

ST PETER'S CHURCH OF ENGLAND PRIMARY SCHOOL ('the School')
33 ST PETER'S ROAD, LONDON W6 9BA

HIRE OF SCOTT HALL ('the Hall')

CODE OF PRACTICE

INTRODUCTION

The Governors of the School are committed to making the School's premises available for community use whenever reasonably possible and to raising essential additional income for the School. They hope that hiring out the Hall when not in use by the School will achieve both these objectives.

The Governors are committed to maintaining good relationships with the local community and are therefore keen to ensure that lettings do not cause undue disturbance to neighbours.

This Code of Practice is required by the School's Letting Policy and forms part of the hire contract. Any breach of either the Code of Practice or the hire contract by a hirer may result in the immediate cancellation by the School of the hirer's booking.

Hire of the Hall will be managed for the Governors by the School.

GENERAL

1. Hire by members of the local community, or for a purpose which is beneficial to the local community, will be encouraged.
2. The Hall will not be hired out for any purpose which is inconsistent or incompatible with the values of the School.
3. The School will consider all aspects of a potential booking, including the potential impact on local residents.
4. Noise is a major concern of immediate neighbours. All hirers are required by the terms of the hire contract to keep noise to a reasonable level. This includes limiting the use of the playground and prohibiting the use of bouncy castles. Noise levels in Scott Hall are monitored and any sound exceeding a reasonable level will result in extra charges being incurred by the hirer. It is a condition of hire that neither music nor voices amplified by microphones, megaphones, etc should be audible in the surrounding properties.
5. There will be a prominent sign inside the Hall reminding all users to be courteous to the School's neighbours, particularly when making any noise and when leaving the Hall in the evening.
6. No smoking or vaping is allowed in the Hall or the playground.
7. Any concern about a booking or a complaint should be raised directly with the School.
8. All hirers will be made aware before any booking is made that there is no convenient parking available and will be advised to use public transport; upon request, they will be provided with information about London Underground Stations and local bus routes.

USE OF PLAYGROUND

1. The playground will only be used as ancillary to the letting of the Hall.
2. The playground will not be used as the main activity area after 3.30pm.
3. The playground will not be used at all on Saturday mornings. Subject to point 2 above, it can however be used on Saturdays between 12pm and 6pm.
4. The playground will not be used at all on Sundays.
5. No music should be played in the playground and there should be no amplification of voices by, for example, microphones, megaphones, etc.

LIGHTS

All lights, internal and external, must be switched off at the end of every booking period.

AVAILABILITY

The Hall is available for hire, subject to the above conditions, on:

Weekday evenings between 6.00 pm and 9.30 pm. It must be cleared by 10.00 p.m.

Saturday from 9.00 am to 6pm (but there must be no use of the playground between 9am to 12pm, however the playground can be used between 12pm and 6pm)

Weekdays in School holidays, from 9.00 am to 3.30 pm

Sundays, between 11.30 am and 4.30 pm for parish or local community activities only. There will be no use of the playground.

In addition the School's Parent Teacher Association ('Friends of St Peter's'), St Peter's Church and St Peter's Residents' Association may use the Hall for occasional events such as quiz nights, talks etc and it may be used by St Peter's Church for its Sunday Clubs during school term times.

July 2025