



City of London
Primary Academy
(Islington)

School Hall Community
Access and Management Plan
– Discharge of S106 Obligation & Planning Condition 64

January 2022

<u>Contents</u>	<u>Page</u>
1 Location of Site	3
o 1.2 Our Values - COLPAI	3
o 1.3 Wider policy context	4
2 Use of school Facilities	4
o 2.1 School Hall	4
o 2.2 Management Arrangement	4
o 2.3 Constraints on Use	4
COLPAI Site Map	6
3 Arrangements for Further Review and Consultation	6 - 7
4 Complaints Handling	7
5 Application Form - Hire of COLPAI School Hall	8
6 Access Arrangement for Term Time & School Holidays	9
7 Appendix 1 - Example Lettings Agreement Terminology List	10 - 15
8 Appendix 2 - RULES & REGULATIONS	16 - 19

1. Location

Location of the Site

The ColPAI site is located off Golden Lane adjacent to the Golden Lane Estate in LBI. A small portion of the site falls within the City of London. The site is located to the south of Old Street, with access points available from Baltic Street West and Golden Lane. The closest London Underground Station is Barbican. A location plan is included.

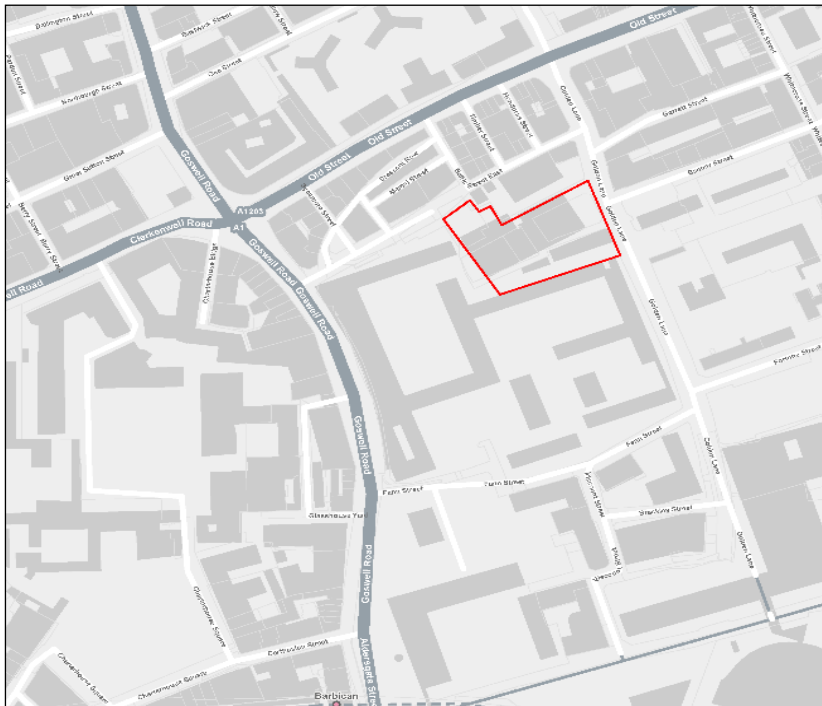


Figure 1: Strategic Site Location Plan

This location previously housed Richard Cloudesley Special School and the City’s Adult Learning and Skills Centre.

1.2 Our Values

OUR AIM IS TO PROVIDE A HIGH-QUALITY EDUCATION FOR STUDENTS AND PIONEER EDUCATIONAL INNOVATION.

Our success will be judged by excellence in examination results, standards of behaviour, sporting, and creative achievement as well as the politeness, self-discipline, and the compassion of our students. It is important to us that students enjoy learning and feel safe and happy at school, which will enable them to develop their confidence, independence, and self-awareness required for their future success and well-being. Students will be taught in an environment that promotes academic, creative, sporting, linguistic, and personal achievement: this is ‘The City Experience’.

All City of London schools and academies draw upon the traditions, institutions, heritage, and historical successes of London to furnish each of their diverse communities with life-transforming learning experiences. In doing so, we believe that the young people we serve develop into successful, compassionate young adults, who make a positive contribution to their local, national, and global communities.

All our schools provide learning experiences that reflect common characteristics for which the City of London is world renowned. The City of London, its schools and academies are all characterised by:

- high expectations, aspirations, excellence and a belief that all can succeed
- combining creativity, innovation and enterprise, alongside tradition and continuity
- developing people who are confident, resilient, compassionate, and democratic.

1.3 Wider Policy Context

Opening the school to local community groups and the wider community can support school improvement initiatives and wider outcomes for children and young people.

Schools can provide a base for health-related activities, encouraging the idea that health-related activities are valued throughout life.

Out of school activities run by voluntary and community organisations can be a significant benefit to children's enjoyment and achievements.

The school's Governing Body is required to consult with the local authority, school staff, pupils, parents/carers and others as appropriate.

2. Use of School Facilities

○ 2.1 School Hall

The school will use the school hall for the purposes of education between **08:00 and 15:30**. After hours, the hall will be utilised for a range of enrichment activities and to provide extended after school provision, typically from **15:30 to 18:00**. The school will use the hall for the purpose of educational events such as parent consultations, curriculum workshops and meetings, and school performances between the hours of **15:30 and 20:00**. During the school holidays, where the school operates additional educational provision, the hall will be used between **08:00 and 18:00**. This is in accordance with S106 requirements, and it will be made available to the members of the public after September 2022.

The proposed use of the School Hall is first and foremost for educational purposes, followed by community use, then commercial use. Community and commercial use of the hall may take place between **10:00 and 20:00**, when it is not in use by the school, or After School Club. Community use will take priority over commercial use. 'Community' is defined as any not-for-profit organisation or group that is providing services to children and families in Islington and the City.

Community groups will be charged at a community rate. Community hall hire rates are charged to individuals hiring the hall for private functions and to clubs and organisations for residents who live within the immediate area. Rates will be reviewed and approved by the School's Governing Body at appropriate intervals.

Commercial lettings will be charged at a commercial rate. Commercial rates are charged to all businesses. Commercial rates are also charged to classes, clubs and organisations who charge the public for their services at the hall. **(Please refer to Appendix 1 and 2 for further details).**

Rates will be reviewed and approved by the School's Governing Body at appropriate intervals of **6 months, 3 years, 5 years, and 7 years after inception** in accordance with the S106 agreement.

○ 2.2 Management Arrangements

The School Business Manager will be the named person responsible for overseeing the management arrangements. COLPAI aims are to increase community engagement. One way to do this, is to build up quality long lasting relationships with local community groups. It will therefore seek to ensure lettings are agreed on a medium to long term basis.

○ 2.3 Constraints on Use

a) Duty to provide high standard of education

The Governing Body must be satisfied that whatever community access and use is proposed will not, to a significant extent, interfere with its statutory duties in relation to the conduct of the school, including the duty to promote high standards of educational achievement.

b) Charitable purposes

The Education Act 2002, gives the academy the enabling power to provide, (either directly or indirectly), facilities that 'further any charitable purpose for the benefit of pupils at the school or their families or people who live or work in the locality, in which the school is located.'

c) Access and Parking

Individual organisations will be responsible for access into and out of the premises for their members. As part of the letting agreement, the individual organisation will familiarise themselves with the School Hall Code of Conduct. COLPAI will monitor the use of the School at intervals of **6 months, 3 years, 5 years, and 7 years after inception** in accordance with the S106 agreement.

There is no parking on the school site. There are several pay and display bays which are for use by the public, but the school will actively promote and encourage use of public transport, bicycles or walking to travel to and from the School Hall.

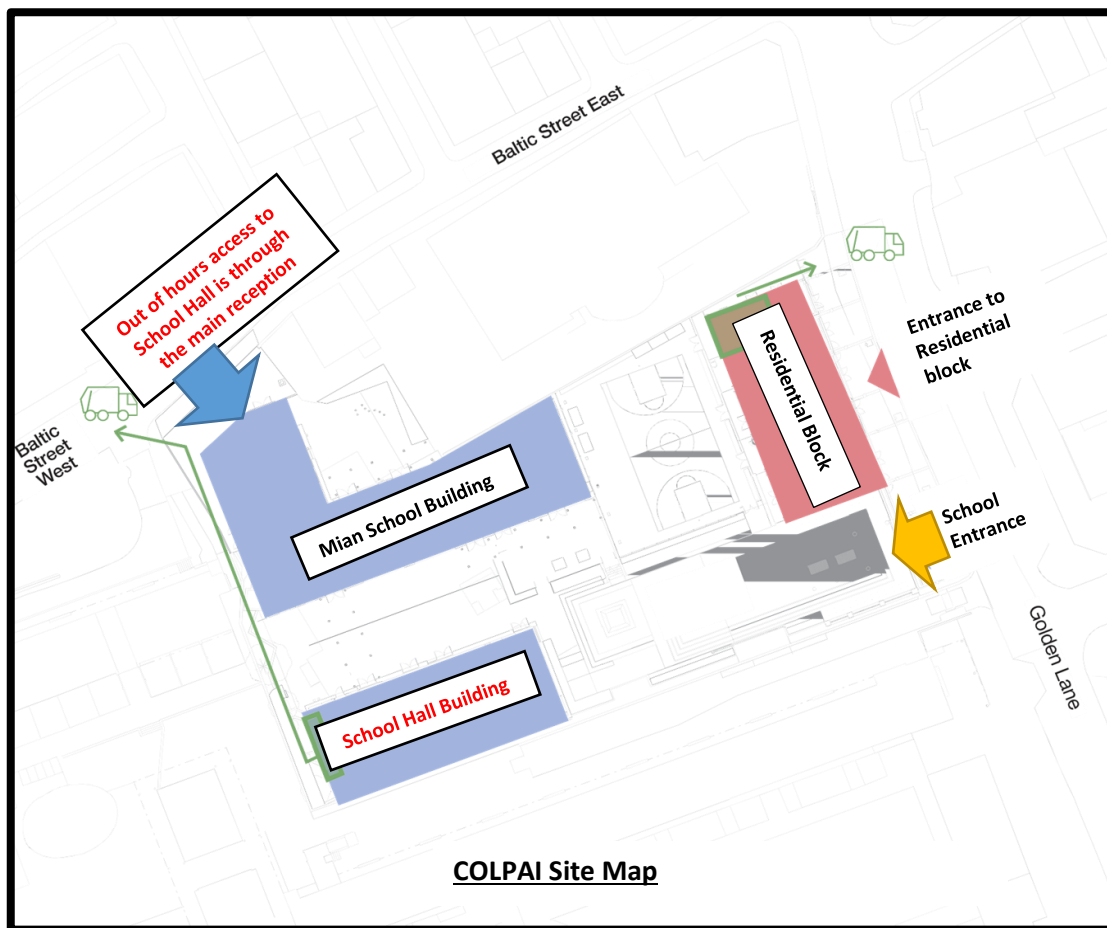
On a permanent basis, access to and from the school hall, outside of school hours, will be through the main school entrance on Golden Lane. On a temporary basis, until the entrance on Golden Lane is available to use, access will be through the main school building entrance on Baltic Street East.

(See map on page 6)

d) Safeguarding

The DfE's publication, '**Safeguarding Children and Safer Recruitment in Education**' must apply to all those working in a school setting, whether or not their job or an activity brings them into direct contact with pupils, and whether or not they are on the school's payroll. With regard to lettings, Islington Child Protection Guidance states, 'Schools should ensure that the terms of any contract for lettings such as...sports activities...that will require the contractor to employ staff or use volunteers to work with, or provide services for children, regardless of whether they attend COLPAI or not, also requires the contractor to adopt and implement the measures described in this guidance'. They [schools], should also monitor the contractor's compliance.

COLPAI will monitor and review any letting arrangements to ensure they are compliant with safeguarding protocols. This includes the potential use of activities to recruit children and adults via radicalisation and/or gangs.



e) Insurance

All organisations wishing to use the School Hall should have their own public liability insurance to cover them for any services and activities they provide and must have their own employer liability insurance if employing staff or volunteers.

3. Arrangements for Further Review and Consultation

The school will make arrangements for the School Hall Community Management Plan to be reviewed at intervals: **6 months, 3 years, 5 years, and 7 years after inception** in accordance with the S106 agreement.

The review process will include:

o Ongoing consultation with stakeholders, local residents and community organisations.

The consultation process will always require the senior leadership team to have a sit-down meeting with the Golden Lane Estate Community. The format will involve:

Consulting with the local residents to have a two-way exchange of information with the representatives of the Community, so that actions can be agreed, and minutes taken.

Informing the residents about the school activities that could have an impact on the neighbours, or local amenities, create traffic issues, and any other matter the school wants to discuss with the residents.

o Ongoing regular reviews:

With the stakeholders, School Business Manager, local residents and the Council

At intervals: **6 months, 3 years, 5 years, and 7 years after inception**. In accordance with the S106 agreement.

These meetings will be organised by the School Business Manager on behalf of the Local Governing Board.

- **Face to Face meeting set up, unless under Covid restrictions.**
- **Changes to the School Management Plan**
Any changes will be made through consultations between the Senior Leadership team at the school, the School board of governors, the Council reps, the residents of the new block and the Housing Department of COL.
- **Updates to School Management Plan**
Updates to the plan will be made and relaunched. This will be in line with S106 agreement, which states meetings should be held every **6 months, 3 years, 5 years and 7 years.**
- **Advertising**
The school hall will be advertised to members of the public who are interested in hiring it for events on Golden Lane Community notice boards and to parents of the children in the school.
- **Types of Events**
The type of events that are allowed at the School Hall will be events that are not too loud that it would disturb the residents, for example: Yoga/Meditation classes, Book reading club.

4. Complaints Handling

Stages for addressing any breach of the letting agreement are as follows:

Stage 1

Where groups do not meet COLPAI expectations, the School Business Manager will meet with the group and discuss the concern/s. We will review the lettings contract and the Code of Conduct and set out COLPAI expectations going forward and issue the group with an informal caution.

Stage 2

The group will be expected to improve and follow the Code of Conduct. If they do not improve another meeting will be scheduled; again, reviewing the lettings contract and code of conduct and a formal warning issued. The complaint would be escalated to the Head Teacher.

Stage 3

Following a third incident, and a further meeting with the school, the group may have their contract withdrawn. This will depend on the circumstances, i.e., whether any improvement has been made. If there are any issues or concern with safeguarding, the lettings contract will be, initially, temporarily revoked, until the outcome of the investigation. Depending on the outcome of the investigation, the contact could be withdrawn. This stage of the complaint procedure would be escalated to the Head Teacher and the Governing Body Premises sub-committee member lead.

Stage 4

Where the incident is of gross misconduct, or a serious breach of the Code of Conduct outlined, COLPAI reserves the right to revoke any letting contract, following the steps of Stages 2 and/or 3.

Application Form - Hire of COLPAI School Hall

Name of Hirer		
Address and Telephone number of Hirer		
Date of Application		
Period Note: For Long-term letting – Leave blank	From: To:	
Purpose of the Hire (Brief)		
For Hirer - Please Tick one of the rates below		
Rate 1 - Commercial	Hourly = £	Day = £
Rate 2 - Community	Hourly = £	Day = £
Signature:		
COLPAI Management		
Approved/Rejected		
Explanation for management decision		
Signature:		Date:

Access Arrangement for Hirers

School Term Opening - Times

Day	Times	Hirers
Monday	18:00 – 20:00	Subject to availability and details provided during application.
Tuesday	18:00 – 20:00	
Wednesday	18:00 – 20:00	
Thursday	18:00 – 20:00	
Friday	18:00 – 20:00	
Saturday	10:00 – 20:00	
Sunday	10:00 – 20:00	

School Holiday Opening - Times

Day	Times	Hirers
Monday	10:00 – 20:00	Subject to availability and details provided during application.
Tuesday	10:00 – 20:00	
Wednesday	10:00 – 20:00	
Thursday	10:00 – 20:00	
Friday	10:00 – 20:00	
Saturday	10:00 – 20:00	
Sunday	10:00 – 20:00	

Note

On a permanent basis, access to and from the school hall, outside of school hours, will be through the main school entrance on Golden Lane. On a temporary basis, until the entrance on Golden Lane is available to use, access will be through the main school building entrance on Baltic Street East.
(See map on page 6)

APPENDIX 1

SCHOOL HALL MANAGEMENT – Example Lettings Agreement Terminology List

A) Premises

In this agreement, the use of the word 'premises' means the accommodation hired, any ancillary accommodation used (e.g. toilets, means of access) and the grounds and playground. On a permanent basis, access to and from the school hall outside of school hours will be provided through the main school entrance on Golden Lane. On a temporary basis, until the entrance on Golden Lane is available to use, access will be through the main school building entrance on Baltic Street East.

B) Prohibited Organisations

To safeguard the interests of the school community and to preserve the fabric of the school premises, the use of school premises by any groups inciting hatred or groups with extremist ideas, will be prohibited.

C) Criteria for Lettings

The following criteria will be used in deciding if a letting can be approved:

- Consideration of a level of noise and disturbance to neighbours
- Availability of a site supervisor/cleaning staff
- Consideration of the security of the school equipment
- Any building and maintenance work taking place in the school
- Time of use

D) Conduct

- Hirers are required to be present during the duration of the event.
- Times of hire and locations of hire must be adhered to. Hirers may **only** use the rooms agreed on the hire form.
- All visitors to the event should stay in the area hired and not congregate to disturb the neighbours (guests must leave the premises in a quiet and orderly fashion, supervised by the hirer).
- Hirers are responsible for tidying up the premises with the assistance of the Site Supervisor (cost included in hire fee). The function times include time allowed for cleaning up.
- Eating **must** be in designated areas only. The hirer will further be required to ensure that this space is left clean and tidy and that all rubbish is disposed of in the bins provided. The hirer must provide soap for washing up and for toilets and toilet paper. Bin bags will be provided by the school.
- Amplified music must be played at a level which cannot be heard from outside of the hall so as not to disturb the neighbours and is not permitted after 20:00pm. The Site Supervisor is authorised to reduce the volume of the music if he believes the level is too high.

- All hirers and users of COLPAI facilities must adhere to the school's Code of Conduct for adults, a copy of which will be provided.

E) Child Protection

If children are going to be present during the letting, the hirer or person in charge at the event should read the school's Child Protection Policy on our website. The hirer must ensure the safety of those children and act immediately at the time of any incident in order to safeguard the children. The Site Supervisor will act upon any incidents he/she believes requires the protection of children.

F) Safeguarding Duty

The school is dedicated to ensuring the safeguarding of its pupils at all times. It is a requirement of hire that hirers abide by the schools' requirements in respect of safeguarding. Any failure from the hirer in this respect will result in the hire being terminated. It is the responsibility of the hirers to ensure that safeguarding measures are in place while hiring out the space.

If there is a chance that those hiring the premises will come into contact with pupils, for example if the hire occurs during school hours, or when pupils may be present in the school (during after school clubs or extra-curricular activities), we will ask for confirmation that the hirers have had the appropriate level of DBS check. The hirer will be required to have appropriate safeguarding policies in place, including safeguarding and child protection, and shall provide copies of these policies on request to the school.

The hirer confirms that, should any safeguarding concerns present themselves during the hire of the school premises, they shall contact [insert appropriate contact details of designated individual] as soon as reasonably practicable.

G) Health and Safety

The hirer must carry out a risk assessment to determine the suitability of the premises for the use proposed.

The school representative will point out the following:

- Location of the First Aid box before the start of the hire.
- Fire Assembly Point in the school. If the alarm goes off, all guests must leave the building immediately and gather at the designated fire assembly point. No-one should return to the building unless they have been given an 'all clear' to return.
- Hirers must only use the areas they have agreed to for health and safety reasons and must be familiar with evacuation and fire alert procedures as per letting agreement.
- Parents/Carers are responsible for their own children. Children must be supervised when using the toilets.
- **No smoking** on the premises. Smokers may smoke outside the school perimeter.
- No pets allowed on site.

H) Liability for Loss or Damage

The Trust and Local Governing Body cannot, under any circumstances, accept responsibility or liability in respect of any damage to or loss of property, suffered by the hirer or persons attending functions. No item should be brought into the premises, which is likely to cause damage to the structure, finishes and covering of the building.

The hirer will accept full responsibility for any damage to school property or premises, which occurs during the letting. In the event of damage, the hirer shall be responsible for the costs of repairs, or replacement.

All facilities should be left in a clean and in a reasonable condition after use, otherwise any additional costs arising from the need to clean such facilities, shall be an additional cost incurred by the hirer.

I) **Furniture** – The school will allow use of fold down tables and benches for bookings inside and outside subject to prior agreement with the Hirer. Organisations use these at their own risk and must return them clean and with no damage. Care must be taken not to scratch or damage the hall floor or dance studio, which has under floor heating (**Stiletto heels are not permitted**).

Hirers will be responsible for damage or replacement, or loss of fittings and property hired by the school. Costs will be formally invoiced to the hirer for full settlement within seven working days.

Disclaimer – Any equipment provided by the school is used at owner's risk.

J) Rate of Charges

The rate of charge will be set and reviewed at appropriate intervals by the Local Governing Body. The rates will be advertised on the application form.

The letting must be correctly supervised by the Hirers who will undertake to pay for any damage caused by their use of the premises and are responsible for their own third-party liability cover.

K) Insurance

There is no public liability cover against any injury to those present, or damage to the school building and contents during the hire period arising from some action or negligence by the hirer. Hirers should, therefore, note that they must accept responsibility for suitable supervision and for taking out adequate insurance cover. The hirer must make arrangements for Public Liability cover and to attach a copy of the policy document to the application form.

L) Long-Term Letting

The hirer will ensure that all relevant vetting checks e.g. references, photo identification (passport) and DBS are sought prior to agreement is signed.

M) Days and Hours of Letting

Days and hours of letting will be by prior agreement, but generally within the hours stated below **Monday to Friday from 6:00 pm to 20:00 pm** during term time and from **10:00 a.m. to 20:00 pm** during school holidays. **Weekends from 10:00 am to 20:00 pm** during school term and holidays. This would allow the facilities teams to clean, vacated and secured.

N) Capacity Limits

The School Hall is designed so that people can assemble, enter, move around and exit the space safely. In an emergency, they should also be able to evacuate quickly to a safe place. **The capacity limit for the School Hall is 500.**

The Hirer shall ensure that the number of persons using the premises does not exceed that for which the application was made, and approval given.

Rules & Regulations (Commercial or Community)

A) No Alcohol

Alcohol may only be supplied or sold at a function if a Temporary Event Notice has been obtained by the “premises user” and given to the school. Hirers in doubt as to the need for a Temporary Event Notice, should consult the police. Details of licenses required for permitted temporary events can be found on web site www.culture.gov.uk, under the alcohol & entertainment section.

B) No Narcotic Substances

No narcotics substances other than for medical purposes will be allowed on the premises.

C) Smoking

Smoking and vaping are **not** allowed anywhere in the building, or on the school grounds.

D) Gambling

Gambling is **not** to take place on the school premises.

E) Licences

The hirer is to ascertain and obtain, if necessary, a music, dancing, entertainment, theatre or cinematography licence from the appropriate section of the London Borough of Islington.

F) Animal Pets

Animals, with the exception of dogs for the blind, are **not** permitted on the school premises.

G) Health and Safety

The hirer accepts that he/she should familiarise himself/herself with the position of the telephones, escape routes, fire alarms and firefighting equipment. Notices regarding the procedures, in relation to action in the event of a fire, should also be studied and the information disseminated. The hirer also accepts they are responsible for the First Aid provision during the letting.

H) Offensive Weapons

No offensive weapons of any kind are to be brought onto the school premises.

I) Preservation Order

The hirer is responsible for the preservation of good order during the letting and for ensuring that no offensive acts take place upon the premises.

J) Kitchen

The use of the school meals kitchen and equipment by hirers for social functions etc., is not permitted unless approval has been given by COLPAI Senior Leadership member. The charges for this service are additional to the letting charge.

K) Removal of Articles

Caterers, contractors and others employed to supply refreshments, decorations etc., will be required to remove and clear away all their articles and property before the letting terminates. Hirers are required to give their caterers/contractors notice accordingly. This also applies to all refuse accumulated. The hirer will pay any additional costs of repair, removal, or cleaning of all articles.

L) School Furniture, Property and Equipment

School furniture, property and equipment shall not be moved nor used, except by prior arrangement. Hire of equipment can be negotiated and will be subject to an additional charge.

M) Premises Manager/Facilities Management Service Provider

The site supervisor has the right to exercise control throughout the letting and may terminate the letting if the conditions are not adhered to fully. The Site Supervisor will be on the premises in case of any issues throughout the letting.

N) Applications

All applications for lettings to be made, after viewing, by letting application form to the Head Teacher (form attached). The purpose of the letting must be made clear on the letting application form. Notification will be issued within ten working days as to whether the letting will be allowed. The Head Teacher reserves the right to request further particulars of the proposed letting.

Lettings to the local community will normally only be granted to groups organising community activities, which normally are non-profit making organisations who are serving the local community in some way. All letting applications will be approved by Governing Body sub-committee and the Terms and Conditions for the Hire of School Premises will apply in all cases.

The person who applies for the accommodation will be deemed the hirer and must be over the age of 18 years of age. The hirer shall be the person who signs the application form and shall be responsible for the payment of the hiring charge and for the observance of the terms of application.

Each application will be considered on its merits and the suitability of the school premises to accommodate it. The school reserves the right to refuse any application for hire.

O) Parking

There is no car parking facility on the site.

P) Payment of Charges

If a letting is agreed, a cash deposit of **£250** for functions and **£100.00** for meetings and fitness classes is required. A **£50.00** deposit fee will be charged for Community led initiatives. A deposit,

which will be taken at the time of booking, will be refunded after the date of the letting. Hourly rates will be determined at the point of enquiry.

The rates are inclusive of a Site Supervisor being in attendance.

The hire charge should be paid as soon as possible, no later than 30 days before the letting. The right is reserved to refuse access to the premises if the whole of the charge has not been paid.

On successful completion of the letting and satisfactory report from the site supervisor, the letting deposit will be refunded in full within 14 days. If additional costs are incurred for cleaning or damage, these will be deducted from the deposit. This will not affect any rights to recover sums for additional costs in excess of the depositor.

Q) Cancellation

14 days' notice is needed to cancel the booking.

If less than 14 days' notice is given a charge of £50 will be made. This will be deducted from the deposit.

If cancelled by the school, a full reimbursement will be made.

The Governing Body and the school will not be responsible for any loss of income or expenses sustained by the hirer resulting from such a cancellation.

R) Fire Evacuation

The hirer must make him/herself fully conversant with the fire drill for the premises and the position of appliances and emergency exits. He/she must also keep a register of members for Health and Safety reasons. In the event of an evacuation of the building the hirer is responsible for informing the member of the Governing Body that all group members have been evacuated safely.

S) Hourly Rates

Hourly rates will be set at the point of enquiry by a member of the public or a parent of a child in the school.

Failure to comply with the Conditions of Use may result in a letting being cancelled and may jeopardise any future.

APPENDIX 2 -

SCHOOL MANAGEMENT PLAN: RULES & REGULATIONS

A) No Alcohol

Alcohol may only be supplied or sold at a function if a Temporary Event Notice has been obtained by the “premises user” and given to the school. Hirers in doubt as to the need for a Temporary Event Notice, should consult the police. Details of licenses required for permitted temporary events can be found on web site www.culture.gov.uk, under the alcohol & entertainment section.

B) No Narcotic Substances

No narcotics substances other than for medical purposes will be allowed on the premises.

C) Smoking

Smoking and vaping are **not** allowed anywhere in the building, or on the school grounds.

D) Gambling

Gambling is **not** to take place on the school premises.

E) Licences

The hirer is to ascertain and obtain, if necessary, a music, dancing, entertainment, theatre or cinematography licence from the appropriate section of the London Borough of Islington.

F) Animal Pets

Animals, with the exception of dogs for the blind, are **not** permitted on the school premises.

G) Health and Safety

The hirer accepts that he/she should familiarise himself/herself with the position of the telephones, escape routes, fire alarms and firefighting equipment. Notices regarding the procedures, in relation to action in the event of a fire, should also be studied and the information disseminated. The hirer also accepts they are responsible for the First Aid provision during the letting.

H) Offensive Weapons

No offensive weapons of any kind are to be brought onto the school premises.

I) Preservation Order

The hirer is responsible for the preservation of good order during the letting and for ensuring that no offensive acts take place upon the premises.

J) Kitchen

The use of the school meals kitchen and equipment by hirers for social functions etc., is not permitted unless approval has been given by COLPAI Senior Leadership member. The charges for this service are additional to the letting charge.

K) Removal of Articles

Caterers, contractors and others employed to supply refreshments, decorations etc., will be required to remove and clear away all their articles and property before the letting terminates. Hirers are required to give their caterers/contractors notice accordingly. This also applies to all refuse accumulated. The hirer will pay all additional costs of repair, removal, or cleaning of any articles.

L) School Furniture, Property and Equipment

School furniture, property and equipment shall not be moved nor used, except by prior arrangement. Hire of equipment can be negotiated and will be subject to an additional charge.

M) Premises Manager/Facilities Management Service Provider

The site supervisor has the right to exercise control throughout the letting and may terminate the letting if the conditions are not adhered to fully. The Site Supervisor will be on the premises in case of any issues throughout the letting.

N) Conduct

- Hirers are required to be present during the duration of the event.
- Times of hire and locations of hire must be adhered to. Hirers may only use the rooms agreed on the hire form.
- All visitors to the event should stay in the area hired and not congregate to disturb the neighbours (guests must leave the premises in a quiet and orderly fashion, supervised by the hirer).
- Hirers are responsible for tidying up the premises with the assistance of the Site Supervisor (cost included in hire fee). The function times include time allowed for cleaning up.
- Eating must be in designated areas only. The hirer will further be required to ensure that this space is left clean and tidy and that all rubbish is disposed of in the bins provided. The hirer must provide soap for washing up and for toilets and toilet paper. Bin bags will be provided by the school.
- Amplified music must be played at a level which cannot be heard from outside of the hall so as not to disturb the neighbours and is not permitted after 20:00pm. The Site Supervisor is authorised to reduce the volume of the music if he believes the level is too high.
- All hirers and users of COLPAI facilities must adhere to the school's Code of Conduct for adults, a copy of which will be provided.

Applications

All applications for lettings to be made, after viewing, by letting application form to the Head Teacher (form attached). The purpose of the letting must be made clear on the letting application form. Notification will be issued within ten working days as to whether the letting will be allowed. The Head Teacher reserves the right to request further particulars of the proposed letting.

Lettings to the local community will normally only be granted to groups organising community activities, which normally are non-profit making organisations who are serving the local community

in some way. The Head teacher will decide whether a letting is to be granted and the Terms and Conditions for the Hire of School Premises will apply in all cases.

1. Multiple Lettings: All accounts are payable within -- days from the date of the account. The school reserves the right to refuse the hirer subsequent admission to the premises if any account remains unpaid after this period.
2. Single Lettings: Payment for single lettings must be made to the school before the commencement of the letting.

The person who applies for the accommodation will be deemed the hirer and must be over the age of 18 years of age. The hirer shall be the person who signs the application form and shall be responsible for the payment of the hiring charge and for the observance of the terms of application.

Each application will be considered on its merits and the suitability of the school premises to accommodate it. The school reserves the right to refuse any application for hire.

P) Parking

There is no car parking facility on the site.

Q) Payment of Charges

Once a letting is agreed, a cash deposit of **£250** for functions and **£100.00** for meetings and fitness classes. A **£50.00** deposit fee will be charged for Community led initiatives. A deposit, which will be taken at the time of booking, will be refunded after the date of the letting. The rates are inclusive of a Site Supervisor being in attendance. Hourly rates will be determined at the point of enquiry.

The hire charge should be paid as soon as possible, no later than 30 days before the letting. The right is reserved to refuse access to the premises if the whole of the charge has not been paid.

On successful completion of the letting and satisfactory report from the site supervisor, the letting deposit will be refunded in full within 14 days. If additional costs are incurred for cleaning or damage, these will be deducted from the deposit. This will not affect any rights to recover sums for additional costs in excess of the depositor.

R) Cancellation

14 days' notice is needed to cancel the booking.

If less than 14 days' notice is given a charge of £50 will be made. This will be deducted from the deposit.

If cancelled by the school, a full reimbursement will be made.

The Governing Body and the school will not be responsible for any loss of income or expenses sustained by the hirer resulting from such a cancellation.