



Woolwich Polytechnic
School for Boys



Woolwich Polytechnic
School for Girls

PolyMAT

Lettings Policy and Conditions of Hire

Reviewed September 2018
Approved by Governors October 2018
Due for review September 2020

Aims

PolyMAT understands that its facilities, building and grounds can be a valuable asset to the community and will make them available to groups, organisations and individuals for their use from time to time. Its aim is to assist organisations that help to educate children and adults. In addition, it aims to hire out its facilities from time to time to raise funds to improve provision for the children that attend the school.

It is a condition of hire that the procedure detailed in the “Terms and Conditions are accepted and followed.

Scope

This policy covers all hire activities on the both the girls’ school and the boys’ premises,

Categories

Community use - educational or well-being activities that are led by the local community and not-for-profit organisations.

Private or commercial use - activities that normally take place outside school hours and that cover lettings such as privately organised activities.

Safeguarding

Lettings will not be made to persons under the age of 18, or to any organisation or group or individual with an unlawful or extremist background or to any body to whom the Trust does not wish to hire the premises. Persons may have to undergo, at the discretion of the Governing Board, a criminal record check via the Disclosure and Barring Service (DBS). If a particular letting involves contact with the schools’ pupils, all personnel involved must have appropriate recruitment and vetting checks. All staff in the Trust are required to be cleared at Enhanced level and therefore this should be replicated across to Hirers.

It is the responsibility of the Trust to ensure that the Hirer has ensured adequate supervision, ratios and up to date and adequate DBS checks. The Hirer will maintain and provide copies to the Trust, in relation to DBS evidence, contact details (including all emergency contacts), changes in staffing, responsibilities and absence.

These checks must be made by prior arrangement with the Head Teachers, with at least half a term’s notice in advance to ensure that the

checks can be carried out prior to the commencement of any letting. Any adults working with the schools' pupils (for example, at an after-school sports club) must be appropriately qualified.

All external hirers hiring the building for an activity where children will be present need to provide the Trust with a copy of their Child Protection Policy, as a condition of the hire

Terms and Conditions of Hire

1. The routine of the schools must not be disrupted. In many cases, the schools will use their discretion to decide the most appropriate time for lettings to commence and cease.
2. Every effort must be made by the hirer before a letting to protect school property. Damage to any property will be charged directly to the hirer.
3. The hirer may not use any of the schools' electronic or computer equipment without the express permission of the Head Teachers.
4. Any letting must be agreed by the Head Teachers to ensure it is practical.
5. Governors will be notified of lettings periodically.
6. The Hirer shall not use the hired premises for any purpose for which a licence is necessary unless such licence is in force in respect of the premises.
7. Good Neighbour Clause – our schools are situated in a residential area and as such we are keen to be good neighbours.
 - a. Loud music/noise must be kept to minimum. No letting shall continue beyond midnight.
 - b. All outside activities must be curtailed by 10pm on any day.
 - c. Music/noise made on the premises should not be heard at the schools' perimeter.
 - d. The hirer must take responsibility for the clearance of litter and other waste.
8. The hiring form includes a clause making the hirer responsible for any damage, willful or accidental, or any theft. A returnable deposit of £100.00 will be asked for and will be used to contribute towards the cost of damage repair/replacement should any be necessary.
9. Lettings are charged on the basis of the level of space/services used. Charges are levied on the time the building is open, not the duration

of the letting. This allows an adequate level of time for cleaning and security checks.

10. The person signing the form shall be an officer of the hiring organisation and shall be deemed to be the hirer and the person responsible for ensuring that the hiring conditions are complied with if the Trust accepts the application.
11. Every application must state the exact nature and purpose of the meeting for which the premises is required. Failure to correctly identify the nature and purpose of the meeting may result in access being denied, or hiring terminated early.
12. Lettings will not be made to persons under the age of 18, or to any organisation or group with an unlawful or extremist background. The hire agreement is personal to the hirer only, and nothing in it is intended to have the effect of giving exclusive possession of any part of the schools or of creating any tenancy between the schools and the hirer.
13. Charges for hire are at the discretion of the governing body.
14. The premises must be left in good order and vacated not later than the time booked. A charge will be levied for any time used over and above that booked. Money may be deducted from the deposit should a letting run over the agreed time.
15. No hirer shall sub-let the premises to another party.
16. No preparations are to be applied to the floor or paintwork.
17. Use of equipment that may cause damage to the floors is forbidden.
18. No equipment or furniture other than that provided may be used or left on the premises without written prior authorisation from the Head Teachers. The hirer will be required to ensure that any item of furniture used during the hire is returned to its original position in its original condition prior to leaving the premises.
19. Lettings for music, dancing or stage plays are permissible only if the entertainment is for a closed organisation where admission is by invitation or ticket. The maximum group size in the school halls, varies by site and should be clarified, prior to booking.
Entertainments are regarded as private if admission is restricted to

members of a club or similar association and their guests. The hirer is asked to ensure that only members or persons specially invited are admitted to any such function. Other forms of entertainment may be classified as public entertainment and the school buildings are not licensed for public entertainment purposes. Responsibility rests with the hirer to obtain the appropriate licence from PRS (Performing Rights Society) or PPL (Phonographic Performance Licence) if required. If in any doubt, the hirer is advised to seek further advice on whether a licence is required.

20. Smoking is not permitted on the premises.

21. No animals or livestock may be brought onto the premises without prior written permission from the Head Teachers, with the exception of guide dogs. The schools reserve the right to cancel a letting if the premises are closed or required for official purposes.

22. For ad hoc lettings, seven days' notice of cancellation (in writing) are required.

Deposits will not be refunded on cancellations of less than seven days. Where block bookings have been made on a termly basis, the school requires at least eight weeks' written warning of the cessation of the contract (not including school holidays). The schools would in turn give the same notice to the hirer. If the hirer requires a longer period of notice by the schools, then the schools would require identical notice from the hirer.

23. A full year contract will run from 1st September until 31st August. Any review by the Trust of charges and/or conditions would be made by the previous December and the hirer informed. The Trust would expect the hirer to adhere to similar procedures when informing the Trust of any changes it proposes to make.

24. The new contract should specify room rate charges and the maximum number of pupils allowed in each class (normally 30).

25. The hirer must undertake to make good any loss of property or damage to premises or property and to compensate the schools against all actions, expenses, claims, damages, penalties and demands arising out of or in any way

connected with the hiring. A guarantee or security against loss will be demanded prior to confirmation of booking if considered necessary by the governing body.

26. Hirers will have access only to the particular room(s) let to them. The use of the W.C. accommodation will be made available. No access will be permitted to other parts of the building other than those specifically hired.
27. There will be no access to the telephone except by pre-arrangement or for an emergency. All calls will be charged for. Hirers are expected to ensure that a mobile telephone number is provided to the schools in the event that contact needs to be made.
28. The Trust does not hold insurance to cover loss or damage to hirer's property which is stored, kept or brought on to these premises. It is up to the hirer to take out such insurance.
29. No announcement or advertisement shall be made as to the proposed event or activity for which a hiring is requested until the application for such hiring has been accepted by the Trust.
30. Full payments of agreed price including the deposit must be made at least 14 days prior to the date of each hire.
31. Any vehicles parked in the school carparks will be done so at the hirer's risk. The Trust does not accept responsibility for any damage to vehicles.
32. Any vehicles which are parked in the school carparks shall be arranged so as to ensure entry for emergency vehicles at all times.
33. The use of the school kitchens is not permitted.
34. Hirers must provide their own First Aid kit and keep a log of any accidents.
35. On application, hirers will be required to produce a fire exit plan that satisfies the school in question's requirements.

Charges per hour and per day

Room	Hourly	Daily
Classroom (girls' and boys' schools)	£35	£150
Food Technology Classroom (girls' school)	£40	£220

LRC (girls' and boys' schools)	£40	£220
Sports Hall, Whole (girls' and boys' schools)	£60	£325
Sports Hall, Half (girls' and boys' schools)	£40	£220
Dance Studio (girls' school)	£40	£220
Small Gym (boys' school)	£35	£150
Sports Hall plus Small Gym	£70	£375
Drama Studio (girls' and boys' schools)	£40	£220
Outside Courtyard (girls' school)	£30	£150
Hard Court Area (girls' and boys' schools)	£30	£150
Activities Hall	£40	£220
Main Hall (girls' school)		
Dining Hall (girls' and boys' schools)	£40	£220
All Weather Pitch (Full)	£60	£325
All Weather Pitch (Half)	£40	£220

Please note:

- that the maximum number of children per classroom is 30
- the daily rate is 6 hours,
- More than 6 hours by negotiation only

Community Use Timetable – Term time

Area for hire	Hours available for hire						
	Monday	Tuesday	Wednes- day	Thursday	Friday	Saturday	Sunday
Main Hall	6pm– 10pm	6pm – 10pm	6pm – 10pm	6pm – 10pm	6pm – 10pm	9am – 10pm	N/A
Dining Room	6pm – 10pm	6pm – 10pm	6pm – 10pm	6pm – 10pm	6pm – 10pm	9.00 – 8.00	N/A
Sports Hall - Whole	6pm – 10pm	6pm – 10pm	6pm – 10pm	6pm – 10pm	6pm – 10pm	9.00 – 10.00	10am- 4pm
Sports Hall - Half	6pm – 10pm	6pm – 10pm	6pm – 10pm	6pm – 10pm	6pm – 10pm	9.00 – 10.00	10am – 4pm
Dance Studio	6pm – 10pm	6pm – 10pm	6pm – 10pm	6pm – 10pm	6pm – 10pm	9.00 – 10.00	10am – 4pm
Drama Studio	6pm – 10pm	6pm – 10pm	6pm – 10pm	6pm – 10pm	6pm – 10pm	9.00 – 10.00	10am – 4pm
Food Technology Classroom	6pm – 10pm	6pm – 10pm	6pm – 10pm	6pm – 10pm	6pm – 10pm	9.00 – 8.00	N/A
LRC	6pm – 8pm	6pm – 8pm	6pm – 8pm	6pm – 8pm	6pm - 8pm	9am – 8pm	N/A
Courtyard	6pm – 10pm	6pm – 10pm	6pm – 10pm	6pm – 10pm	6pm – 10pm	9am – 8pm	N/A
Running Track	6pm – 10pm	6pm - 10pm	6pm – 10pm	6pm – 10pm	6pm – 10pm	9am – 8pm	10am – 4pm
Football Pitch	6pm – 10pm	6pm – 10pm	6pm – 10pm	6pm – 10pm	6pm – 10pm	9am – 8pm	10am – 4pm
Hard Court Area	6pm – 10pm	6pm – 10pm	6pm – 10pm	6pm – 10pm	6pm – 10pm	9am – 8pm	10am – 4pm

Community Use Timetable – School closure time

Area for hire	Hours available for hire						
	Monday	Tuesday	Wednes- day	Thursday	Friday	Saturday	Sunday
Main Hall	9am– 10pm	9am – 10pm	9am – 10pm	9am – 10pm	9am – 10pm	9am – 10pm	N/A
Dining Room	9am – 10pm	9am – 10pm	9am – 10pm	9am – 10pm	9am – 10pm	9am – 8pm	N/A
Sports Hall - Whole	9am – 10pm	9am – 10pm	9am – 10pm	9am – 10pm	9am – 10pm	9am – 10pm	10am- 4pm
Sports Hall - Half	9am – 10pm	9am – 10pm	9am – 10pm	9am – 10pm	9am – 10pm	9am – 10pm	10am – 4pm
Dance Studio	9am – 10pm	9am – 10pm	9am – 10pm	9am – 10pm	9am – 10pm	9am – 10pm	10am – 4pm
Drama Studio	9am – 10pm	9am – 10pm	9am – 10pm	9am – 10pm	9am – 10pm	9am – 10pm	10am – 4pm
Food Technology Classroom	9am – 10pm	9am – 10pm	9am – 10pm	9am – 10pm	9am – 10pm	9am – 8pm	N/A
LRC	9am – 8pm	9am – 8pm	9am – 8pm	9am – 8pm	9am - 8pm	9am – 8pm	N/A
Courtyard	9am – 10pm	9am – 10pm	9am – 10pm	9am – 10pm	9am – 10pm	9am – 8pm	N/A
Running Track	9am – 10pm	9am - 10pm	9am – 10pm	9am – 10pm	9am – 10pm	9am – 8pm	10am – 4pm
Football Pitch	9am – 10pm	9am – 10pm	9am – 10pm	9am – 10pm	9am – 10pm	9am – 8pm	10am – 4pm
Hard Court Area	9am – 10pm	9am – 10pm	9am – 10pm	9am – 10pm	9am – 10pm	9am – 8pm	10am – 4pm

Hire Form

Event Details:

Name:

Nature & Purpose of event:

Date:		Numbers expected:
Start Time:	Finish Time:	
		Children:

NB: Please include setting up and clearing up time in your calculations.

Rooms and all areas to be used:

Will the event be: Free of charge	Fundraiser
Community	Commercial

Co-ordinators details:

Surname:	Address:	Tel/Mob:

Email:

Licences:

As the schools are based in residential areas it is important that any noise or nuisance be kept to a minimum. Please give details of whether there will be loud noises at the event, alcohol present and whether any special licenses are required for the running of this event?

Declaration:

Coordinator's Signature:	Authorised School Personnel:
Name:	Name:
Position:	Position:
Date:	Date: