



The Alton School Lettings Policy and Hire of Premises Aims of the School

**For all lettings please contact the school on 020 8876 8482 or
email admin@thealton.wandsworth.sch.uk**

1. For the school to become an integral part of the local community. This is to be achieved in part by offering the premises for community use to persons or groups whose activities and objectives can be supported by the governing body.
2. The school will be available for use for private functions that are not excluded in the conditions for hire, and do not contravene the above aim. These arrangements will be made on a commercial basis.

Lettings Policy:

- a. The lettings policy includes all the conditions for hire. The letting fee agreed will be reviewed annually by the Finance Committee.
- b. The day to day management of the hire of the premises and the application of the letting policy shall be the remit of the Headteacher and those members of staff with delegated authority identified by the Headteacher.
- c. Lettings can be agreed with the Headteacher or in her absence the Deputy Headteacher.
- d. All financial transactions must be in accordance with the Financial Regulations as adopted by The Alton School Finance Committee.
- e. Hire of the premises must be logged, with payment recorded, and reported termly to the Finance and Premises Committee.
- f. Any arrangements made outside this policy must be cleared with the chair of the committee.
- g. The Headteacher retains the authority to veto any group from hiring the school's premises, and will report such action to the next meeting of the committee.

HIRE OF SCHOOL PREMISES CONDITIONS OF HIRE

All applications and correspondence relating to the hire of the school must be addressed to the Headteacher.

All lettings are subject to the following conditions:

1. Rates for each room or combination of rooms, halls, playgrounds or field are negotiable with the school. Various factors will be taken into account when deciding an appropriate fee, i.e. whether any other groups are using the school at the same time.
2. All applications for bookings must be made on the booking form and sent to: THE ALTON PRIMARY SCHOOL, DANEBURY AVENUE, ROEHAMPTON, LONDON SW15 4PD.
3. A letter of confirmation of the booking will be sent to you.
4. Groups hiring premises on a regular basis will be invoiced at the end of each term.
5. Cheques must be payable to The Alton School.
6. A Parents Association of the school may have free hire, at the discretion of the Headteacher if the hire is concerned with school/educational topics or events.

Use of Hall

The use of the hall for dancing is permitted only on the understanding that the occupier/hirer can arrange with the premises officer for the floor to be restored to its normal condition by the time it is required for normal use. The cost of restoration must be borne by the occupier/hirer.

Gymnastic Apparatus

The hirer may only use gymnastic equipment or apparatus if previous consent has been given.

Use of the Kitchen

The kitchen may only be used if a request is made at the time of the letting application. The kitchen equipment however may not be used. A member of qualified staff from the current catering contractor only may operate it. There will be an additional fee made payable to the contractor for this

Use of the field

The external premises, fencing, turf, gates, are likewise incorporated into the conditions of the hire. No heavy vehicles may use the field without prior permission. Any grass damaged by tyres, sports equipment or excessive sports use will be assessed for the cost of filling and reseeding.

Entertainment Copyright:

If any copyright music or a copyright stage play is to be performed, any necessary consent of the copyright owners or their agents must be first obtained. (The Performing Rights Society Ltd., 29-33 Berners Street, London W1, act as agents for composers, authors and publishers of music, and any enquiries should be made of this Society regarding payment of music copyright fees.)

Notes on Entertainment Licences

Licenses are necessary for premises used for the following kinds of entertainment: Public Music Public Dancing, i.e. by performers or the public Private music promoted for private gain Private dancing promoted for private gain (i.e. not for school funds) Public performance of plays Film exhibition (including video, but not live television) to which the public are admitted for private gain. Public exhibition of boxing or wrestling, other than that provided for by: • members of the Scout Association, or any other organisation constituted by the Scout Association • by any school • by a bona fide association, club, hospital or society not carried on for profit.

For safety reasons the number of persons allowed in the school must not exceed numbers notified at the time of hiring.

No alterations or additions to the electrical, water, or gas installations are to be made for the purpose of or during hire.

No nails, tacks, screws, etc. shall be driven into any walls, floors, fittings, furniture or structure, or adhesive substances applied to them. Any violations of the above will constitute grounds for further payment to be made, if appropriate

The hirer is responsible for the preservation of good order during the period of hire and for the damage that may be done to the fittings, furniture or structure and fabric during or in consequence of the hiring. In the event of such damage the school may make it good and the hirer, by acceptance of the hiring subject to these conditions, shall be deemed to have undertaken to pay the cost as certified by or on behalf of the school.

The Premises Officer or Headteacher will inspect the premises at the close of the hire or at the earliest opportunity ideally with the hirer.

All hiring of the respective areas includes the use of furniture allocated to that area. No other furniture must be used unless written prior consent has been given.

All hirers should ensure adequate insurance cover for the activities undertaken whilst on the premises. The school cannot be held liable for injuries, which occur, on the premises. Thus the hirer shall indemnify and keep indemnified the school against all actions, claims and demands (whether on account of personal injury, damage or loss of property) which may be brought against the school on behalf of any person whose presence at the school is in any way connected with the use of the premises by the hirer and whether or not caused by the school or any officer of the school.

All equipment and valuables brought onto or stored on the premises are done so at the hirer's own risk. The school accepts no liability (whether or not it results from the school's own negligence or default) for the loss of property of the hirer or any other person. The hirers should ensure that proper care is taken of any valuables.

The sale of alcohol on the premises is strictly prohibited.

The school reserves the right for any of its officials to enter the school at any time.

The use of any part of the premises for gambling or for games of chance including bingo is forbidden.

The right is reserved to cancel any letting without notice where the school considers it necessary whether or not such necessity is within the control of the school. As much notice as possible of cancellation will be given. The school cannot be held liable to pay compensations for any loss or inconvenience sustained as a result of, or in any way arising from, the cancellation of hiring.

Cancellation by the hirer of a booking is acceptable provided one calendar month's notice is given in writing.

The hirer should ensure that no one using the school and premises receives less or more favourable treatment on the grounds of their gender, age, race, colour, nationality, ethnic or national origins or for disability, marital status, sexuality, social class, religious belief or creed. All goods and articles along with equipment taken into the school for use during the letting must be removed at the end of the session or stored in the areas agreed at the end of each day's use.

The premises shall always be vacated promptly at the end of the agreed time.

No rubbish is to be left. All tables and chairs are to be stacked as directed or as found if not directed. All areas are to be left clean and tidy.

Please keep all noise (particularly music) to a reasonable level, especially when leaving.