



Walthamstow School For Girls

“Neglect not the gift that is in thee”

Policy Document

Lettings Policy

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1 Introduction

The Governing Body of Walthamstow School for Girls regards the school buildings and grounds as a community asset and will make every reasonable effort to enable them to be used as much as possible. However, the overriding aim of the Governing Body is to support the school in providing the best possible education for its pupils, and any letting of the premises to outside organisations will be considered with this in mind.

A letting is an arrangement to allow an external body or organisation temporary use of the school's premises or facilities. It should not extend for more than one year although it can be renewed annually. **The arrangement will not give exclusive or extended use of the buildings unless negotiated under a separate lease or memorandum of use agreement.**

There are four categories of lettings use:

- **Statutory use** – usage laid down by statute will not be frequent but must be accommodated at a rate to recover costs e.g. polling station use for local or parliamentary elections. The charging of a rent is prohibited by law.
- **Designated use** – These should have priority of access unless use clashes with statutory use. This group of users will not be a higher charge than that which allows the governors to recover the costs of providing the facilities. The group includes the following sub-groups:
 - School's own activities: governor, staff or parents/carers meetings, curriculum activities such as plays and concerts, fund-raising activities for school funds
 - Community education activities: adult education or youth services programmes, community education meetings or training courses
- **Community use** – charges will be set, and priority accorded e.g. charitable groups, associations, Church groups, other not-for-profit organisations which carry some benefit to or enrich the local community.
- **Private use** – wedding receptions, conferences, parties, commercial activities, etc.

2 General Principles

1. Educational (to meet the needs of the school and the national curriculum) and other statutory requirements (including Polling Station usage) take precedence over any other use regardless of whether this is Designated, Community or Private hire.
2. The ownership of the land and buildings rests with the Local Authority and the Governors' delegated powers are limited to letting the school. No leases or licenses can be granted by the school Governing Body.
3. The school Governing Body will adopt a charging regime which shall, at the least recover all costs incurred in making premises available. The school's delegated budget cannot be used to subsidise any lettings by community or commercial organisations.
4. Lettings shall be mindful of respect for diversity, and the right to enjoy services and facilities without fear of intimidation, harassment, extremist or threatening behaviour.

3 Aims

- To promote greater use of the school premises by the local community.
- To ensure that there are clear guidelines for the use of the school premises by non-school groups.
- To provide realistic charging figures.

4 Administrative arrangements

- Applications shall be made in writing on the school lettings application form and addressed to the School's nominated Lettings Agent, currently Kajima Community.
- The hirer shall be the person who signs the application form, who will also be responsible for payment of the hiring charge and will be present (or nominate a representative to be present) throughout the duration of the hire, ensuring that the conditions of hire are complied with. The hirer must be 18 years old or older and may be required to provide documentary evidence of this. Any change in the hirer's responsible person must be notified in writing to the school or its nominated agent.
- Initial requests will be forwarded to the School's Community Lettings and Liaison Officer who will liaise with the relevant personnel within the school prior to approving any letting.
- Once approved by the School, confirmation will be sent to the hirer along with the Terms & Conditions of hire.
- Applications cannot be accepted within two weeks in advance of hire during term time. Application processing may take considerably longer during school holidays.
- Lettings will be accepted on the basis of the Lettings Policy approved by the Governing Body. **However, the school reserves the right to refuse any request for a letting.**
- The hirer should take care when completing the application form to identify the full extent of the facilities required. In particular, specific rooms, any equipment to be made available, parking spaces, whether catering facilities are to be available and which toilets are required.
- Lettings can be agreed on an ad hoc basis (i.e. one offs) or for regular use over a longer period. However, no agreement shall extend for more than a year without the Governing Body's express approval.
- With regard to invoicing and payment arrangements, ad hoc/one off hires shall be paid in advance. Longer term arrangements shall be subject to an initial payment in advance with the balance being paid monthly, in advance, upon receipt of invoices. **Failure to comply with payment requirements will result in access being denied to the premises.**
- All hirers will be required to make suitable arrangements for First Aid and familiarise themselves with the Fire Evacuation procedures.
- **The School may cancel any letting at any time.** In such cases two weeks' notice will be given, if possible, and either a proportion of any fee paid will be refunded or an alternative date/venue offered, except where cancellation is due to misconduct or a failure to comply with the stipulations of the letting's agreement, when the letting may be terminated with immediate effect.
- The hirer shall give 7 days' notice of cancellation or pay the full cost of the booking.
- No person may use the school premises for a letting without an application form being completed.
- Any person who knowingly acts in contravention of these requirements will be charged at the appropriate rate and refused permission to use the school premises in future.
- The School reserves the right to enter/inspect the premises at any time during a letting on producing evidence of their identity. The stewards (if applicable) are to be instructed accordingly by the hirer.

5 General Conditions of Use

1. Use by the School and for Statutory Use will always take precedence over any other use of the premises.
2. It shall be the responsibility of the hirer (defined as the Responsible Person on the application), to ensure that the conditions of the letting are adhered to by all persons making use of the premises under the terms of the letting.
3. Access is restricted to the premises, usage and times specified on the application and which are approved by the school. Any use of unauthorised areas will be charged for retrospectively. The hirer shall not use or permit the use of the premises for any purposes

or activity other than that specified in the application, nor by any other person, and strictly in accordance with these conditions.

4. There shall be no variation to these conditions without the prior agreement in writing by the Governing Body or its nominated representative.
5. Sub-letting or sharing of the premises by the hirer is prohibited.
6. Children should only use the student toilets and the toilets available as part of the let will be clearly identified prior to the let. Accessible toilets should not be used unless agreed in advance with the school or if they are legitimately required.

6 Charges and Variations to charges

1. Charges will be made at rates that will be determined and approved by the Governing Body. The current rates can be found in Appendix C. In cases where the incorrect charge has been quoted, the school reserves the right to charge the correct rate, although the hirer may consider the letting cancelled.
2. Charges for a second letting, i.e. a letting at the same time as an existing let, can be negotiated. However, should the first let cease then charges for the second let will be revised accordingly.
3. Charges for occasional use are to be paid in advance on the date specified by the Governing Body or their nominated agent. Regular users, over periods exceeding 3 months, shall pay an initial hire charge and thereafter within 7 days of the start of each month during which the series of lettings is occurring.
4. Hiring charges for Sundays are higher due to additional expenditure incurred by the school.
5. A security/damage deposit is required to be paid for a private letting and may be required for some community lettings, at the discretion of the school, at the time the letting is confirmed by the school or its nominated agent. The deposit will be returned following the end of the letting, subject to the premises being returned in a state of good order.

7 Care of Premises

1. The hirer shall ensure that there is at least one responsible adult present and able to supervise at all times during the letting. Additional responsible adults (stewards) may be required dependent on the nature of the letting.
2. The hirer is required to leave the premises (including passageways, stairs and exits) and the school areas used in a clean and orderly state, free from rubbish or obstruction and shall clear away and remove any rubbish from the school and leave the school in the condition in which it was found.
3. The hirer shall ensure that no persons using the premises are permitted to wear shoes with stiletto heels or other footwear which may, in the opinion of the Governing Body, be damaging to the floors or external sports areas.
4. No bolts, nails, tacks, pins or other similar objects shall be driven into any part of the premises nor any adhesive fasteners used.
5. No smoking is permitted within the school premises or grounds.
6. No explosive or inflammable materials including Butane or Calor Gas canisters, or articles which are dangerous or offensive, are to be brought onto the school premises.
7. Toilets must be left in a reasonable condition, unblocked and flushed.
8. All passageways, stairs and fire exits must be kept free from obstruction.
9. The hirer will be responsible for reimbursing the school for any additional costs incurred in cleaning the premises or clearing the grounds after a letting.
10. No desks, fixed furniture or equipment that may be in the accommodation hired shall be used or interfered with without the prior approval of the School. Standing on seats, furniture, windowsills, etc. is not permitted.
11. No alterations, additions or variation to the school lighting or other electrical installation, heating, fittings or fixtures shall be made to the premises.

12. Fittings, fixtures or decorations of any kind shall not be permitted, other than purely temporary arrangements, which require no permanent fixings, nor which would damage or disfigure any part of the premises. No gas filled balloons, confetti or streamers are permitted either inside the premises or in the school grounds.
13. If stage lighting and spotlights are available and required it must be clearly stated on the application form. Any operation of the spotlights and dimmers must be carried out by a competent person approved by the school.
14. Chalk, resin or cleaning and polishing materials may not be used on floors.
15. No notice, poster, placard or similar shall be permitted without the express approval of the School.

The terms and conditions document shown in Appendix A should be completed and signed by the hirer.

8 Damage to the Premises

1. The hirer shall take all precautions to prevent any damage to the premises.
2. The hirer shall repay to the Governing Body any additional costs, whether for staff or premises, resulting from the misuse and/or damage to the premises and/or grounds. Such costs will be determined by the Governing Body or their nominated agent and shall be paid within seven days of a written demand.
3. Any damage shall be reported immediately to the Lettings Officer or the nominated Lettings agent.

9 Equipment and Accommodation

1. No electrical equipment shall be brought on to the school premises without the express consent of the School.
2. The electrical and mechanical installations at the premises are not to be supplemented or altered, nor any specialist equipment (such as public address systems) to be installed by the hirer except with the express approval of the School.
3. Any furniture provided by the hirer must be removed immediately after the end of the letting (unless otherwise agreed).
4. Storage is not available at the premises for hirers and all equipment, apparatus and furniture belonging to the hirer must be removed at the end of each letting.

10 Condition of Premises

The Governing Body gives no guarantee as to the fitness, suitability or condition of the Premises or grounds. Every effort is however made to ensure that they are in a reasonable state. It is the responsibility of the hirer to check that the Premises are suitable for his/her needs.

11 Insurance

It is the responsibility of the hirer, prior to the letting, to ensure they have appropriate insurance to cover his/her liabilities. Insurance effected by the Governing Body or LA does not extend to a hirer's liabilities. At the least the hirers shall take out third party and public liability insurance with a reputable Insurance Company in a sum not less than the Public Liability Sum (specified in the Letting) and shall if required produce details of such insurance for inspection by the Governing Body.

12 Statutory Requirements

The hirer shall comply with the statutory or regulatory requirements associated with its activities at the Premises, in particular concerning consumption of intoxicating liquor, music, singing and dancing lettings, theatre lettings and copyright. No smoking is permitted within the school premises or grounds. The hirer shall be fully responsible for obtaining any lettings or any other permission required, always providing that no letting application shall be made without the prior approval of the Governing Body.

13 Health and Safety

1. The hirer is responsible for the health and safety of all persons using the Premises under the letting and they must make themselves fully aware of the fire precautions and procedures in existence.
2. The hirer is responsible for the roll call of all the adults and children on site as part of the letting in the event of a fire or other emergency evacuation.
3. The hirer will be responsible for ensuring that all activities take place in a safe manner.
4. The hirer shall comply with Section 12 of the Children and Young Person's Act 1933 and 1989. In summary, this requires that where any play or entertainment is provided at which the majority of the persons attending are children, then if the number exceeds 100, it shall be the duty of the hirer to station and keep stationed wherever necessary a sufficient number of adult attendants, properly instructed as to their duties, to prevent more children or other persons being admitted to the building or any part of it than can be safely accommodated there and to control the movement of the children and other persons admitted while entering and leaving the building and to take all other reasonable precautions for the safety of the children.
5. The number of persons using the Premises shall not exceed the number notified to the Governing Body (in the Application or otherwise).
6. The school does not provide First Aid medical facilities for hirers, nor does it guarantee access to the telephone system for calling assistance during lettings however access to an emergency landline may be available on request to the Lettings Officer. **Hirers should make their own arrangements i.e. trained personnel and provision of First Aid kit.**

14 Cancellation/Non-Availability

1. Failure by the hirer to comply with any or all of the foregoing conditions where applicable, whether intentionally or not may be deemed by the school to be just cause for the immediate cancellation of any letting or series of lettings.
2. The Governing Body reserves the right to cancel a letting at any time when the facility is required by the school, or for other statutory users. It shall give as much notice as possible (where feasible a minimum of two weeks' notice) and shall refund the charge in respect of the cancellation or offer alternative accommodation or dates. No other compensation shall be paid.
3. The Governing Body reserves the right to refuse or cancel any hiring where it believes that the activity or use, or the identity of the hirer, is inappropriate or inconsistent with the use of school premises.
4. The Governing Body reserves the right to refuse or cancel any letting in the event of any outbreak or prevalence of infectious disease or any other cause outside their control.
5. Where the Premises or any facilities hired (or part thereof) are not available to the hirer, the Governing Body will consider refunding the charge, or a proportion thereof, however the Governing Body will not be liable to pay compensation for any loss sustained by the hirer as a result of the cancellation.

15 Safeguarding

It is the responsibility of the hirer to ensure that their staff are suitably vetted. However, the school will ensure that school students on the school premises are supervised during an external letting in order to ensure their safeguarding needs are met.

16 Restrictions on Use/Activities

1. The School reserves the right to refuse any application which it believes may cause or have the potential to cause offence to the community or part of the community. This will include extremism, defined by the Government as vocal or active opposition to fundamental British Values including democracy, the rule of law, individual liberty, and mutual respect and tolerance of different faiths and beliefs. Also included in the definition of extremism are calls for the death of members of our armed forces, whether in this country or overseas. The school and/or the school's Letting Agent will apply the LA guidance in carrying out suitable vetting checks on hirers (Appendix B).
2. The School may refuse admission to any person without giving a reason for doing so and similarly may require any person to leave the premises.
3. The hirer is specifically forbidden to use or allow the use of the hired premises or grounds for any illegal or immoral purpose.
4. Sporting activities will not take place inside the Premises area without the prior written approval of the School.
5. No alcoholic drinks shall be brought on to the Premises save where the specific permission of the School has been received.
6. The hirer shall not use the premises, or permit them to be used, for gaming or wagering other than lawful gaming carried out as an entertainment promoted for raising money, to be applied for purposes other than private gain and complying with the provisions of the Gaming Act 1968.
7. The hirer shall not permit any animal to enter or remain in the premises unless agreed beforehand. (Agreement will not be withheld for guide dogs for persons with visual or hearing impairments).
8. The hirer shall take all reasonable steps to ensure that no noise or other nuisance is created which would affect others using other parts of the Premises or the owners and occupiers of neighbouring or adjoining properties.
9. The hirer shall vacate the premises by 10.30pm Monday to Thursday, 11pm Friday and Saturday. On Sunday the premises should be vacated by 7pm except for a series letting (i.e. regular weekly use) when finishing time should be no later than 7pm.
10. The premises will be made available throughout the year with the exception of:
 - a. Public holidays and school closures for religious festivals
 - b. The last two weeks of the summer holidays when a thorough clean of school premises is undertaken. This is subject to the Governing Body's discretion.
 - c. During any programme of building works or refurbishment which may impact on the use of the premises
11. The Headteacher's office, other staff offices and faculty bases are not available for hire and may not be used at any time.

17 Vehicles and Parking

1. No motor vehicles shall be permitted entry on to the School site without the prior written consent of the School and any vehicle entering with consent shall not be parked in a manner causing obstruction to the movement, entry or egress of other vehicles and fire exits.
2. Where car parking is permitted, the hirer is responsible for ensuring that adequate stewarding is provided and that vehicles are parked in a responsible manner and according to any directions given by the School.
3. Cars are parked on the school premises at the owners' risk.

18 Lost Property

The School does not accept any responsibility for damage or loss (including theft) of any articles of property brought, deposited or left by the hirer, his/her guests, agents or any member of the public at the school during the period of the hire. The hirer must make his/her own insurance arrangements to cover such items.

19 Indemnity

The hirer will hold harmless and indemnify the School and the Governing Body in respect of any loss, liability claim, damage, penalties or proceedings whatsoever arising under Statute or Common Law including death or personal injury to any persons whomsoever or damage to property or breach of copyright arising out of or in the course of or by reason of the hiring.

20 Security (Additional Charge)

1. If, due to the nature of the activity/use, the School considers it necessary to make special arrangements for the security of the Premises, the cost associated with this shall be met by the hirer.
2. In the event of triggering of the school alarm system the hirer shall immediately contact the school's Lettings Officer. A charge may apply where the hirer is responsible for accidental alarm activation.
3. The school's Lettings Officer is required to be on duty at all times during the letting of the premises and the cost forms part of the hiring charge.

21 Promotional Literature and Publicity

Any promotional material or publicity making reference to the School shall be approved in advance by the School. The school telephone number must not be shown on advertising materials or provided to guests/attendees.

22 Access and Key Collection

1. The School employs its own key holder (Lettings Officer) who will unlock and lock the premises for the times specified on the letting application form.
2. Where required, the hirer shall liaise with the Lettings Officer regarding practical arrangements associated with the hiring.
3. At no stage will the hirer be expected to hold keys for the premises or take responsibility for locking or unlocking the premises.

23 Terms and Conditions Relating to Specific Facilities and Activities

I Film or Theatrical Performances

1. The School's Performance license does not apply to the performance of dramatic or musical works if performed in their entirety. For the performance of such works the hirer must obtain the permission of the owner of the copyright. It is the responsibility of the Hirer to obtain a license if it is intended to play recorded material.
2. The School premises are not licensed for public entertainment. If appropriate, a Temporary Events Notice (TEN) must be applied for from the Licensing Authority. TENs apply when:
 - a. The event lasts less than 96 hours
 - b. There are less than 500 people present
 - c. There is more than 24 hours between events
3. No copyright work shall be performed without the permission of the owner of the copyright and the payment of any appropriate fees to the Performing Rights Society and the

hirer shall indemnify the Governing Body against any penalty or sanction for any infringement of copyright which may have occurred during the letting period.

4. No film or video shall be shown in the hired area without the prior consent of the School, who may require the hirer to give a preview of the film to such persons as directed.

2 Playing Fields

1. The School does not give any guarantee as to the standard of any pitch nor to the maintenance or improvement of this standard during the season. The hirer shall be aware of the state of any pitch upon submitting his/her application and such application will be deemed to be for the particular pitch as seen.
2. The School shall determine whether any pitch is fit for use at any time and their decision shall be final.

3 Catering Facilities

1. The school kitchen is only available for hire in conjunction with the hire of school premises, for community use activities and for private functions.
2. The hirer will be allowed to hire the kitchen throughout the year, with the exception of:
 - a) Public Holidays
 - b) Normal School Holidays – this use is subject to the School’s discretion and whether re-decoration and essential repairs are being undertaken.
3. Separate charges will be made for use of school catering facilities. Where the accommodation hired includes school catering facilities, the following special conditions must be observed:
 - a) Use must be agreed in advance and approved by the school and their catering service provider;
 - b) Catering assistants from the catering service must be present at all times when the school’s catering facilities are being used and the cost borne by the hirer.
 - c) School tea cloths must not be used;
 - d) The kitchen and all equipment must be left as clean as it is found, and all rubbish removed;
 - e) School crockery and cutlery must not be used except by special permission of the School Catering service provider or the School;
 - f) Tables must be washed after use;
 - g) All breakages/faults etc. must be reported and paid for;
 - h) Any other condition imposed by the School Catering service provider or Governing Body.
4. The hirer shall vacate the kitchen by 10.30pm at the latest and shall leave the kitchen in good order, as it was at the time of entry. The hirer must ensure that all their articles of property are removed. In the event of any article or property belonging to the hirer or any contractor or any other person, being left in the kitchen after the time booked the School shall be entitled to remove the same and the cost of their doing so shall be paid by the hirer.
5. The role of the Catering assistant(s) is:
 - a) To show the hirer the facilities available including all relevant features of the kitchen.
 - b) To show where the First Aid equipment is kept and any relevant procedures to be followed.
 - c) To ensure that the hirer uses the facilities specified properly and that they are left in good order.
 - d) To advise on the use of facilities to meet health and safety requirements.
 - e) The kitchen employee(s) will not be expected to provide a catering service on behalf of the hirer, unless this has been pre-booked.
6. The hirer must not use, unless with prior arrangement with the School/Catering Contractor, the following equipment: -
 - a) Fridge, freezer or larder store

- b) Pots, pans and cooking utensils
 - c) Specialist equipment such as slicers, blenders, mixers, microwaves etc.
7. The school or nominated agent reserves the right to decide on the number of kitchen employees required to supervise and also cancel any hiring, or where possible, offer alternative accommodation at another venue.
 8. If, during the hiring, the hirer commits a breach of any of these regulations, the right is reserved by the school or its nominated representative to terminate the hiring forthwith, as well as any further applications for the hiring of a school kitchen.
 9. Hirers are advised to bring their own cleaning materials i.e. dish cloths, washing up liquid etc. If the school's catering service provider's materials are used, an appropriate charge will be made and deducted from the deposit.

4 Use of Sports Hall

1. The sports hall shall not be used unless or until a qualified teacher/coach is present.
2. No one may enter the sports hall, under any circumstances, unless wearing appropriate footwear or having bare feet. Shoes with black soles or heels which could mark the floor must not be worn in the sports hall. This rule must also be observed by spectators.
3. All members of the class must wear suitable clothing.
4. The walls must not be marked by writing or drawing.
5. The temperature of the water in the shower baths is fixed and must not be altered. The valve controlling the temperature must not be touched.
6. Games of a type likely to cause damage to the equipment or fabric of the building should not be played in a sports hall (e.g. football with regulation-weight footballs). Where necessary to avoid damage the nature of the game or the type of playing equipment should be amended.
7. No apparatus, small or large, may be used in the sports hall unless permission has been obtained from the school.
8. All apparatus must be handled with care. Portable apparatus, including mats, should always be carried (and never dragged along the floor).
9. The beams, window ladders and ropes should be moved only by members of the class who have been instructed in the correct procedure.
10. Apparatus must be retained in the correct storage position when not in actual use. Protective material must be placed under apparatus, which would otherwise damage the sports hall floor.
11. Weight training should take place in the sports hall only when no other suitable place can be made available in the school. The floor of the weight-training area must be protected by mats of a type capable of spreading the loading of the weights over an area of several square feet. Old gymnastic mats are seldom sufficient to meet these criteria. Collars must be fitted to all bars. When not in use weights and bars must be stored in racks or on a weight trolley.
12. Any damage, or defect, however slight, of apparatus, floor or structure, must be reported immediately to the Lettings Officer on duty.
13. The person responsible for the class in the sports hall is also expected to make himself/herself responsible for the proper use of changing rooms and for the conduct of the people using them. No chewing gum is allowed on the premises.

24 Monitoring and Review

This policy is monitored by the Business Manager and the Governing Body and will be reviewed every year. However, the school reserves the right to amend the policy at any stage to comply with statutory or other requirements.

25 Lettings Assessment and Review

Questionnaires will be sent out to the hirer requesting feedback on the letting and use of the premises and such feedback will be used to inform future lettings use of the school and improve the service the school can offer.

For further information about our School Lettings service please contact:

Stacey Holyomes
Lettings Agent (Kajima Community)
Tel: 0330 11 0476
Email: wsfg@schoolbookings.co.uk

Roy Higgins
Lettings and Site Officer
Tel: 0208 509 9446
Email: r.higgins@wsfg.waltham.sch.uk

APPENDIX A

WSFG LETTINGS - TERMS AND CONDITIONS

NAME OF HIRER: _____

DATE OF LETTING: _____

SETUP TIME: _____ EVENT START TIME: _____ END TIME: _____

PLEASE NOTE: **YOU SHOULD BE OFF SITE BY THE END TIME OF YOUR LETTING OTHERWISE THE SCHOOL RESERVES THE RIGHT TO CHARGE FOR ADDITIONAL COSTS INCURRED AND CANCEL ANY FUTURE BOOKINGS YOU MAY HAVE**

NATURE OF BOOKING: PARTY MEETING CONCERT

WORKSHOP WEDDING SPORTS

OTHER (Please Specify): _____

LOCATIONS BOOKED: HEWITT HALL NORRIS HALL SPORTS HALL

DINING HALL KITCHEN DRAMA STUDIO

CLASSROOM(S) (Please Specify): _____

DESIGNATED TOILETS FOR THE LETTING (Please Specify): _____

ACCESS ARRANGEMENTS: _____

NAME OF ORGANISER: _____

CONTACT TELEPHONE NUMBER: _____

NAME OF WSFG CONTACT: _____

ANY SPECIAL ARRANGEMENTS (e.g. furniture, equipment, etc...):

THE HIRER: _____

I CONFIRM I HAVE READ AND UNDERSTOOD THE LETTINGS POLICY ATTACHED

(please tick)

REPRESENTATIVE: _____

SIGNATURE OF HIRER: _____ DATE: _____

THE SCHOOL: WALTHAMSTOW SCHOOL FOR GIRLS

SIGNATURE OF SCHOOL REPRESENTATIVE: _____ DATE: _____

APPENDIX B

REPUTATIONAL RISK MANAGEMENT (London Borough of Waltham Forest Guidance on Extremist Speakers)

INTRODUCTION:

This advice document has been prepared for statutory organisations from the London Borough of Waltham Forest on conducting internet-based due diligence checks when receiving notification of speakers for events at their venues (often called ‘open source checks’).

These are reasonable research steps taken, using publicly-accessible information, to identify those with extremist views to avoid the risk of extremists unknowingly being given a platform to speak which would damage the reputation of the organisation concerned.

Any search should be limited to mitigating the risk of extremism, which is defined by the Government as:

“...vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty, and mutual respect and tolerance of different faiths and beliefs. Also included in the definition of extremism are calls for the death of members of our armed forces, whether in this country or overseas.”

Organisations carrying out internet research on speakers are advised to be mindful of the unreliability of some internet material, and to use sound professional judgement when considering the results of any searches. They should also be conscious of the potential to generate risk through the act of conducting or requesting due diligence checks.

SEARCH GUIDANCE:

Research should take the form of web searches using a well-recognised internet search engine; the latest Google Chrome application is recommended.

A Boolean search uses certain words (‘connectors’) to allow users to combine keywords to produce more relevant results such as: “extremism”, “racism”, “sexism”, “homophobia”, “misogyny”, “antisemitism”, “democracy”, and “islamophobia”.

The search should begin with the person’s name in speech marks, followed by several connectors and key words which should flag-up any extremism concerns, e.g. “John Smith” AND “extremism” OR “homophobia” OR “anti-Semitism”

Using alternative spellings of the person’s name, reversing the first and surnames in the search, and adding any distinctive biographical details can also ensure a thorough search is conducted. Institutions are also advised to restrict their online searches to the first 20 hits on any one search engine.

FURTHER ADVICE & GUIDANCE:

If you have a concern as a result of your open-source checks, please contact the Council’s Community Safety Team to discuss this further:

Prevent Coordinator: 0208-496-4770

Prevent Schools Officer: 0208-496-3447

For further helpful guidance on conducting effective internet searches, please see: <http://www.techrepublic.com/blog/10-things/10-tips-for-smarter-more-efficient-internet-searching/>

To ensure compliance with the Regulation of Investigatory Powers Act (2000) and the Data Protection Act (1998), any searches must minimise the risk of unfairly intruding upon an individual's right to privacy, and therefore should not include exhaustive trawls of social media content.

Where appropriate, organisations should also request a response to such open-source information from individuals or organisations that they are considering engaging with.

A record of any search, and the results used to make a decision, should be kept securely in case a Freedom of Information request is subsequently received.

Statutory organisations should not routinely conduct internet searches as described above for the following purposes:

- a. Party political events and engagements
- b. Private engagements or meetings held under 'Chatham House' rules
- c. Personal or non-official activities or engagements e.g. donating to a charity
- d. Pre-employment checks
- e. Security vetting (they should not be regarded as a form of security vetting or as a substitute for Disclosure and Barring Service checks)
- f. To identify whether individuals agree or disagree with HMG policy
- g. To identify information that could give rise to reputational risks related to non-extremist behaviour (i.e. financial impropriety or criminal activity)

Statutory organisations should also not routinely conduct internet searches on the following groups:

- a. Elected UK officials
- b. UK public servants
- c. Individuals under the age of 18

APPENDIX C

Hiring Charges 2019/20

Activity	2018/2019 hourly rate				2019/2020 hourly rate			
	Standard		Concession		Standard		Concession	
	Exc VAT	Inc VAT	Exc VAT	Inc VAT	Exc VAT	Inc VAT	Exc VAT	Inc VAT
Multi Use Games Area								
MUGA (Whole)	£ 41.50	£49.80	£ 35.25	£42.30	£ 42.55	£51.06	£ 36.15	£43.38
Outdoor Netball Court (Posts supplied)	£ 17.50	£21.00	£ 14.75	£17.70	£ 17.50	£21.00	£ 14.75	£17.70
Sports/Dance								
Sports Hall	£ 46.50	£55.80	£ 39.50	£47.40	£ 47.65	£57.18	£ 40.45	£48.54
Dance/Drama Studio (F11)	£ 31.00	£37.20	£ 26.25	£31.50	£ 31.75	£38.10	£ 26.90	£32.28
Dance/Drama Studio (G10)	£ 36.25	£43.50	£ 30.75	£36.90	£ 37.15	£44.58	£ 31.50	£37.80
Norris Hall (for sports/dance use only)	£ 36.25	£43.50	£ 30.75	£36.90	£ 37.15	£42.66	£ 31.50	£37.80
Hewett Hall (for sports/dance use only)	£ 46.50	£55.80	£ 39.50	£47.40	£ 47.65	£54.84	£ 40.45	£48.54
Classrooms								
Standard Classroom	£ 18.50		£ 15.75		£ 18.95		£ 16.15	
Bulk classrooms (>5)	£ 12.50		£ 10.50		£ 12.50		£ 10.50	
Special Events (Hewett, Norris, Dining Halls)								
0-80 people	£ 90.00				N/A			
81-200 people (Table/chair hire required)	£135.00				N/A			
201-250 people (Table/chair hire required)	£175.00				N/A			
0-100 people (banquet)	N/A				£ 85.00			
101-180 people (banquet)	N/A				£130.00			
181-250 people (banquet)	N/A				£150.00			
0-100 people (theatre)	N/A				£ 60.00			
101-200 people (theatre)	N/A				£ 90.00			
201-250 people (theatre)	N/A				£120.00			
Greek Ampitheatre	£ 45.00		£ 38.25		£ 46.85		£ 39.75	
Kitchen Hire (school supervisor present) min 4 hrs	£ 35.55	£42.66			£ 35.55	£42.66		
Sound/lighting/Projector equipment (FIXED FEE)	£ 50.00	£60.00			N/A	N/A		
Children's Party hire (3 hrs inc set-up)								
3 hr hire including setup/clear away in area of choice & designated space for food	£150.00				£150.00			

Note: 50% deposit required for special events >£200. This will be held until after the event and returned subject to event finishing on time, hired areas left clean and tidy