



# Melcombe Primary School Lettings Policy

Reviewed by: Mandie Frost

Date adopted: 17<sup>th</sup> January 2018

Signed .....

Date:

Dennis Charman  
Chair of the Governing Board

Date for Review: 17<sup>th</sup> January 2020



Melcombe Primary School

# Lettings

January 18 Edition

*A venue for all occasions*



Melcombe Primary School Fulham Palace Road London W6 9ER  
Telephone (020) 8748 7411

## About the Building

The late Victorian and Edwardian ages were a time of material prosperity. Free education was introduced and an extensive building programme of schools, libraries and art galleries undertaken across the country.

Built in 1901, Melcombe very much reflects the architecture of this period with its terracotta door and window surrounds, red brickwork and ornate decoration along the roof line that make it **an excellent background for period film and television production.**

**The hard surface playgrounds** on two sides of the building provide an area for sporting occasions, boot sales or occasional parking for local events.

Within the building there are **two large halls**, one on the ground floor and one on the first floor, that can be used to accommodate a range of differing functions from community events or sporting activities through to business conferences.

A further hall is available on the second floor, which can be converted into **a studio for dance and drama events.** The studio accommodates an audience of 120 people on tiered seating and is equipped with a lighting rig controlled from a 24 channel lighting desk and a sound system.

**A number of classroom areas and meeting rooms** are also available for studies, craft classes and discussion groups.

Adjacent to the main school building is a Pavilion, accommodating up to 50 people, together with a Children's Centre with a hall that can also accommodate up to 50 people for differing events or be divided into two meeting spaces.

There are two small kitchens, one within the main school building and the other in the Children's Centre for the preparation of light snacks, tea or coffee.

The majority of the accommodation available can be hired for use outside school hours from 4 p.m. to 9 p.m. Monday through to Friday and from 9 a.m. on a Saturday.

During the school holiday periods the accommodation is normally available from 9 a.m. through to 9 p.m.

Lettings are available to business organisations and for community activities, educational purposes and private events such as birthday parties, christenings or wedding receptions.

A guide to current costs is enclosed with this information sheet and further information is available from the school office on (020) 8748 7411 or online via [mfrost@melcombeprimary.com](mailto:mfrost@melcombeprimary.com).

## Letting arrangements

Within this brochure, 'the school' means The Governing Body of Melcombe Primary School with the day-to-day management of any agreement being undertaken by the Site Administration Officer.

The terms and conditions under which the school agrees to the use and occupation of any accommodation within the boundaries of the school are those set out below. Use or occupation of the accommodation shall be deemed to be an acceptance of these terms and conditions herein and any liabilities arising under them.

The school reserves the right to refuse any application for a letting on any grounds that it may deem fit.

**Charges:** The amounts payable for use of the accommodation are those in force at the time the booking is made (subject to the date of actual occupation being within three months of the booking being made). The amount payable and shown on an accepted booking form includes the cost of cleaning, heating and lighting, and the use of furniture and equipment provided for by the centre.

**Use and occupation of the accommodation:** The hours during which the accommodation may be occupied are those shown on an accepted booking form and the occupier is required to ensure that no persons enter or remain on the premises outside those hours specified. For the avoidance of any doubt the premises must be fully vacated by the finishing time indicated on the accepted booking form with all doors left closed and windows locked.

Unless otherwise agreed in writing by the school, only the accommodation specified may be used and occupied, together with the toilet facilities and the most direct route available to the accommodation.

**Furniture** normally found within differing areas of the accommodation is designed for children. A range of tables and chairs designed for adults can be supplied through a pre-booking arrangement. In the event that insufficient furniture is available for your needs or you have some additional specific requirements, the school will, subject to written agreement, arrange the rental of additional items, the cost of which will be added to the accommodation hire costs.

The occupier shall consult with the school on the moving of furniture from the original room layout.

**The storage of equipment** is not permitted, unless otherwise agreed by the school.

## Health and Safety

The person or organisation named on the accepted booking form is required to take all necessary precautions to ensure the safety of those present and observe all the Health and Safety requirements relating to the use of the accommodation. This includes, but is not necessary limited to:

- Acceptance of the responsibility for ensuring that each person relating to their use has signed in at the start of their meeting/event and signed out at the end;
- Insuring that all exits, fire alarm points and equipment are accessible at all times and that obstructions are not placed near them;
- Ensuring that those occupying the building are advised of what to do in an emergency:
  - Raise the alarm by operating the nearest fire alarm point by breaking the glass;
  - Leave by the nearest exit and assemble at the allocated Muster Point in Colwith Road;
  - Inform the person responsible of their safe arrival and the cause of the fire, if known;
  - Avoid making detours or returning to collect personal belongings and not re-entering the building until advised to do so by the responsible person.
- Ensuring that fire extinguishers and equipment are kept in their proper place and only used for their intended purpose;
- Ensuring that conditions that may give rise to a fire do not develop from their acts or negligence (including enforcing a No Smoking rule in all areas of the premises);
- Ensuring that highly flammable substances shall not be brought into or used in any part of the building. No internal decorations of a combustible nature can be brought into the building without prior written consent.

In addition the hirer must advise their group:

- Of domestic arrangements such as toilet facilities etc.
- That with the exception of trained guide dogs for the blind, dogs are not allowed on the premises

## **Children and Young Persons Act**

When the accommodation is being used for the purposes of entertainment at which the majority of persons are children, the occupier shall comply and secure compliance with any duties concerning the safety of children arising under Section 12 (1) the Children and Young persons Act 1933.

## **Refreshments**

No alcoholic drinks shall be included in the refreshment at any function without the prior agreement of the school. Such an agreement will be subject to the occupier having first made enquiries at the local magistrate's court about the possible need for an occasional justice's licence.

In connection with the serving of other refreshments one or both of the kitchens available may be used on the payment of an additional charge on the following conditions:

- Unless otherwise agreed in writing, the facilities provided may be used for heating water and washing up only;
- The kitchen must be left in a clean and tidy condition in accordance with the following Kitchen and Safety Procedures (both of which are also displayed within the kitchen).

## **Kitchen Procedures**

It is the responsibility of all using the kitchens to ensure that they leave it in a clean and presentable state:

- All pieces of cutlery/crockery are washed and dried with the tea towels provided and are returned to the correct cupboard/drawer.
- Clean tea towels are hung up and dirty tea towels are placed in the basket provided.
- All surfaces and the sink are wiped clean with the antiseptic solution using a sponge or cloth.
- No sharp implements are left lying around.
- All taps are turned off and the plug is removed from the sink.
- The cooker is checked to ensure that it is fully turned off (including the wall switch).
- All appliances are turned off and all electric plugs are pulled out of the wall sockets (with the exception of the fridge freezer).
- All perishables are put into the fridge.
- All rubbish is placed in the bin and at the weekend the bag is taken outside and placed by the main bins.
- The floor is cleared of any rubbish and swept, and that all spillages are wiped up.
- The fire blanket and First Aid Box are in their allocated places.
- All personal items are removed.
- The light is turned off and the door securely closed.

## **Safety Procedures**

- The Kitchen door is to be kept closed.
- Children under the age of 7 are not allowed into the Kitchen under any circumstances.
- Children over the age of 7 are allowed in the Kitchen only when under close supervision of their parent/carer.
- Parents/Carers are to take responsibility for and supervise their children at all times.

A charge will be made for any extra cleaning that needs to be undertaken by the school to return either kitchen to its original state.

The occupier must make any loss of equipment by damage or theft good.

## **Parking**

Parking may be possible by a pre-booking arrangement. This may result in an additional cost. On occasions when parking is permissible, cars must not be parked

so as to cause an obstruction at any of the school buildings entrances. All vehicles and contents are parked at the owner's own risk.

## **Restrictions in the Use of the Accommodation**

No occupation is permitted, which in the opinion of the school, is likely to cause any disturbance, cause any noise, nuisance, annoyance or inconvenience to the residents in the neighbourhood, interfere with any other occupiers or in any way appear unsuitable to take place on the school's premises. Without prejudice to the rights of candidates at parliamentary and local elections under the Representation of the Peoples Act 1949, the use of the accommodation shall not be permitted if the purpose of the use is or in the opinion the governing body appears to be the political indoctrination of children up to the end of compulsory school leaving age.

**Films:** No film shall be exhibited in the centre which

- Is likely to encourage or incite crime, lead to disorder, stir up hatred against any section of the public on grounds of colour, race, ethnic or national origins, sexual orientation or sex, or to promote sexual humiliation or degradation of or violence towards either sex.
- Contains a grossly indecent performance, which will in any way outrage the accepted standards of public decency or the effect of which is, if taken as a whole, such as to tend to deprave and corrupt persons who are likely to see it.

**Flags:** No decorations, flags or emblems are permitted without the prior consent in writing of the centre, with the exception of those, which are peculiar to scouts, guides and similar youth organisations. No bills, advertisements or posters may be placed on any part of the building including the inside and outside walls.

**Damage to the building:** The occupier is prohibited from doing or permitting anything, which is likely to disfigure walls or the building and is responsible for the preservation of order during the occupation.

**Entertainment /Copyright:** The accommodation may not be used for the following types of entertainment unless the occupier has first obtained an occasional entertainment licence

- Private music promoted for private gain;
- Public performance of plays/films to which the public are admitted on payment;
- Film exhibitions for private gain.

If any copyright music or stage play is to be performed the occupier must first obtain any necessary consent of the copyright owner or their agents.

**Electrical Apparatus:** No alterations or additions to electrical installation may be made without the prior written agreement of the school, which is subject to four weeks' advance notice to allow the impact of the operation of the apparatus on electrical loading to be assessed. Any electrical equipment brought into the building with prior consent must comply with the Electricity at Work Regulations 1989.

Electric guitars or similar apparatus may be used at the owner's risk and on the following conditions

- The occupier is wholly responsible for ensuring the apparatus is connected to the mains supply through an adequate isolating transfer.
- Only one piece of mains power audio equipment is connected to each transformer.
- All electrical equipment used is protected by a residential current circuit breaker.

## **Sub Letting**

Occupation of the accommodation is personal to the hirer and as such cannot be assigned, sub-hired or part hired to any other parties under any circumstance.

## **Right of Entry**

The school reserves the right of entry at all times to the accommodation.

## **Termination or Suspension**

The school reserves the right, for any reason which it considers adequate, to withdraw permission to occupy the accommodation on any particular date or dates or for any period. The withdrawal of such permission shall not entitle the occupier to make any claim whatsoever against the school but any payment made to the school for the period involved will be refunded.

## **Cancellation of Occupation**

If the hirer cancels a proposed occupation, no charge will be made provided that the hirer gives not less than ten working days' notice.

## **Indemnity**

The school does not accept any responsibility or liability whatsoever for any loss of or damage to the property of the occupier, his agents or employees or any other persons using the accommodation save as provided for hereafter.

To the extent permitted by the Unfair Contract Terms Act 1977 or any subsequent amendment thereto, the occupier shall save the centre harmless and keep it indemnified from and against all actions, claims, demands, costs, losses and expenses which may be made or brought against them or sustained or incurred by them however arising directly or indirectly out of or in connection with this agreement to use the accommodation in respect of the following matters:

- The death of or personal injury to any person
- Loss or damage to any property belonging to the school
- Loss or damage to any property belonging to any person other than the occupier or the school
- Any other loss or injury which may be incurred or suffered by the occupier or by the school or by any other person and shall not make any claim against the school in respect of any of the above matters

The foregoing undertaking shall extend to and include all and every one of the school's employees or agents whether now or hereafter in the employ of the school.

For this purpose the occupier shall be deemed to acknowledge that in respect of this condition the school is acting on their own behalf and as agent for its employees and agents and as foresaid provided that in respect of any claims or proceedings against such employees or agents this condition shall apply only to acts done or omitted to be done by them whilst acting within the scope of their employment by the school.

The school shall indemnify and keep indemnified the occupier for the time being against injury to, or death of any person, or loss of, or damage to any property including property to the occupier to the extent that it may out of act of default or negligence of the school, its employees, agents against all actions, claims, demands, proceedings, damages, costs, charges and expenses whatsoever in respect hereof or in relation there to.

## **Insurance**

It is required that the occupier be insured against liabilities to third parties for both personal injury and damages to property, including damage to occupied premises. Such insurance should be effected with a reputable insurance company and have a limit of indemnity of at least £1m for any one accident.

## **Headings**

The headings to these conditions are for ease of reference only and shall not effect their interpretation.

## **Law and Jurisdiction**

This agreement shall be governed by English Law and subject to the non-exclusive jurisdiction of the English courts.

## Current Charges

		MONDAY TO FRIDAY	SATURDAY
<b>Classroom</b>	<i>1st hour</i>	£25.00	£30.00
	<i>subsequent hours</i>	£20.00	£25.00
<b>Meeting Room</b>	<i>1st hour</i>	£25.00	£30.00
	<i>subsequent hours</i>	£20.00	£25.00
<b>Hall</b>	<i>1st hour</i>	£50.00	£60.00
	<i>subsequent hours</i>	£30.00	£40.00
<b>Children's Centre</b>	<i>1<sup>st</sup> hour</i>	£50.00	£60.00
	<i>subsequent hours</i>	£35.00	£40.00
<b>Pavilion</b>	<i>1st hour</i>	£50.00	£60.00
	<i>subsequent hours</i>	£30.00	£30.00
<b>Playground</b>	<i>1st hour</i>	£40.00	£50.00
	<i>subsequent hours</i>	£25.00	£30.00

**Dance & Drama Studio:** The hall on the second floor may be hired for use as a rehearsal space, **excluding** audience seating or stage lighting, at the costs shown above. When the hall is being hired as a studio, **including** audience seating and stage lighting, an additional cost of £50.00 per day will apply. The maximum audience capacity is 120 people. The hirer is required to provide a competent operator who is conversant with the stage lighting system or engage a lighting operator via the school, at an additional cost of £16 per hour.

**Children's Centre kitchen facilities:** The kitchen facilities in the Children's Centre and main school may be used for the preparation of light snacks, tea or coffee. Crockery and utensils are not provided. The cost of using the facilities is £30.00.

**Other requirements:** Where the school undertakes to obtain equipment or furniture etc. on hire to meet your particular requirements, they will be provided at cost plus a 5% administration charge.



# Melcombe Primary School

## Application for an occasional letting

### BACKGROUND

Name of hirer/organisation \_\_\_\_\_

Address \_\_\_\_\_

Contact number

*Daytime*

E Mail \_\_\_\_\_

Registered charity

*Yes / No*

*Charity Number*

*If you are a registered charity, please give a brief description of your organisation's activities*

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### Accommodation Requirements

Nature of event

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Admission charge (if any)

*N/A*

Date & time required

*Date*

*From 10am To 1pm*

Accommodation

*Classroom / meeting room*

*Hall*

*Playground*

*Studio*

*Children's Centre*

*Centre Kitchen*

*Pavilion*

*Main building kitchen (Parents' Room)*

Furnishing requirements

*Number of tables*

*Number of chairs*

Any other furniture or equipment required \_\_\_\_\_

Do you intend to sell alcohol?

*Yes*

*No*

### Acceptance of the letting

This letting is accepted in accordance with the requirements set out above and the conditions set out in the school brochure entitled 'A Venue for all Occasions' at an overall cost of

**£**

The letting is accepted on behalf of  
The school by \_\_\_\_\_

*Signature*

*Date*

The letting is accepted on behalf of the hirer by \_\_\_\_\_

*Signature*

It is confirmed that all necessary licences / insurances have been obtained where appropriate

*Date*