



King Solomon High School actively encourages the use of the School facilities outside of normal School hours. The benefits to the School are:

- Our School becomes a community resource that benefits a wide range of people within the area and forges links with other groups and organisations.
- The School generates revenue.

The Governing Body will consider requests for lettings of the School premises with power to give consent delegated to the School Business Manager subject to the terms of this policy and King Solomon High School Conditions of Hire.

All letting agreements are negotiated between the potential Hirer and the School Business Manager who will assess the feasibility of all new requests to hire part of the School. Factors to be considered are the availability of a vacant slot at a mutually convenient time bearing in mind:

- Any religious restrictions (eg Shabbat, festivals, fast days, time when music is disallowed etc).
- The demands on the Site Manager/Caretaker.
- The validity/suitability of the organisation/individual - are there likely to be any problems regarding the use of the School facilities or payment?

The letting charges should be set to ensure that, in overall terms, income is sufficient to cover costs (caretaker's overtime, approximate lighting, heating and air conditioning etc).

The School has advised and disclosed their lettings income to the Risk and Insurance Team at the London Borough of Redbridge and, therefore, benefit from the Borough's Third Party Hirers' Liability Policy:

- This policy insures the School against any claim made for injury or damage against them as a result of the hire. The policy is designed to cover the School for low risk one-off type hires such as a parent hiring a hall for a birthday party, wedding etc. Also, if a group of people are voluntarily coming together to, say, play badminton with no one person actually organising this, then it would be accepted under the Boroughs' Third Party Hirers' Liability Policy.
- It is not advisable to allow any private activity groups or sports clubs, which are run on a commercial basis by an instructor and who charge attendees fees, to rely upon this policy. It is recommended that any such group/club should be asked to produce a copy of their public liability cover for a minimum of £2m but for more hazardous activities (eg karate, gymnastics), £5m is recommended. If they are running a commercial arrangement, then it is part of the condition of that hire that they provide evidence of their own Public Liability cover which will be retained by the School in the event of an incident being reported.

All requests for lettings should be made by application, on an application form provided by the School and must clearly state the purpose of the letting. The Hirer, when signing this form, will agree to the "Conditions of Hire of School Premises"

The Governing Body of King Solomon High School has agreed this policy together with the "KSHS Lettings Policy - Conditions of Hire", "Lettings Application - over 18" "Lettings Application - under 18" and "Lettings Charges" at a Governing Body Meeting on 27 September 2018.