



**Federation of
Westminster Special Schools
& Bi-Borough Inclusion Service**

Lettings Policy

Approved by Full Governing Board: February 2025

Due for review: February 2027

Lettings Policy

Introduction

The Governing Board of 'The Federation of Westminster Special Schools' regard the school buildings and grounds as a community asset and will make every effort to enable them to be available for offering extended services including community use.

The Federation considers itself to be the place that can provide the local community with high quality spaces and other facilities. Using one of our schools as a centre for adult learning, childcare facilities and for meetings helps regenerate and strengthen our community, the Federation will support community learning, community sports, health improvement schemes and community cohesion events. This policy covers the whole QEII Jubilee School site in Kennet Road and College Park building at Garway Road.

Use of the Federation premises for school functions and activities will always take priority over outside lettings.

All hires are subject to our Lettings Policy and in line with Westminster City Council Standard Conditions of Hire. An application form (attached as an appendix to this policy) must be completed.

The Governing Board has delegated all decisions on letting to the Headteachers of College Park and QEII Jubilee School for their respective schools. They have the right to turn down any applications they feel inappropriate.

A letting will only be allowed if a member of Premises Staff (or their delegate) employed by the Federation is available during the hire, including the opening and closing of the premises. This can be waived with the appropriate safeguards, security measures and insurers agreement in place.

Entrance to the school will normally be via the Main Entrance, which will be opened by the school at an agreed time. For security reasons, the school keys will not normally be available to the Hirer. It will be the responsibility of the Hirer to ensure they have undertaken a short induction on the security and emergency procedures in place at the school.

In setting the charges for lettings, the schools will take account of the costs incurred by the school (including caretaking, energy, wear and tear and administration) plus a profit margin.

The school will retain income derived from lettings and costs to the school will be met from this income.

The school premises will not be let to individuals or organisations if there is reason to believe that the name or reputation of the school or Federation could be brought into disrepute. Guidance can be found in Westminster City Council "Institutions Venue Hire Guidance".

The school premises will not be let for functions where a Public Entertainment Licence is required or alcohol is sold.

The Federation Business Manager (or delegated member of staff) is responsible for managing the letting and collecting the income. Application forms, available from the school, should be submitted to the Federation Business Manager at least two weeks before the first day of the proposed letting. In the case of block bookings, four weeks' notice should be given. The person signing the application form will be considered to be the Hirer. The Hirer will be required to return the completed booking form to the school before a booking can be accepted. The booking acceptance will be confirmed by the return of a signed copy of the booking form to the Hirer.

Where the nature of the letting involves Children and Young People under 18 and/or vulnerable adults, the names of the adults involved, both paid and unpaid must be notified to the Federation Business Manager and all must be DBS checked by the hirer. The Hirer understands its duty of care in respect of safeguarding children and young people as per the most recent version of Keeping Children Safe in Education.

All persons or organisations hiring the school premises must read and agree to comply fully with the Federation Health & Safety Policy and carry out relevant Risk Assessments.

All hirers must have (and provide to the Federation Business Manager) Public Liability Insurance (minimum cover £2,000,000) plus the necessary insurance for activities they are organising and, where appropriate, Employer Liability cover.

Users should acquaint themselves with the Fire and Safety regulations and procedures relating to the area of the premises in use. These will be clearly displayed in each of the designated areas. It is the responsibility of the Hirer to provide first aid equipment and trained personnel. They must also carry out their own fire drills and organise their own fire procedure.

Fire exits must not be blocked or locked, nor should furniture, equipment, or other obstructions be placed in corridors during the hiring.

The Hirer must use only that area of the building hired and must observe any instructions given by the school concerning the area available.

Any furniture or equipment moved by the Hirer must be returned to its original position at the end of each session.

School resources and small equipment will not be available for use by the Hirer. It is the Hirers responsibility to provide any required resources, unless previously agreed.

Toilets are available and shower facilities (where available).

The Hirer is responsible for ensuring that good order is kept on the premises and within the immediate environs of the school, and that the premises are left in a clean and tidy condition.

For security reasons, the Hirer will not have access to the school telephone. Hirers are urged to consider acquiring a mobile telephone for use in an emergency.

Smoking is not permitted anywhere in the school building.

Animals, other than Guide Dogs/Assistance Dogs, are not permitted anywhere on the school premises. This is purely on grounds of hygiene.

No combustible materials are to be used within the school, except with the express approval of the School Headteacher.

In the event of an incident, fire or near miss

The school must ensure that Incident forms are made available to the Hirer, who in turn, must ensure one is completed correctly and that an investigation is undertaken. A review of the risk assessment for the activity will be required. If the Hirer has produced a risk assessment then the hirer is responsible for undertaking the review and informing the school of any findings that may be relevant. Schools are NOT responsible for undertaking risk assessments for Hirer's activity (ies).

In the event of fire

The Hirer will call the Fire Service (if school staff are not present and supporting the activity)

All users will evacuate the building via the nearest fire exit and muster at the designated point.

Users must not re-enter the building until the 'all clear' has been given. The Fire Service will give this.

Fires must be reported using the Schools Incident Report form.

9. Licences

There are a variety of licences that may be required for different types of function. The onus is on the Hirer to ensure which are necessary, and must produce documentary evidence before the letting takes place. The Hirer will indemnify the school/Federation and WCC against any action brought about by failure to obtain the necessary licence(s). The following categories of letting may require a licence:

- Theatre licence
- Copyright/Royalty licence
- Cinematography licence

The Federation reserves the right to require a deposit over and above the hiring charge as a surety against damage to the premises (including any equipment) or the premises being left in an unacceptable condition necessitating the incurring of additional cost for cleaning, caretaking or other expenses.

The charge for hiring the school premises must be paid for by bank transfer/BACS and cleared through the school's bank account before the event takes place.

All lettings must be detailed in the Hire Agreement to be signed by the hirer and by the Federation Business Manager.

A hirer will be held responsible for the clearing up after an event and must obtain acceptance from the school Site Manager that the facility is clean and tidy before leaving the site

The Federation is required by law to apply VAT to all transactions where this is appropriate.

In the case of cancellation, the school will seek to recover any costs incurred by the school which are unavoidable and result directly from the cancellation of a letting.

Letting fees are reviewed annually by the Governing Board.

The Federation has on occasions allowed the schools to be used free of charge or have accepted payment in kind. These arrangements must be agreed by the Federation Business Manager before confirmation of any arrangement and the payment in kind must be detailed in writing.

Cancellations

a) By the Hirer

Cancellations should be made in writing at least 24 hours before the proposed letting; otherwise the Hirer will still be liable for the standard charges. In the event of a cancellation being made at the appropriate time, the school will credit the Hirer for a free booking the following term, if applicable, or refund the fee if no further bookings are required.

b) By the School

If the school finds it necessary to cancel a booking, as much notice as possible will be given, generally not less than 24 hours and, where possible, alternative accommodation will be offered. If this is not possible, a refund will be made. The

school will accept no liability in respect of commitments incurred by the Hirer due to such cancellations.

Review

This policy will usually be reviewed annually, and at any other time as may be necessary.

13. Appendix A - Hourly Charges

NB These charges will be fully reviewed before the end of December 2025.

	Community Use Weekday	Personal Use Weekday	Commercial Use Weekday
One Room	£45	£45	£60
Each extra room	£25	£25	£30
Hall (QE11) Hourly	£80	£80	£100
Hall (QE11) Daily	£190	£190	£200
Hall (CPS) Hourly	£80	£80	£120
Hall (CPS) Daily	£200	£200	£220
Hall and Café (CPS)	£250	£260	£300
QEII Kennet West Centre	£350	£350	£500

A £40 weekend supplement will be levied on all categories of letting to cover the extra cost of caretaking/cleaning incurred by the school outside the standard school week.

Note:

Personal and Commercial lettings will require a deposit equivalent to 1 hour's charge to cover the eventuality that:

- extra cleaning is required in order to return the hired area to a satisfactory state and/or
- chargeable breakage(s) occur.

The deposit will be used to offset the cost of cleaning and/or repair, any unused money will be returned to the Hirer.