

# The Royal Liberty School

*"Where boys are ambitious, where boys succeed"*



## LETTINGS POLICY

Reviewed by: Tara Barrett (Business Manager)

Review Date: September 2017

Next Review: September 2019





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## Lettings Policy 2017

The Royal Liberty School has a number of multi-purpose facilities available to hire. As an Academy this enables us to generate some income by offering an affordable and competitive provision letting part(s) of the premises and related equipment for public use outside normal school hours. These lettings may be short or long term and generally charged on an hourly basis.

The premises available for hire are:

### The Sports Hall

The sports hall offers a spacious area that can be used for a range of activities including:

- Football Training
- Basketball
- Badminton
- Zumba
- Fitness Classes
- Karate
- Indoor sports competitions
- Cricket nets

Adjacent to the sports hall there are male changing rooms, toilets and shower facilities.

### School Field

The field is home to a football and rugby pitch and in the summer a 400m running track. We have an Astroturf cricket pitch and a 3 lane Astroturf outdoor cricket net facility as well as an on-site pavilion.

### Drama Studio

Suitable for dance classes or keep fit/exercise classes.

### Classrooms

Classrooms are available to hire. If you are interested in hiring a classroom for Adult Learning, private tuition or to deliver Language classes or refresher learning then we have a range of classrooms available. Each classroom comfortably holds up to 25-30 learners.

### Food Technology Classroom



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This classroom is a newly refurbished state of the art modern catering room. The room has 10 electric ovens and hobs with sinks and large surface areas.

## **The School Hall**

The School hall is a space that can be hired for performances and parties. It has a staging area that can be used for both purposes and again a further space to offer fitness classes.

Tables and chairs are available on request and the space will comfortably hold up to 350 people seated in rows (assembly style) with an additional 50 people in the balcony or 100 people seated at tables.

## **Conference Room**

This large room offers seating for 20 people around a large conference style table. ICT facilities including a large whiteboard/screen is available on request.



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## Terms & Conditions of Hiring School Accommodation

### Application

The Hirer must be over 18 years of age.

All applications for hire should be addressed to Mrs T. Barrett, Business Manager.

The school will hold provisional bookings for a period of 5 working days.

The Hirer must complete the Lettings Application Form, 6 weeks before the proposed hire or at the time of booking if less than six weeks to the event.

The hirer must state the purpose for the hire.

The School will take a 20% deposit for all bookings.

The Hirer must pay the full fee for the booking no later than 6 weeks prior to the date of use.

If the hire is less than 6 weeks away from the date of application, the full fee will be payable.

For block bookings, the school will invoice on a half termly basis.

The school reserves the right to refuse any application or cancel the booking at any point up to the time of the event.

Any hall hire for evening parties are subject to a £200 cash refundable damage deposit.

### Conditions

The school has a no smoking policy and as such all events must conform to this policy. Smoking is not permitted within the boundary of the school.

Times and duration of hire vary with the accommodation hired. However, all lets must cease by midnight and, as such all activities must cease by 11.00pm to allow sufficient time for clearing up.

The Hirer or a nominated responsible person must be in attendance throughout the duration of the hire.

The hirer is responsible for maintaining order throughout the period of hire and shall ensure that events are properly supervised, with sufficient stewards if so required.



# The Royal Liberty School

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The Hirer will ensure that the event or its guests do not cause a nuisance to the local community.

The Hirer will 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.

The Hirer will at all times allow access to the premises and services to school or Academy staff to perform any duties other than participate in the activity taking place.

No items likely to cause damage to floors, walls and equipment must be brought into the school without the hirer having taken adequate protective measures. In case of doubt, the school must be informed at the point of hire, the items should only be brought into the school once permission is granted. The Hirer will be responsible for any damage caused to floors, walls even if protective action had been taken.

The Hirer shall, upon request, provide a copy of the programme of any entertainment given by the hirer. Once approved, the entertainment provided must conform to the programme.

The school premises are not licensed for public entertainment. For certain types of events an occasional licence must be obtained from the Council's Environmental Health and Consumer Services Division. Hirers are responsible for ensuring the conditions adhered to the licence is fully observed.

No copyright dramatic or musical work shall be performed without licence from the owner of the copyright and all such licences shall be produced on demand to the school or any duly authorised officer of the council. The Hirer shall indemnify the school against any infringement of copyright that may occur during the hire. As a rule, all Performing Rights Society conditions must be adhered to when musical works are being performed.

No Alcohol is to be consumed on school premises without express permission from the Business Manager. Such requests must be made at the point of application. The Governing Body will delegate decisions on alcohol consumption to the Head Teacher and Business Manager.

The school will not allow the sale of alcohol within its boundaries.

The Hirer will ensure that the number of people attending a function /activity does not exceed the maximum permitted on the hired accommodation.

The Hirer shall provide, at his own expense, items of furniture or equipment that is not available for use in the school.

Where school furniture or equipment is used, the hirer will ensure that all items are returned back to the to the storage areas.



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The hirer is not permitted to use any form of fixings, such as nails, tacks, bolts, that damages the fabric of the building.

The hirer is not permitted to make any alterations or additions to the fabric of the building.

The wearing of stiletto or metallic heels is not allowed in any area without carpeted floors.

Any damage to any of the premises will result in loss of the damage deposit. This includes damage to floors, curtains, walls, toilets and any part of the infrastructure of the building, furniture or equipment. If the cost of the damage is in excess of the deposit you will be asked to pay for the balance and by signing this contract you agree to this responsibility. All payments must be made within 14 days of receipt of invoice for any additional damage costs.

Failure to leave the premises in the same state as they were found will result in loss of deposit. This includes all areas hired including kitchen, halls, classrooms, changing facilities, drama studio, playground, any outside area, toilets and hallway entrance areas. This list is not exhaustive based on areas used by the hirer.

Should the hirer not vacate the premises within the agreed timescale then loss of deposit will occur as follows.

If you do not vacate the premises at the agreed time of your booking you will lose 25% of your deposit

If you are 30 minutes over time you will lose 50% of your deposit

If you are 45 minutes over your time you will lose 75% of your deposit and

If you are over 1 hour after your time you will lose all of your deposit and the police may be called to remove you from the premises. The hirer will also be invoiced for any time after this.

You are required to leave the premises exactly as they are found so as the hirer you are responsible for tidying and cleaning all areas used.

You are charged for this time as our site keepers will be in attendance. The site keeper can provide you with bin bags, cleaning equipment, mops and brooms etc. There is a stockade for all rubbish to be disposed of.

There is strictly no smoking or use of any flammable items due to safety and fire regulations covered by insurance.

Any glass breakages within the quad area are to be reported immediately to the site keeper. There is strictly no glass allowed on the sports field or playground as any broken glass could cause a major injury to our students if not seen or cleaned.



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The hirer will be responsible to ensure adequate third party liability insurance is in place. Should the Hirer not have the insurance it can be purchased from the school at £15 or 10% of the Letting fee, whichever is the higher.

The school is not responsible for any loss or damage to personal possessions whilst on the premises.

### **Termination & Cancellation**

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.

Cancellations by the hirer will be accepted but will incur the charges based on the length of notice given. Refunds of booking fees will be as follows:

- **More than 4 weeks notice - One third of the fees paid.**
- **Less than 4 weeks - No refund**

The school can at any time 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.





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## Hire of School Accommodation Form

To be completed by the person responsible for payment in respect of hire.

DATE(S)	Set Up Time From – To	Time of Event From – To	Clear Away time From – To the end of time is when the school will be locked	AREA REQUIRED	PURPOSE OF HIRE	NO. OF TABLES/C HAIRS REQUIRED	WILL ALCOHOL BE CONSUMED

### FURTHER INFORMATION/DETAILS

I hereby make application for the use of the accommodation and facilities stated above and upon such application being approved, I undertake to pay in advance the charges and to comply with the Conditions of Hire which are available for issue or inspection from the School.

Full Name (in block letters)

.....

Society or Organisation (if applicable)

.....

Address .....

.....

.....

.....

Tel. No.

.....

Email address

.....

Please reply to:

Mrs T. Barrett, Business Manager, The Royal Liberty School, Upper Brentwood Road, Romford, Essex, RM2 6HJ

Payment can be made by cheque addressed to The Royal Liberty School, Cash, or Bank transfer to Lloyds Bank, 30-14-24, 27025560.



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Please note: If recorded music is to be played it is the Hirer's responsibility to obtain a licence for the public use of sound recordings. Under the Copyright, Designs and Patents Act 1988, it is a legal requirement to obtain a licence for sound recordings. A licence can be obtained by contacting PPL [Phonographic Performance Ltd] on 0207 534 1000. Once a licence has been obtained, please forward a copy to the school. Failure to do so will result in cancellation of the hire of the facility.

The Hirer shall indemnify the Academy against all costs claims actions and proceedings however arising in respect of the Hirers liabilities to third parties for personal injury and damage to or loss of property at or on the premises [except insofar as such costs claims actions and proceedings arise from the negligence or deliberate acts of the Academy or their servants or agents] and shall maintain a third party insurance policy with a limit of indemnity for any one accident of not less than £2 million. **A copy of the Public Liability insurance must be returned with this booking form or a fee equalling the higher of £15 or 10% of the letting will be levied for use of the Academy's Public Liability Insurance.**

## **CONDITIONS FOR THE HIRE OF SCHOOL ACCOMMODATION**

These conditions refer throughout to the 'School', but in all such instances the word 'Academy' also applies.

1. All applications for the hire of accommodation should be addressed to The Royal Liberty School and made on the standard booking form which will be issued on request.
2. The school reserves the right to refuse any application.
3. 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.
4. Provisional bookings will be reserved for 5 working days from the receipt of the enquiry.
5. The hirer, who must be over 18 years of age, will be required to pay the full fee no later than six weeks before the letting takes place. For block, i.e. regular, bookings the fee must be paid. On receipt of invoice where this is prohibitive for the Hirer, the Business Manager can use discretion to negotiate a payment plan.



# The Royal Liberty School

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6. 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.
7. Cancellations by hirers will be accepted on the basis that if 28 calendar days or more notice is given then one-third of the full fee will be payable, and if less than 28 calendar days notice is given then the full fee will be payable.
8. If recorded music is to be played it is the hirer's responsibility to obtain a licence for the public use of sound recordings. Under the Copyright, Designs and Patents Act 1988, it is a legal requirement to obtain a licence for sound recordings. A licence can be obtained by contacting PPL [Phonographic Performance Ltd] on 0207-534 1000. Once a licence has been obtained, please forward a copy to the school. Failure to do so will result in cancellation of the hire of the facility.
9. School kitchens may be used for the cooking or preparation of food but a deposit of £200 is required in advance. Six weeks notice is required so that catering staff are able to ensure space for food storage, otherwise own food storage will need to be provided. Where there is loss, damage or any kitchen equipment or area left in an unfit state the deposit is non-refundable and any additional charges will be levied to the Hirer.
10. 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.
11. 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 Academy acting in the performance of his duties as such employee. The Hirer shall indemnify the Academy against all costs claims actions and proceedings however arising in respect of the Hirers liabilities to third parties for personal injury and damage to or loss of property at or on the premises (except insofar as such costs claims actions and proceedings arise from the negligence or deliberate acts of the Academy or their servants or agents) and shall maintain a third party insurance policy with a limit of indemnity for any one accident of not less than £2 million. **A copy of the Public Liability insurance must be returned with the booking form or provision made to purchase Public Liability Insurance from the school.**
12. The hirer is responsible for the preservation of good order and shall fully compensate the school for any damage howsoever occasioned except



# The Royal Liberty School

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insofar as he satisfies the school that such damage or loss was caused by any act of default of the school or of any employee of the Academy acting in the performance of his duties as such employee. It is recommended that the hirer have adequate third party insurance cover.

13. The hirer shall at all times permit access to the premises and services by the staff of the Academy. 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.
14. The school will not be responsible for any loss to the hirer due to any breakdown of machinery, failure of supply of gas, water or electricity, leakage of water or fire [except insofar as any such loss may be caused by any act or default of the school or any 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.
15. 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.
16. No copyright dramatic or musical work shall be performed without the licence of the owner of the copyright and all such licences shall be produced on demand to the school or any duly authorised officer of the Academy. The hirer shall indemnify the school against any infringement of copyright which may occur during the hiring. All Performing Rights Society conditions must be adhered to where musical works are being performed.
17. 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 7 above.
18. 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.
19. 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 if so required.
20. The hirer should ensure that the use of the premises does not cause a nuisance to local inhabitants.
21. The school will normally have a representative in attendance during the period of a letting to ensure compliance with these conditions and that



# The Royal Liberty School

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person will be invested with the power to terminate a use immediately if circumstances so demand.

22. The schools' representative will also have the authority to control the volume of sound caused by musical equipment.
23. 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.
24. School premises are not licensed for public entertainment. For certain types of events an occasional licence must be obtained from the Council's Environmental Health and Consumer Services Division. Separate advice is available on those uses/events which would require a licence. The initial approach on such matters should be made to the school.
25. Hirers are responsible for ensuring that the conditions attached to any granting of a licence are fully observed.
26. No alcohol shall be consumed on school premises without the express permission of the school Business Manager. In addition no alcohol shall be sold on the premises unless an occasional licence has been obtained from the Local Authority or an existing license holder supplies the alcohol. Hirers must give sufficient notice for these 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].
27. The hirer must ensure that setting out and clearing up is completed within the specified times of hire. The premises must be completely vacated by your final allocated time.
28. 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 or in an occasional licence.
29. When booking use of the premises the hirer should indicate the number 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.



# The Royal Liberty School

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30. No bolts, nails, tacks, screws etc. shall be used on the school premises, nor shall notices or bills be displayed without express permission. The wearing of stiletto heeled shoes is not permitted under any circumstances.
31. No alterations or additions shall be made to the school premises or services [e.g. additional lighting] without express prior written approval.
32. It will be expected of hirers that they leave the accommodation in a reasonable and tidy condition after use. If additional cleaning beyond that which would normally be required has to be undertaken a further charge may be made against the hirer.
33. The school will not be held responsible for the loss or damage to cars parked on its premises.
34. Should these conditions not cover a specific circumstance arising out of a particular request from a hirer then due consideration will be given to that 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.
35. Where a letting is not cost effective for the school then the school reserves the right to cancel the 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





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**Discount available to staff or organisations associated with the Academy (i.e. Friends of The Royal Liberty School) at the discretion of the Head Teacher/Business Manager)**

**Reviewed**

**Signed  
Chair of Trustees**