibility of the Hirer to ensure that the kitchen certificate is signed at the beginning and end of the let.

Cleaning
The Hirer is responsible for cleaning and tidying the building and grounds to the state in which it was let.

It is the responsibility of the Hirer to ensure that the Premises Manager certificate is signed at the beginning and the end of the let. The Hirer must stay on the premises until the Premises Manager has agreed that the school has been left clean and tidy.

School equipment
This can only be used if requested on the initial application and its use approved by the Governing Body, via the Appointed Person. Adults must supervise equipment being issued and its safe return. The Hirer is liable for damage, loss or theft of school equipment they are using.

The Hirer is responsible for the equipment's safe and appropriate use.

Attendance
The Hirer shall ensure that the number of persons using the premises does not exceed that for which application was made and approved.

Behaviour
The Hirer shall be responsible for ensuring the preservation of good order for the full duration of the letting and until the premises is vacated.

Own risk
It is the Hirer's responsibility to ensure that all those attending are made aware of the fact that they do so in all respects at their own risk.

Safeguarding children
Risk assessments for all lettings are carried out to determine any potential risks and ensure appropriate safeguarding measures are put in place. Potential lettings are vetted by Governors to assess whether or not they are carrying out activities that may impact on the school's reputation within the community. It is the responsibility of the Hirer to ensure that any necessary DBS declaration checks have been made regarding adults who may be supervising or working with children on the premises.

Right of access
The Governing Body reserves the right of access to the premises during the letting.

Electrical equipment

Any electrical equipment brought by the Hirer onto the school site MUST comply with the schools' code of practice for portable electrical appliance equipment. Equipment must have a certificate of safety from a qualified electrical engineer. This must be notified on the application and seen before the booking date.

Car Park

Where car parking is required, the Hirer must undertake the proper stewarding and control of the parking area. The Hirer must maintain safe entry and exit from the premises and provide and maintain clear access for emergency vehicles and service vehicles. No vehicles are allowed on the infant playground

All lettings are for the sole purpose of the activity booked. The Hirer will adhere to all Health and Safety requirements as required by the school. Additional activities/parties must be applied for through the Governing Body.

Appendix 1

Current charges

Room	**Cost**
Hall	£60.00 per hour
Classroom	£25.00 per hour
Kitchen	£15.00 per hour
Field or playground	£30.00 per hour
Advertising - banner on the school fence	£40.00 per month

Hiring the kitchen can only be done in conjunction with hiring the hall

Hiring the hall includes access to the infant and disabled toilets.

If there is no Premises Manager on site at the time required, the appropriate hourly costs will be added to the above.

Appendix 2

Purley Partnership Federation
Christ Church C of E Primary School
Initial Request Form
Please note Purley Nursery School is not available for lets

Name of Applicant: ……

Date of birth: ……

Address: ……

…… Phone No: ……

Purpose of the letting: ……

Which rooms do you require? (please circle)

Hall Infant toilets (inc. disabled) Kitchen Classroom

Date(s) for letting: ……

Start time: …… Finish time: ……
(Please allow time for your preparation and clearing up)

Is use of the playground required? Yes / No If so, when?

What are the qualifications of the first aiders who will be present? ……

Use of school equipment? (Please specify your request) ……

……

Maximum number of participants ……

Number of adults supervising: ……

The maximum number of participants and adults supervising must not exceed 450 in the hall for fire safety reasons.

Provision of food / drink please give details and purpose: ……

……

Use of own electrical equipment. Yes / No If yes, please provide evidence of up to date safety electrical tests.

Organisation Safeguarding Policy attached: Yes / No If no, please sign a declaration to say that you have read and understood the school's safeguarding policy

……..

Any other information or considerations for the Governors? ……..

……

……

The Hirer confirms that they have adequate and appropriate insurance cover for the activity to be carried out as per the conditions laid out in the lettings policy.

The Hirer confirms that they have made their own arrangements with reference to first aid as per the conditions laid out in the letting policy.

The Hirer confirms that all adults supervising children have adequate enhanced DBS declarations as per the conditions laid out in the lettings policy.

The Hirer confirms that they are the 'responsible person' in relation to fire strategy duties for each individual unique, occasional or separate event or function and documented, and their legal duties are understood. In particular, and where necessary, the responsible person will need to take account of their own lack of familiarity with the layout of the premises, the fire safety provisions, and the duties of other responsible persons within the premises.

Signed: ……..…… Date: …….

Appendix 3
Purley Partnership Federation Schools Hire Agreement

1. The Governors: Governors of Purley Partnership Federation at Christ Church C of E Primary School, Montpelier Road, Purley, Surrey CR8 2QE

2. The Hirer :

   Of:

   Telephone:

3. The Premises:

4. Date of Hire:

   Period of Hire:

5. Fee: £

6. Use of Premises:

   a. The Governors hire the premises to the Hirer on the date and for the period mentioned above in consideration of the fee referred to.
   b. The Hirer accepts all the conditions of hire referred to in the attached conditions.
   c. The Hirer's attention is specifically drawn to the indemnities contained in the hire conditions and the need to obtain suitable insurance cover for any loss, damage or injury.

Signed on behalf of the Governors:……

Signed on behalf of the Hirer:……

NB Two copies of this form should be completed, signed and sent by the Hirer to the Appointed Person of the relevant school at the above address with a cheque for the fee.

Date of agreement:……

HIRER'S AGREEMENT
(Premises Officer's Certificate)

This agreement must be signed by both the Hirer (or Agent) and the Premises Officer.

This agreement calls for the Hirer (or Agent) and Premises Officer to check the condition of the area and facilities covered by the Hirer's booking at the beginning and end of the letting.

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

HIRER Signature : .....

PREMISES OFFICER: Signature : .....

Date: ..... Time : .....

We have agreed that the condition is acceptable compared to that upon taking charge of the hired area.

HIRER Signature : .....

PREMISES OFFICER: Signature : .....

Date: ..... Time : .....

(* Please delete as necessary)

HIRER'S AGREEMENT (Kitchen Certificate)

This agreement must be signed by both the Hirer (or Agent) and the School Representative. This agreement calls for the Hirer (or Agent) and School Representative to check the condition of the area and facilities covered by the Hirer's booking at the beginning and end of the letting.

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

HIRER Signature : .....

SCHOOL: Signature : .....

Date: ..... Time : .....

We have agreed that the condition is acceptable compared to that upon taking charge of the hired area.

HIRER Signature : .....

SCHOOL: Signature : .....

Date: ..... Time : .....

CONDITIONS OF LETTING SCHOOL 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. Only adults preparing food are permitted access to the kitchen area.
7. NO SMOKING in the kitchen at any time.
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 Certificate has been signed by both yourself (the Hirer) and the School Representative at the beginning and end of the letting.

Appendix 4

Booking Procedures Checklist

Issue Initial Request Form with a copy of the lettings policy	
Receive Initial Request Form	
Assess suitability of applicant, seeking advice from Health, Safety & Premises Committee if necessary	
Check availability of premises	
Check availability of Premises Manager where appropriate	
Gain permission from School Caterers where appropriate	
Book let into diary with Hirer's contact number	
Hirer has attended briefing in health and safety matters including ensuring that they understand their duties as a 'responsible' person in relation to fire safety duties.	
Send booking form and invoice if appropriate	
Receipt payment in full	
See sight of up-to-date electrical safety testing where appropriate	
See sight of licence to sell alcohol where appropriate	
Send receipt for payment	
Issue keys where appropriate	
Receive premises officer and/or kitchen certificates back signed by both parties, where appropriate	