

**CHALKHILL PRIMARY SCHOOL**  
**Barnhill Road, Wembley, HA9 9YP**  
**020 8904 4508**

**A. Adoption**

The school governors at their meeting on **12<sup>th</sup> October 2016** adopted this hire of premises policy and the scale of charges set out below.

**B. Introduction**

The Governing Body of **Chalkhill Primary School** is keen to see the school's premises and grounds used for the benefit of the whole community for a range of reasonable and acceptable purposes including but not limited to: cultural events, festivities and learning.

The school's prime purpose is to provide the best possible education for its pupils. The school wishes to be at the hub of our community promoting equality of opportunity in an overall inclusive and accessible environment and this Policy is designed to give access to our facilities whilst keeping with our commitments towards our pupils and community, and also sets out the:

1. facilities that are made available to our community;
2. charges for the hiring of the school's premises;
3. responsibilities of the Governing Body; and
4. responsibilities of the Users/Hirer.

Our lettings policy operates within the framework of the London Borough of Brent's Equal Opportunities Policy as adopted by the school and the Governing body without prejudice.

**C. Considering Applications for Hiring of the School**

The Governing Body has delegated the responsibility for the hiring of school premises to the Head Teacher. Where appropriate the Head Teacher may delegate all or part of this responsibility to other members of staff.

The Head Teacher or Finance Assistant will consider the hiring of the School's premises from any person(s) able to comply with this policy and in deciding whether or not to hire the School's premises, he/she will have regard to the following:

- the likelihood of any damage being caused to the premises, or neighbouring premises, and any nuisance that may arise, as a result of accepting the booking including parking in the immediate area;
- the interference with school activities;
- the availability of facilities and relevant premises staff;
- the school's health and safety and child protection policies;
- the specific health and safety issues with regard the number of Users, qualifications of instructors, type of activity and so forth;
- the adequacy of management procedures during the Hire Period;
- the appropriateness of the hiring and if it is considered to be consistent with the ethos of the school;

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The Head Teacher or Finance Assistant will not hire the School's premises to organisations or person(s) that encourage racial discrimination and/or disharmony between persons of different religious and or racial groups or are otherwise involved in activities prejudicial to good race relations and strong communities including but not limited to the duty to have due regard to the need to prevent people from being drawn into terrorism.

Hiring of the School's premises are particularly encouraged from the following groups:

1. Groups that offer activities or services to the schools' pupils and families.
2. Groups that offer activities or services to the local community.

The following activities fall within the corporate life of the school and therefore, the costs arising from the following uses are charged against the school's delegated budget:

- Governing Body meetings;
- extra-curricular activities for pupils organised by the school;
- school performances;
- family learning;
- parents' meetings;
- meetings of the PTA;
- PTA organised events.

The school and the Governing Body reserve the right to require a reference before any booking is accepted and/or decline a booking or application for the hire the school's premises. *The Head Teacher or Finance Assistant* (on behalf of the school) and the Governing Body in consultation with the appropriate local authorities and in line with health and safety requirements will have the final decision.

Please ensure that you have fully read and understood this policy documentation attached before submitting your application.

#### **D. Charges**

The scale of charges are set by the governors and reviewed annually. Details of the latest charges are enclosed and/or can be obtained on request from the school office. A deposit to cover potential damage(s) will also be applicable.

The applicable charges are required to be paid, in full within **28** days before hire. The hiring of the school will not be considered booked until full payment is made. Payment in instalments may be available for block bookings. Please contact the school office for details.

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**E. Hiring Times, Available Facilities and Equipment**

The facilities and equipment which are available for hire at the following times, are as follow:

<b>Type of Let</b>	<b>Saturdays, Sundays &amp; Bank Holidays (until 11pm on Saturdays and 10pm on Sunday)</b>	<b>Weekdays Term time 4pm/6pm Holidays up to 4pm</b>
Private – Weddings, Parties, Conferences etc.	Min. 5 hours £500 Thereafter £75 per hour (Additional charge of £100 if Alcohol is to be consumed at the event)	N/A
Community Lets i.e. affiliated to Brent or Registered Charity	One off £60 per hour Serial Lets by negotiation	£35 per hour

Facilities and equipment available to hire:

4 rectangular and 20 round tables  
 200 chairs  
 1 stage  
 Kitchen – Cooking facility not available  
 Toilets  
 School grounds for parking

The school reserves the right to vary the facilities available for hire and/or times when these will be available for hire.

**F. Insurance**

The governors of the school shall not be responsible for the loss or damage to any property whatsoever or death or injury to any person whatsoever. Hirers must provide their own insurance against their liability towards the school, the public and their own employees in this respect.

**G. Cancellation**

At least **14** days' prior notice of cancellation must be given to the school. Bookings cancelled within **14** days of an event will incur charges to cover administration costs.

**H. Personal Property**

**Chalkhill Primary School** will not be liable for any damage, injury or loss of property

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brought to or left in the school premises or school car parks by persons using the premises.

**I. Statutory Requirements, Licenses and Permissions**

The Hirer shall adhere to all laws relating to Health and Safety, Equal Opportunities, sale of alcohol and other items, Public Entertainment and noise nuisance. The Hirer shall obtain any license and permission necessary for the event, with or without a paying audience. The school does not have a licence to sell alcohol and no alcohol must be sold to participants by the organisers of an event. If alcohol is to be consumed at the event an application must be made stating this. The application will then be subject to approval by the Headteacher/Finance Officer and will incur an additional charge for an additional member of staff to manage the lettings.

**J. Issuing a Hiring Agreement**

Applicants should complete an ***Application for Lettings Form*** and submit this to the [Head Teacher or Finance Assistant] for consideration. Once a hiring has been approved, an invoice will be sent out enclosing a copy of the Hiring Agreement.

The Hiring Agreement should then be signed and returned to the school. The school shall be in receipt of these signed documents before a hiring takes place.

The person applying to hire the premises will be invoiced for the cost of the letting, in accordance with the School's current scale of charges. Payment will be sought in advance in order to reduce any possible bad debts and a deposit to cover potential damage may be charged. An official receipt will be issued for all payments received.

The income and expenditure relating to lettings will be clearly recorded by the school and reported under the guidelines for Financial Management in Schools.

The Head Teacher on behalf of the Governing Body has at all times the right to refuse an application, and no hiring should be regarded as booked until approval has been given in writing and payment received in full. The reason for refusals will be recorded at the bottom of the application for lettings form and explained to the enquirer further if requested.

**K. Safeguarding**

1. It is an obligation of the hirer to confirm that:
  - Where required Criminal Records Bureau (CRB) or Disclosure and Barring Service (DBS) checks have been carried out on all persons over the age of 16 who work, either in a paid or voluntary capacity, with vulnerable people (children, young or adults) on the activity or activities it undertakes on the school premises and that these checks demonstrate that they are safe to do so. The Hirer is responsible for

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ensuring compliance with the CRB/DBS “Code of Practice” and relevant Brent Local Safeguarding Children Board requirements.

- There are policies and procedures in place to address any concerns raised in respect to the welfare or safety of children and young people (e.g. signs of potential abuse are exhibited) and staff and volunteers will act upon any concerns without delay.
  - Staff and volunteers are aware of how and to whom they should refer to should any concerns arise and that such information is detailed within their safeguarding policy.
2. The hirer shall be required to provide evidence of the above at the request of the governing body of the school, the headteacher, or the council.
  3. The hirer is responsible for supervising any children participating in the activity or activities it undertakes on the school premises until they are collected by a responsible adult from the school premises.
  4. The hirer must make clear in any advertisement for the service/activity offered on school on school premises that the school does not endorse, have involvement or responsibility for the service/activity other than those stated in the note below.
  5. The hirer/organisation could be asked to provide a copy of its Safeguarding Policy and a copy of DBS if applicable.