Gorringe Park Primary School

Believe, Achieve, Succeed

Our vision is
Our School **inspires** our children **to achieve** in a safe, fun environment so that they can take their next steps in life **with confidence**.

Lettings Policy

Policy Review

Date Agreed: September 2024

Next Review Date: September 2025

Signed:

Chair of Governors,

James Whiting

1. Introduction

1.1 The Governing Body of Gorringe Park Primary School has adopted this lettings Policy and the table of charges set out below.

1.2 The Governing Body of Gorringe Park Primary School (hereafter *referred* to as 'the Governing Body') believe that education is the prime purpose of the school. However, we are keen to see the school and its facilities be of benefit to the whole community.

1.3 As such, it is the desire of the Governing Body that these facilities are made available to local groups, provided that this does not conflict with the work of the school, the interests of its pupils or the wellbeing and workload of its staff and not *create* a statutory nuisance.

1.4 The Governing Body recognises and supports the following principles:

a) The school premises represent a significant capital investment and should be fully utilised;

b) The school premises *are* a valuable community resource;

c) Use of the school premises for educational purposes should be given priority when lettings *are* considered;

d) Making a profit from private *or* commercial lettings is desirable, but is not the primary objective when letting for educational activities.

2. Overview

2.1 This document details the lettings policy and procedures of the school, available facilities and the roles of both the Governing Body and users of school facilities (hereafter *referred* to as 'the Hirer). It also sets out the current scale of charges.

2.2 The use of the school premises at all times outside the school day is under the control of the Governing Body (Education Act 1986 - Section 42, No. 2)

2.3 Having regard to our duty under the Equality Act 2010 and the Counter-Terrorism and Security Act 2015, the Governing Body will not let the school premises to organisations whose purpose is, amongst other things, to encourage discrimination and/or disharmony between persons of different groups, or *are* otherwise involved in activities prejudicial to good relations.

2.4 The final decision on compliance lies with the Governing Body.

3. Policy

3.1 It is the intention of the Governing Body that:

a) Private functions at weekends will finish at 11pm, for all lets, and will be limited to a maximum of 10 per year. Only accompanied family-based functions will be accepted, e.g. children's birthday parties or wedding anniversaries, and in order to comply with LBM policy no more than 10 per year.

b) *Car* boot sales will be limited to a maximum of 8 per year. They will be permitted to take place on Saturdays between March and October from 7.30am to 1.00pm, weather permitting.

c) School facilities will not be let for weekly Saturday and Sunday Football League games.

d) The lettings *calendar* will be managed as such that lettings will be required to finish at or *before* 8pm on three nights weekly and at *or before* 9pm on the remaining two nights.

3.2 From Monday to Friday, school facilities may be let for community use for extra-curricular sports, recreation and teaching purposes.

3.3 In deciding whether or not to let the premises, the school will consider the likelihood of damage or nuisance that may be caused, or arise at any time, *as* a result of the letting.

4. Responsibilities

4.1 The responsibilities of the school and the Hirer on entering into a letting agreement *are* laid out below.

4.2 <u>Responsibilities of the School</u>

The school will:

- Identify *an* appropriate room/area, ensuring that it is open and ready for use at the beginning of the session
- *Agree* a system to facilitate communication with school staff if and when needed
- Report to Governors to inform them of activities *and* ensure that partner organisations *are* recognised and acknowledged (where appropriate)
- Provide *access* to appropriate whole school policies including Health and Safety, Safeguarding, Accident/Incident Reporting and Equal Opportunities
- Consider all applications providing that Hirers adhere to and *are able* to comply fully with the terms and conditions set out in this policy and any documents *referred* to hereinafter.

4.3 Responsibilities of the Hirer/Service Provider

4.3.1 Activities

- Where the Hirer is a Service Provider, all services must be appropriately planned and delivered a minimum of 4 weeks in advance to the Head Teacher or School Bursar.

Appropriate resources must be provided. Where school resources are to be used, adequate notice must be given, and the responsibility for damage to any school property remains with the Hirer.

- Suitable and sufficient risk assessments must be undertaken for each activity.

- All participants must be adequately supervised during the session, encouraged to attend promptly, remain for the duration and leave the building promptly at the end.

- **Children/Young people must never be left unattended.** Safeguarding Children and Safer Recruitment in Education Guidelines which came into force 1 January 2007 state in para 2.26 "*Where the governing body provides services or activities directly under the supervision or management of school staff, the school's arrangements for child protection apply. Where services or activities are provided separately by another body, the governing body should seek assurance that the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection and there are arrangements to liaise with the school on these matters where appropriate*". Parents/carers or an alternative *agreed* contact must be informed **immediately** if any young person leaves a session. *The hirer confirms that, should any safeguarding concerns present themselves during the hire of the school premises, they shall contact their point of contact as soon as reasonably practicable.*

- Staff and participants should be made fully aware of fire drill procedures and any other safety arrangements.

- Service providers shall maintain relevant records which can be made available to the school including a register of attendance and a record of activities per session.

- The Hirer is required to hold details of emergency contacts and medical needs for each participant (where parental responsibility is being assumed by the Hirer).

- If any activity involves a trip off school premises, a Service Provider must follow the Local Authority's guidelines.

- Premises should be left in the condition in which they *are* provided.

4.3.2 Staffing

- Staff must be suitably qualified *and* experienced and have undergone vetting checks. An adult without a DBS check (Enhanced Disclosure) cannot work with children without the constant supervision of another adult.

4.3.3 Pastoral Issues in Relation to Children

- In any situation where a Service Provider becomes *aware* of an issue which concerns a child's safety or well-being in relation to Child Protection issues, the Service Provider shall inform the Head Teacher if the activity is taking place during school hours.

Or

- The hirer specifically undertakes to ensure suitable arrangements are in place in regard to safeguarding children and child protection including allowing the governors and/or the council access to their child protection policy.

4.3.4 Insurance

- A Service Provider is responsible for indemnifying against injury to their staff and participants, loss and damage to any property occurring *as* a result of these activities.

4.3.5 Environment

- Gorringe Primary School enjoys a special relationship with its neighbours. All Hirers and visitors *are* expected and required to have due regard to the entitlement of neighbours to the enjoyment of privacy and quiet.

5. Terms and Conditions of Hire and *Use*

5.1 **Acceptance.** By completing and signing the application form, the Hirer:

- Accepts and *agrees* to adhere to all aspects of this lettings policy, including these terms and conditions.
- Accepts the responsibilities of the Hirer as laid out above on behalf of their organization or event
- Accepts responsibility for ensuring that all attendees comply with all the terms and conditions contained within this policy.

5.2 **Care of children.** All children will be supervised at all times by their *carers* 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 Act 1989, including those of registration with the relevant registering body.

5.3 ***Licences.*** Where necessary, any licenses required for public dancing, entertainment, or music must be strictly adhered to. It is the duty of the Hirer to ensure they understand and *are* able to comply with all such regulations and requirements.

5.4 **Damage.** The Hirer shall indemnify the school and the Governing Body from and against all losses and damages arising as a result of the letting of the premises. The Hirer will pay the full cost of repair, or replacement of any fixtures or fittings that become unserviceable or unsuitable for use through damage caused by any person attending the function, whether deliberate or otherwise.

5.5 **Property.** All property brought onto the premises is done so at the sole risk of the owner. Neither the school nor the Governing Body will accept responsibility for any loss of or damage to any property owned by any person or organisation using the premises. Security arrangements *are* the responsibility of the Hirer.

5.6 **Injury or loss.** It is the responsibility of the Hirer to inform the Governing Body, in writing within 24 hours, of any person or persons sustaining injury or loss on the premises during the letting.

5.7 **Alcoholic drinks.** No alcoholic drinks may be consumed or brought onto the premises unless written permission has been applied for and received from the Governing Body. Alcohol may not be sold unless a magistrates licence has been applied for, granted and shown in *advance* to the Governing Body. It is the Hirer's responsibility to ensure that the consumption of alcohol is moderated.

5.8 **Copyright.** The Hirer shall indemnify the school and the Governing Body against any breach or infringement of copyright, in relation to the performance of material or delivery of any work in which a copyright exists.

5.9 **ICT suite.** The Hirer must ensure that no food or drinks *are* taken into the ICT suite.

5.10 **Whiteboards.** Interactive whiteboards in classrooms *are* not to be used.

5.11 **Right of access.** The school and the Governing Body reserve all rights of access.

5.12 **Advertising.** Advertising for any event on school premises may only take place with the prior written permission of the Governing Body.

5.13 **Alterations.** No alterations to the premises may be *erected* without the written permission of the Governing Body. Any authorised alterations must comply with all Health & Safety
Regulations and must be removed at the expense of the Hirer. The preparation and dismantling of any alteration must be done outside of school hours.

5.14 **Furniture.** Any movement of furniture must be undertaken by the Hirer under the direction of the Site Manager. No furniture *or* apparatus is to be used without prior permission.

5.15 **End of let.** All lets must end at the designated time and school premises vacated promptly at the end of the hire. All music and/or other noise MUST *cease* promptly at the end of the period of the let.

5.16 **Health and safety.** The Hirer will comply with all Health & Safety requirements mandated by the school.

5.17 **Public liability insurance.** The Hirer must take out Public Liability Insurance cover with the Local Authority at a cost of 9% of the letting fee as part of their booking. (See Section D - Insurance' on the application form.)

5.18 **Behaviour.** The Hirer is responsible for the behaviour of all persons organising or attending the function and in particular for leaving the site in a quiet and orderly fashion by the time stated in the letting agreement. The Hirer shall be liable for any costs incurred by Gorringe Park Primary School, or any third party, resulting from any actions of any person organising or attending the function.

5.19 **Contact.** A named contact person must be made *known* to the Site Manager at the start of the event.

5.20 **Attendance at the event.** Only personal guests or members of the private organisation hiring the school facilities may be admitted to a function. Anyone attending the function must obtain a ticket *before* the function, or a written invitation issued before the function takes place.

5.21 **Maximum numbers attending.** Health and Safety considerations restrict the school hall to a maximum of 120 people at any function.

5.22 **Litter.** No confetti or rice is to be thrown on the premises.

5.23 **Smoking.** Smoking is not permitted within any of the school buildings and grounds, in accordance with the Statutory Instrument 2006 No. 3368 The Smoke-free (Premises and

Enforcement) Regulations 2006, which came into force in England from the 1st July 2007.

5.24 **Stiletto heels.** No stiletto heels or similar objects *are* permitted in the gym or hall areas.

5.25 **Car Parking.** Where *car* parking is required, the Hirer must undertake the proper stewarding and control of the parking *area* in collaboration with the police where necessary. Parking is not allowed in the staff car park unless arranged with the Headteacher or School Business Manager prior to the event. The Hirer must maintain safe entry and exit from the premises and provide and maintain clear *access for emergency* vehicles and service vehicles.

5.26 **Kitchen.** Only adults preparing food are permitted *access* to the kitchen, where kitchen facilities *are* included in the facilities let. 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 (if appropriate).

5.27 **Additional costs.** It is the responsibility of the Hirer to ensure the premises are left clean and tidy, in the same condition in which they *were* found. This includes all outside areas *as* well as indoor areas. The Hirer will be liable for any costs incurred by the school for cleaning, caretaking or other expenses as a result of the premises not being satisfactorily cleared after the letting.

5.28 **Access for school staff.** The Governing Body reserves the right to appoint a representative to attend any letting and monitor the use of the schools facilities. The Hirer shall allow any member of the school staff (or other representative appointed by the Governing Body) to be admitted to any function to ensure compliance with the conditions of the let.

5.29 **Gifts.** No school staff *are* permitted to accept hospitality gifts, either cash in kind, at any time. We request that no gifts of this nature *are offered.*

5.30 **Dogs.** No dogs shall be permitted on school premises (except registered guide dogs).

5.31 **Site management.** The Outer London Borough's Caretaker's agreement does not require weekend working. Weekend lettings *can* only be accepted when the Site *Manager* is prepared to undertake the additional duty.

5.32 **Contravention of terms and conditions.** If any of the above terms and conditions *are* contravened, the Governing Body reserves the right to *cancel* this and/or future lettings, with no compensation *or* refund.

6. Cancellation

6.1 Cancellation by the Hirer

6.1.1 The Governing Body must be notified of any cancellation at the earliest possible opportunity.

6.1.2 Where notification has been received at least 4 weeks prior to the date of the let, the letting fee will be refunded in full apart from a set administration charge of £10 which will retained to cover administrative costs.

6.1.3 Where notification has been received between 2 and 4 weeks prior to the date of the let, the Hirer will be entitled to a 50% refund only.

6.1.4 Where notification of cancellation is received less than 2 weeks prior to the date of the let no refund will be given.

6.2 Cancellation by the School

6.2.1 The Governing Body reserves the right to *cancel* any letting, (whether confirmed or not), without prior notice and without compensation or refund, if:

- It suspects that any of the terms and conditions of hire or use have been broken by the Hirer, or any person organising any function or event;
- Any conditions of this policy or those printed *on* the application form have been broken or are likely to be broken, by any person attending any function or event, or connected with the function or event in any way;
- Any damage has been caused to the premises;
- Any breach of licensing conditions occur.

6.2.2 The Governing Body also reserves the right to cancel any letting if:

- The premises are required by any body or person having a statutory right to use them;
- The school is closed or becomes closed.

6.2.3 In the event of cancellation by the school (for the reasons defined in paragraph 6.2.2 above), any fees paid in respect of the letting will be refunded. The Governing Body will endeavour to notify the Hirer at the earliest possible opportunity, 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:

- The above conditions apply for cancellation of all *or* part of a letting.
- Where the Hirer makes a permanent cancellation during the course of a letting agreement, the Governing Body reserves the right to determine whether any refund should be offered, and the amount thereof. No compensation will be available. The administration charge will still *stand.*

7 Administration of Lettings

7.1 ***General.*** The Governing Body is not in a position to personally vet every applicant or organisation who wishes to make use of the school premises. Accordingly, it has delegated the authority to accept applications for hire to the **Headteacher and School Business Manager.**

7.2 Application. All formal hiring of the schools premises, including those for which no charge is made, must be properly documented. Thus, applications for premises lettings will only be considered on presentation of a completed application form to the school office. Note that a receipt of a completed application form **does not** guarantee that a letting will be accepted. In addition, all Hirers will receive a copy of the conditions of hire and a hire agreement. The hire *agreement* is a contract which is governed by the Laws of England and Wales.

7.3 **Confirmation.** Where the application for a letting is accepted, the Hirer will be sent a "confirmation of booking[1] and *an* invoice to cover the letting fee and any returnable deposit required.

7.4 **Fees.** Letting fees will be set at a level to ensure that the income taken covers the costs (lighting, heating, staffing, waste disposal charges, cleaning etc.) of the activity.

Note: The Parent Teacher Association (PTA) of Gorringe Primary School will be exempt from any charge in respect of fundraising activities, or social events benefiting pupils and/or their families. PTA and in-school events will be given precedence over any external lettings.

7.5 **Payment.** The letting invoice should be paid, in full, 28 days prior to the date of the letting and ensure that they receive a receipt of payment. This will provide confirmation of the letting agreement. Failure to pay the invoice within this time will result in the letting becoming void.

7.6 **Deposit.** The Governing Body reserves the right to require a deposit over and above the hiring charge as a surety against damage to the premises (including any equipment) or the premises being left in an unacceptable condition incurring additional costs for cleaning, caretaking or other expenses. Deposits must be paid immediately within 72 hours of the

date the booking form *was* submitted. Failure to pay the deposit within this time will result
in the letting becoming void. (The standard damages deposit will be £75, payable in *advance)*

7.7 **Variations.** No member of staff is allowed to vary the terms and conditions on which the school premises *are hired* to either individuals or organisations, or to deviate from the published charging policy.

7.8 **Value Added Tax.** The governors *are* required by law to apply Value Added Tax (VAT) to all transactions where this is appropriate.

7.9 **Minimum Charges.** The minimum hire period will be two (2) hours.

7.10 **Payment methods.** The Governing Body is required to protect the school from bad debt. Accordingly, payment is required at the time of booking. Cheques or cash *are* both acceptable, but cheques should be supported by a guarantee card up to the value of the hire. *An* official receipt will be issued for all payments.

7.12 **Alteration of arrangements.** Any requests for amendments to the letting must take place at least 14 days prior to the date of the let. Where amendments *are agreed, an* additional administration charge of £2.00 will be payable. The Hirer must not presume that any amendment will be automatically agreed. Confirmation of any amendments will be sent to the Hirer in writing.

7.13 **Rights of Access.** The Governing Body will not normally insist on a representative being present throughout the event. However it reserves the right of access, and has delegated, that right to the Headteacher, to insist upon the Site Manager (or other designated representative) being present if it is considered that the nature of the event may leave the school vulnerable to theft or damage.

8. Complaints Procedure

8.1 If the school wishes to make a complaint regarding a letting:

- *A* representative of the Governing Body will verbally raise the concern with the Hirer.
- The situation will be monitored for *an agreed* period of time to allow the issues to be addressed.
- If the situation remains unresolved, the Hirer will receive written notification of the concern and *an* agreed period of time will be given to allow the Hirer to address the situation.
- Thereafter, if the matter remains unresolved, formal notice of termination will be sent to the Hirer, *effective* 72 hours from the date of the letter of notification.

8.2 If the school receives a complaint, regarding a *Hirer, from* a third party:

- The Governing Body will be notified of the complaint.

- The matter will be investigated by a representative of the Governing Body (normally the Headteacher) and a written response will be sent to the complainant within 10 working days.
- Further correspondence received about the same complaint will be placed on the agenda of the next Business Committee meeting.
- A response will be sent by the Chair of the Committee.

8.3 Where action by the Hirer is required in response to a complaint received by the school:

- The Hirer will be notified of the complaint and will be given the opportunity to rectify the cause.
- If the complaint remains unresolved after 10 working days, the Hirer will be notified in writing that s/he must address the complaint over the following 10 working days, *or* accept notice of termination of the letting agreement.
- Thereafter, if the matter remains unresolved, formal notice of termination will be sent to the Hirer with immediate *effect.*
- The Hirer has the right to appeal. *AW* appeals must be made in writing and will be presented at the next full meeting of the Governing Body. The Chair will inform the Hirer of the outcome of any such appeal, in writing.

8.4 If the Hirer wishes to make a complaint:

- All complaints should be raised and discussed with the Headteacher (who may forward the complaint to the Governing Body).
- If the complaint is not resolved within 5 working days, the Hirer should notify the Governing Body through the Headteacher, in writing.
- If the complaint is still not resolved within 5 working days it will be placed on the agenda of the next Business Committee meeting. (If the matter needs urgent consideration, a special meeting of the committee may be convened.)
- If the complaint continues to be unresolved, the matter will be taken to the next full Governing Body meeting following which, the Chair will send a written response to the Hirer.

8.5 Appeals

8.5.1 If the Hirer has a letting agreement withdrawn or terminated, they have a right to appeal to the Governing Body.

8.5.2 The appeal should be made in writing and will be presented at the next full Governing Body meeting.

8.5.3 The Hirer will be informed of any action and/or decision taken by the Governing Body.

8.5.4 The Governing Body's decision is final.

9. Review of Policy

9.1 The Governing Body will review the policy and hire charges annually in **December.**

9.2 The Governing Body *reserves* the right to review and amend the table of hire charges, contained in Appendix 5, independently of the planned annual review cycle of this document.

Appendices

1. Application form.
2. Letter of enquiry
3. Letter of confirmation of booking.
4. Information for users.
5. Table of charges.

Application for the use/hire of Gorringe Park Primary School Premises

Please complete this application form and return it to the school *office* at least four weeks (where appropriate) before the proposed event.

I, *[name}*
Wish to make an application on behalf of
company/organization
Address
Daytime Tel. No.
Home Tel. No.
Email Address

To hire the facilities of Gorringe Primary School as detailed below.

Section A*:* Facilities/Accommodation Required

The use of the following accommodation and equipment *is* required: (Tick items, *except* for hire of classrooms when number required should be entered)

Main Hall	☐	Playground	☐	Cookery Room*	☐
Gymnasium	☐	Playing Field (AstroTurf)	☐		
Classrooms	☐	Changing Rooms	☐		

*Only Adults preparing food *are* permitted access to the kitchen. Kitchen regulations must be adhered to at all times.

Section B: Period of Hire

Date(s) required:
Times Required: ***Please note that this is the time you would like the building unlocked and then your departure time – please allow time for setting up and clearing away***
Is this a recurring request, or one off? If recurring, indicate the frequency and number of occurrences (e.g. weekly, 10 weeks)
Type of Function:
Number of adult participants:
Number of children participants:
Additional equipment you will require from the school (please note we may not always be able to provide this but will inform you where this is/is not possible)
Additional equipment you will be providing yourself:
Confirmation and details of the

safeguarding and child protection arrangements you have in place:	
Do you have a valid Enhanced DBS Certificate?	Please note: If there is a chance that those hiring the premises will come into contact with pupils, for example if the hire occurs during school hours, or when pupils may be present in the school (during after school clubs or extra-curricular activities), we will ask for confirmation that the hirers have had the appropriate level of DBS check.
Are you affiliated to any organisation (e.g., British Gymnastics, UK Athletics, GB Boxing)	

Section *C:* Consumption and Sale of Alcoholic drinks

Please answer the following:

Will alcoholic drinks be brought onto the premises? Yes ☐ No ☐
(If YES, see 1 below)

Will alcoholic drinks be sold on the premises? Yes ☐ No ☐
(If YES, see 2 below)

Supplementary Information.

1) Alcoholic drink may not be brought onto or consumed on school premises during or in connection with a letting unless prior approval is obtained from the Governing Body. Approval will not be given if scheduled youth activities are taking place on the
premises at the same time *as* the letting.

2) A licence must first be obtained from the Local Magistrates Court if alcoholic drink is to be sold on the premises.

Section D: Insurance

Please note that as a condition of the proposed hiring, Hirers must insure under the Local Authority's scheme *effected* on behalf of the school and it's Governing Body. The premium rate in respect of the insurance indicated below is 9% of the hiring fee.

I/We note that the school and Governing Body has *effected an* insurance policy in respect of the use of its facilities which, subject to its terms and conditions, apply (amongst other things) to:

Legal liability of myself/ourselves the Hirers in respect of claims by third parties (other than our own employees) for injury or damage during and in direct connection with the event for which we have permission to use the premises, subject to a limit of liability of £10,000,000 for any one claim, event or series of occurrences attributable to the same source.

Accidental damage to the premises and contents of the property of the school up to a limit of £50,000, subject to an excess of £50 for each and every claim. Further, by fire or explosion a limit of up to £10,000,000.

It is a condition that immediate notice must be given to the Head Teacher of any accident, damage or proceedings that may give rise to a claim and that no admission of liability or negotiation should be *entered* into by the Hirer or any of his/her representatives.

Section E: Payment

1) The letting fee plus 9% insurance premium and refundable deposit (see 2 below) *are*
payable on confirmation of the booking and *in advance* of the letting taking place.

2) *A* refundable deposit of_____ will be required (See Section F point 3 below)

Section F: Other matters The

School reserves the right to:

1) *Cancel the* letting where unavoidable problems of access have *arisen:*

2) Refuse entry to persons it considers liable to cause danger or undue
disturbance; and

3) Retain the refundable deposit where events overrun their booked time, or
damage or breakages occur.

Section &: Undertaking.

I/We undertake to accept the terms and conditions of hire and use and all other aspects of the school letting policy, to pay the prescribed charges and to arrange for adequate supervision during the period of the letting.

I/We undertake to leave the property *in* a clean and tidy state and clear all rubbish accumulated during the let.

I/We further undertake to make good any loss of school property or damage to school premises or property.
(If you, as the applicant, will not personally be present during the letting, please give name and address of the person supervising the function on your behalf)

Appendix 4. Information for *Users*

Name:

Address:

Signature of Applicant):

Date:

For Office Use Only

Name of Staff onsite for duration of Hire:
Affiliation checked:

For Office Use Only

Application seen and approved by:

Miss L Gawthorp – DSL: Date:

Mrs. P Harris-Coke – Headteacher: Date

Information for users

Before the start of your function please familiarise yourself with the location of the following:-

1. **Emergency Exits – See Fire Plan in relevant room.**

2. **Fire Alarms.** When you hire the school for a function you may hear the firealarm, *if* it sounds you must follow the fire procedures and evacuate the building. In the *case of fire,* please activate the fire alarm to alert others who may be in the building that there is a fire.

3. **Telephone.** *There* is no telephone *access* during private lets. The *nearest* available phone is the public phone box *in* Streatham Road.

4. **First Aid Box.** There is a first aid box located in the area you have hired. It is green *in* colour and contains only essentials to be used *for* minor accidents.

5. **The Site M*anager's* contact details are** *Mr Chris Bousfield*, The School House. The contact number in are emergency is 07709 309 704.

Appendix 5. Table of Charges

Charges for hire of facilities at the school *are*

£ PER HOUR, MINIMUM 2 HOURS

Details of Letting Charges - School Hall or *Gym*					
Period	Time	Days	Amount	Plus 9% Insurance	Hourly Rate
During School Hours	7.30 a.m. to 5.30 p.m.	Monday to Friday	10.00	0.90	10.90
Out of School Hours (weekday)	5.30 p.m. to 8.00 p.m.	Monday to Friday	25.00	2.25	27.25
Out of School Hours (Saturday)	9.00 a.m. to 8.00 p.m.	Saturday	50.00	4.50	54.50
Unsocial Hours	8.00 p.m. to 11.00 p.m.	Monday to Saturday	50.00	4.50	54.50
Unsocial Hours	9.00 a.m. to 11.00 p.m.	Sunday	50.00	4.50	54.50

Fees are payable at the time of booking.

To be reviewed September 2025