



LETTINGS POLICY

Audience	All Staff, Governors, Hirers
Date for renewal/updates/review	Academic Year 2017/2018
Named person responsible for monitoring	Governors & Head
Agreed by Finance Committee	30 January 2019
Ratified by Governors	11 February 2019

The Governing Body support the work of the school on raising awareness of the UN Convention on the Rights of the Child. Article 26 (right to privacy) – Every child has the right to privacy. The law should protect the child's private, family and home life. Article 42: (knowledge of rights) – Governments must make the Convention known to children and adults.

1. In these conditions:

- a) 'The Owners' means the Governors of the above-mentioned school, and 'the Agent' means the Bursar/Clerk/Site Manager/Governors or other Agent of the Owners.
 - b) 'The Hirer' means the person signing the application form and in addition any organisation for whom he is stated in such form to be acting. The liability under the hiring agreement of such person and such organisation shall be joint and several.
 - c) The 'LA' means Camden Local Authority.
 - d) Hirers may be subject to screening by the LA before or during the hiring of the premises.
2. The Hirer will satisfy the Owner and LA that the purposes of the hiring are within the law and will not result in any action for damages against the Owners. The Hirer will satisfy the Owner that the criteria is met.
3. Not more than the number of persons stated in the application form shall be allowed in the school premises at any one time.
4. 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.
5. The Hirer is responsible for and shall indemnify the Owners against all damage to the school premises and to any property on the school premises 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 whomsoever caused.
6. 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 be done or happen to any person resorting to the school premises during or in relation to the hiring arising from any cause whatsoever or for any loss due to

- any breakdown of machinery, failure of supply of electricity or gas, leakage of water, fire, government restriction, requirement of the Local Authority or act of God which may cause the premises to be temporarily closed or the hiring to be interrupted or cancelled and the Hirer shall indemnify the Owners against any claim which may arise out of the hiring or which may be made by any person resorting to the school premises during or in relation to the hiring in respect of any such loss, damage or injury.
7. The right at any time to enter the school premises and remain on the premises during the hiring is reserved to the Owners and the Agent and any police officer.
 8. The Hirer shall ensure that good order is kept in the premises.
 9. The Hirer shall not:
 - a) disturb or disrupt by noise or other nuisance other people within or outside the school community;
 - b) attempt to elicit the involvement of students, staff or the local community in the affairs of the Hirer without prior agreement of the Owners.
 - 10.(a) The Owners (by themselves or the Agent) reserve the absolute right not to enter into or terminate forthwith any agreement which in their opinion is not for a purpose suitable for a School.
(b) The Owners (by themselves or the Agent) may put a stop to any entertainment or meeting which in their opinion is not properly conducted or which may infringe any of the provisions hereof.
 - 11.No bolts, nails, screws, bits, pins, spikes or other objects shall be driven into the fabric or furnishings of the school premises. No articles may be fixed thereto and there shall be no structural alterations to any stage in the school hall.
 - 12.The Hirer shall at the expiration of the hiring leave the school premises in a clean and orderly state.
 - 13.The Hirer shall ensure that all property brought into the premises for the purposes of the hiring is removed before the expiration of the hiring. The Owners shall not be responsible for any property left behind and reserve the right to charge extra whilst it is in the premises.
 - 14.No slogans, advertisements, flags, emblems or decorations shall be displayed outside the school premises whether affixed to the same or free standing without the permission of the Agent.
 - 15.The Hirer shall remove any slogan, advertisement, flag, emblem or decoration displayed inside the school premises if in the opinion of the Agent it shall be unlawfully, unseemly or libellous or expose the premises to an undue risk of fire or is likely to lead to a disturbance or a breach of the peace.
 - 16.No exits may be blocked or chairs or obstructions placed in corridors or fire appliances removed or tampered with and the Hirer shall ensure that users of the premises are aware of the locations of emergency exits and that the Hirer's staff know the location of fire-fighting equipment.

17. Any lights or other electrical apparatus which shall be connected to the electrical installation in the premises shall be properly insulated and fused and electrical plugs and sockets shall not be overloaded.
18. a) All the conditions attached to any music and dancing licence and any theatre licence for the school premises shall be observed. A copy of each such licence held may be seen on application to the Agent and the Hirer shall be deemed to have had notice of all such conditions.
- b) Where the hirer is required to obtain a licence in respect of the employment or involvement of children, such licence or licences be obtained and the Owner or Agent will require proof that the provisions of this clause have been complied within a minimum of two (2) weeks before the hiring.
19. All legal requirements regarding the sale and consumption of alcoholic liquor the performing of plays and the exhibition of cinematography films shall be observed and there shall be no infringement of any copyright subsisting under the Copyright Act 1956. The Owners or the Agent shall be entitled to require proof that the provisions of this clause have been complied within a minimum of two (2) weeks before the hiring. All legal requirements of Gaming and Lotteries legislation shall similarly be observed without infringement.
20. All scenery and costume used for stage performances and the like must be fireproofed.
21. If the hiring includes use of the school kitchen or kitchen in the DTI building the Hirer shall comply with such conditions as the Owners or the Agent may prescribe at the time of the hiring.
22. The Hirer shall make such provision for such insurance cover as the Owners or the Agent may require, and shall pay all premiums due thereunder, and produce the policy or policies of insurance and a signed contract a minimum of two (2) weeks before the time of the hiring.
23. For private parties the Hirer would be required to pay a deposit to be offset against costs in the event of breakages/extra hours incurred etc and would be returned following satisfactory completion of hire period.

Signed: _____
Chair Site & Finance Committee

Date: 11 February 2019