



Community School  
and  
Children's Centre  
Hilsea Street – Hackney – E5 OSH  
Tel. 020 8985 7898 Fax. 020 8985 6966  
Headteacher: Jane Betsworth  
Email: [info@millfields.hackney.sch.uk](mailto:info@millfields.hackney.sch.uk)

## **Updated September 2013**

### **Letting Policy for Millfields Community School**

The rooms available to hire are:

- ✓ The 3 Halls on the ground, middle and top floors
- ✓ The Playground and Sports Muga

Each area can be hired separately or in any combination of areas.

The Governing Body control the use of the school premises both during and outside the school day. It is the intention of The Governing Body and Hackney Learning Trust to encourage the community use of schools providing that community uses are self-financing and the school's budget must not be allowed to subsidise them in any way.

This policy covers:

- ✓ The rental fees of area/s hired
- ✓ The School keeper's time (A School keeper must be on duty at all times)
- ✓ The cost of cleaning after an event
- ✓ The cost of wear and tear on the school premises
- ✓ The cost of amenities – gas, electricity, water, toilets, etc
- ✓ Security and Health and Safety cover (public liability insurance)

## Basis of Charge

Use of facilities for educational purposes and by community organisations not in receipt of grant aid use will be charged at the marginal costs given below:

Facility	Cost per hour	Capacity
The 3 Halls on the ground, middle and top floors	£60.00 per hall £100.00 for 2 halls £150.00 for 3 halls	250 per hall
The Playground and Sports Cage	£50.00 –note, there are no changing facilities available	Playground – 500 Cage – 20 people

The school is willing to negotiate reductions in charges for lettings requiring the use of a facility (eg: day rates) or regular commitments (e.g.: a set number of bookings)

A range of equipment can be provided by the school providing requirements are made in advance on the booking form. The school will inform the hirer if it is unable to meet a request.

Hirers should:

- ✓ Discuss their requirements with a member of staff at Millfields to ensure availability
- ✓ Make a written application for the use of premises using the booking form and Agreement supplied.
- ✓ Millfields Community School will then issue an invoice to the hirer as confirmation of booking.

In the event of cancellation hirers will be expected to pay:

50% of the booking fee if less than one month's notice is given

100% of the booking fee if less than one week's notice is given

**Booking Form for the Hire of Millfields Community School**

Date of booking/s: \_\_\_\_\_

Exact hours: From: \_\_\_\_\_ To: \_\_\_\_\_  
(This should allow for setting up and clearing up time)

Venue/s required: \_\_\_\_\_

Name of Hirer: \_\_\_\_\_

Address of Hirer: \_\_\_\_\_

Contact number: \_\_\_\_\_

Purpose/s of use: \_\_\_\_\_

Number of people: \_\_\_\_\_

Additional requirements: equipment / access etc.:  
Or repetition of booking required for future dates

**Total cost for hire:** \_\_\_\_\_

**Member of staff with whom booking has been discussed** \_\_\_\_\_

**Name and address for invoice:** \_\_\_\_\_  
\_\_\_\_\_

**Please return this form and the signed agreement to:**  
**Millfields Community School, Hilsea Street, Hackney E5 0SH**  
**Fax: 020 8985 6966**

**Agreement - The Hirer agrees to the following conditions:**

- The charge will start and end at the time stated in this contract and this will include setting up and clearing up time.
- The hirer will sign in with the duty officer or school keeper on arrival and together inspect area/s being used. On leaving, the hirer will sign out with duty officer or school keeper and again inspect area/s.
- The hirer is responsible for the code of conduct of the guests i.e. behaviour, care of the school resources, use litter bins provided, ensure that the building is left in the condition that it was found.
- The hirer can only use the designated area/s and toilets agreed, they are not allowed to use any other part of the school.
- The school keeper will be on duty. The school keeper is in charge and has the right to ask people to leave the premises at any time that s/he sees fit because of misconduct.
- The school will take not responsibility for any accidents or injuries sustained during the hire of facilities (it would be advisable for the hirer to arrange their own insurance).
- The hirer will be liable for any damages to buildings, furniture or equipment occurring during the event.
- The fees are to be paid by cash/cheque made out to 'Millfields Community School' and given to the School Business Manager.
- Cancellation fees will be charged in accordance with the policy.

Please note,

- That the school reserves the right to refuse to hire the premises at their discretion
- The school keeper and the hirer will check the premises hired before and after the event so that no disputes can arise re damages etc.
- No cars can be parked in the playground.
- Cookers, barbecues and any other apparatus that could cause a fire hazard must not be used.
- No smoking is permitted at any time on the premises.
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I have read and understood the above conditions for the hire of area/s of Millfields Community School. I agree to abide by these conditions.

Signature: .....

Address: .....

Contact no: .....

Date: .....