



HORNCHURCH ACADEMY TRUST

'Sharing Excellence'

trading as

Upminster Infant School & Upminster Junior School
St. Mary's Lane, Upminster, Essex RM14 3BS
Tel: 01708 227320

Executive Head Teacher: Miss A. Edgcombe
Head of School: Mrs H. Lendon



	Name of School	Upminster Infant & Junior Schools
	Policy review Date	1 st November 2020
	Date of next Review	1 st November 2021
	Who reviewed this policy?	A. Edgcombe

POLICY ON LETTING OF SCHOOL PREMISIES AND EQUIPMENT TO THIRD PARTIES

Upminster Junior School & Upminster Infant School 'The School'

The school lets out part of its premises and related equipment for public use outside normal school hours. These lets are short term and generally charged on an hourly basis.

The premises available for hire are playing field, car parks, playgrounds, library, school halls, classrooms and agreed toileting and kitchen facilities.

Each let is made on the hirer's acceptance of the terms and conditions of hire as noted in this document.





HORNCHURCH ACADEMY TRUST

'Sharing Excellence'

trading as



Upminster Infant School & Upminster Junior School
St. Mary's Lane, Upminster, Essex RM14 3BS
Tel: 01708 227320
Executive Head Teacher: Miss A. Edgcombe
Head of School: Mrs H. Lendon



Terms & Conditions of Hiring School Accommodation

1. Hire of premises relates to the area of the building / grounds that has been booked for hire. Other areas of the School are not to be used.
2. All applications for the hire of accommodation should be addressed to the School Business Manager, Upminster Infant & Junior Schools, and made on the standard booking form which is issued upon request.
3. A Risk Assessment must be completed for all bookings.
4. The School reserves the right to refuse any application or impose special terms.
5. The School reserves the right to vary the hiring fee at any time up to six weeks before the date of the event for which the accommodation has been hired, whether the previously notified fee has been paid or not. Any additional fee involved must be paid before the hire takes place.
6. The School may require a holding deposit, which will be retained if significant cleaning/repair work is required to reinstate the condition of the premises.
7. Provisional bookings will be reserved for 7 days from the receipt of the enquiry.
8. The school may request to see credentials of persons working or volunteering for the hire, typically including but not limited to Disclosure & Barring Certification (certified within 3 yrs of the end of the hire period) & relevant qualifications/accreditations (eg FA coaching badges, First Aid)
9. The hirer, who must be over 18 years of age, will be invoiced at the point of booking. For block i.e. regular bookings the fee will be invoiced at the beginning of the school year/term.
10. VAT will be charged where appropriate in accordance with current legislation.
11. The School may, at any time, cancel any booking, in which case the hirer will be reimbursed the full amount paid. The School will not be held responsible for the loss of any estimated income or actual expenses arising from such cancellations.



Hornchurch Academy Trust is a company limited by guarantee

Registered in England: Company Number 10760863

Registered Office: Whybridge Junior School, Rainham, Essex, RM13 7AH

www.hornchurchacademy.org



HORNCHURCH ACADEMY TRUST

'Sharing Excellence'

trading as



Upminster Infant School & Upminster Junior School
St. Mary's Lane, Upminster, Essex RM14 3BS
Tel: 01708 227320
Executive Head Teacher: Miss A. Edgcombe
Head of School: Mrs H. Lendon



12. Cancellations by hirers will be accepted on the basis that if 28 days or more notice is given then one-third of the full fee will be payable, and if less than 28 days then the full fee will be payable.
13. No items likely to cause damage to the floors, walls or other finishes, such as barrels, bottles, cases etc shall be brought into School accommodation without the hirer having taken adequate protective measures. Care should be taken when moving chairs and tables, as they can damage floors.
14. The School will not be responsible for any loss of property, injury to persons or any other claim sustained during the period of hire, except insofar as any loss or injury may be caused by, or any claim result from, any act or default of the School or of any employee of the Council acting in the performance of his duties as such employee. Hirers are required to take out their own public liability insurance, which must be available for inspection by the school prior to the letting.
15. The hirer is responsible for the preservation of good order and shall fully compensate the School for any damage howsoever occasioned except insofar as he satisfied the School that such damage or loss was caused by any act or default of the School or any employee of the Council acting in the performance of his duties as such employee.
16. No smoking is permitted on the school site. This includes the car park at the front of the school and the field and outdoor areas.
17. Dogs (with the exception of Assistance dogs) are not permitted on the school site.
18. The hirer shall at all times permit access to the premises and services by authorised employees of the Council Borough. Access must also be given at all times to Police Officers and Environmental and Consumer Services Officers if the premises are in use for a licensed event.
19. The hirer will ensure, at his own expense if necessary, that a suitably qualified First Aider is present for the duration of the hire.
20. The hirer will ensure that the event or it's guests do not cause a nuisance to the local community.





HORNCHURCH ACADEMY TRUST

'Sharing Excellence'

trading as



Upminster Infant School & Upminster Junior School
St. Mary's Lane, Upminster, Essex RM14 3BS
Tel: 01708 227320
Executive Head Teacher: Miss A. Edgcombe
Head of School: Mrs H. Lendon



21. The School will not be responsible for any loss to the hirer due to any breakdown of machinery failure or supply of gas, water or electricity, leakage of water or fire (except insofar as any such loss may be caused by an act or default of the School or an employee) or due to any Government restrictions or act of God, which may cause the premises to be closed or the hiring to be interrupted or cancelled.
22. The hirer shall not sub-let or assign any part of the accommodation and shall not use it for any other purpose than that for which it has been hired.
23. No copyright dramatic or musical work shall be performed without the licence of the owner of the copyright and such licences shall be produced on demand of the School or any duly authorised officer of the Borough Council. The hirer shall indemnify the School against any infringement of copyright which may occur during the hiring. All Performing Right Society conditions must be adhered to where musical works are being performed.
24. The hirer shall, upon request, provide for approval a copy of the programme of any entertainment to be given by the hirer. Once approved, the entertainment provided must conform to the programme. If the programme is not approved, and cannot subsequently be varied as necessary, the hirer will be allowed to cancel the hiring on payment of the appropriate fees as set out in paragraph 12 above.
25. The hirer or the responsible person, whose name and address must have been supplied to the School before the date of the hiring, must be in attendance at the premises throughout the period of the hire. The hirer shall ensure the use of the premises does not cause a nuisance to local residents.
26. The hirer shall be responsible for maintaining order throughout the period of the hire and shall ensure that events are properly supervised, with sufficient stewards, controllers etc, as necessary.
27. The School will normally have a representative in attendance during the period of a letting to ensure compliance with these conditions and that person will be invested with the power to terminate a use immediately if circumstances so demand.
 - a. The School's representative or other duly authorised officer of the London Borough of Havering will also have the authority to control the volume of sound caused by musical equipment.



Hornchurch Academy Trust is a company limited by guarantee

Registered in England: Company Number 10760863

Registered Office: Whybridge Junior School, Rainham, Essex, RM13 7AH

www.hornchurchacademy.org



HORNCHURCH ACADEMY TRUST

'Sharing Excellence'

trading as



Upminster Infant School & Upminster Junior School
St. Mary's Lane, Upminster, Essex RM14 3BS
Tel: 01708 227320
Executive Head Teacher: Miss A. Edgcombe
Head of School: Mrs H. Lendon



- b. In the event of a hire being terminated because of failure to comply with any of these conditions all sums paid by the hirer will be retained and the School will reserve the right not to accept any further requests to hire accommodation.
28. Times and duration of hire vary with the accommodation booked. The hirer must allow time within their booking for clearing up and exiting the site.
29. School premises are not licensed for public entertainment. For certain types of events an occasional licence must be obtained from the Borough Council's appropriate department. Separate advice should be taken on those uses/events which would require a licence. The initial approach on such matters should be made to the School concerned. Hirers are responsible for ensuring that the conditions attached to any granting of a licence are fully observed.
30. No alcohol is to be consumed on the premises without the express permission of the School. Such requests must be made at the time of application.
31. No alcohol shall be sold on the premises unless an occasional licence has been obtained from the local Licensing Authority. Hirers must give sufficient notice for those procedures to be followed and, if approved, the hirer will be responsible for the opening and closing of the bar as required by the Conditions of the Licence (An occasional licence is not required for the supply or consumption of alcohol, providing that it is supplied free of charge. The use of tokens or tickets for purchasing alcohol is not permissible).
32. All hiring (other than in specially approved cases) must cease by 11.00pm ensuring that the hire ends and the premises are vacated by 11.30pm.
33. The hirer shall ensure that the number of people admitted to a function does not exceed the maximum number for that type of use as laid down by the School in an occasional licence.
34. When booking one of the premises the hirer should indicate the numbers of chairs or any other special requirements, which will be met if possible. If sufficient chairs etc. up to the maximum number cannot be provided by the School, consideration will be given to permission for the hirer to provide, at his own expense, such additional items. It would normally be the role of the hirer to arrange, set out and put back furniture used in conjunction with a letting.
35. No bolts, nails, tacks, screws etc shall be used in the School premises, nor shall notices, or bills be displayed without express permission.
36. No alterations or additions shall be made to the School premises or services without express prior written approval.





HORNCHURCH ACADEMY TRUST

'Sharing Excellence'

trading as



Upminster Infant School & Upminster Junior School
St. Mary's Lane, Upminster, Essex RM14 3BS
Tel: 01708 227320
Executive Head Teacher: Miss A. Edgcombe
Head of School: Mrs H. Lendon



37. It will be expected of hirers that they leave the accommodation in a reasonable and tidy condition after use. All rubbish must be bagged, sealed and removed from the site. If additional cleaning beyond that which would normally be required has to be undertaken, a further charge may be made against the hirer.
38. The School will not be held responsible for the loss or damage to cars or other vehicles parked on its premises.
39. Should these conditions not cover a specific circumstance arising out of a particular request from the hirer, then due consideration will be given at the time of booking and any necessary special conditions will be set out in writing. Hirers should ensure that sufficient notice is given of such needs to enable them to be considered before the hire takes place.
40. The hirer will also be given access codes, if necessary, to the areas required for the event. This will include the access code for the gates. These codes are confidential and are for the lead hirer only and not to be divulged to other people involved in the letting, either adult or child.
41. Use of carparks is for the duration of the letting only (for example, not for shopping or socialising afterwards, or commuting).
42. Repeated failure to comply with the above will result in the events being cancelled. The School cannot have safeguarding or security compromised.
43. The school may, at any time, cancel any booking, in which case the hirer will be reimbursed the full amount paid for the booking. The school will not be held responsible for the loss of any estimated income or actual expenses arising from the cancellation.
44. The school can at anytime during the hire, or the period building up to the hire, terminate the hire without notice if the hirer is in breach of the conditions of hire.

REVIEW OF POLICY

All policies will be monitored and amended as appropriate every year but all policies will be fully reviewed and updated every three years.

Version 1.0
Reviewed by: A Edgcombe
November 2020

