



**LYCÉE INTERNATIONAL DE LONDRES -  
WINSTON CHURCHILL  
COMMUNITY ACCESS PLAN**

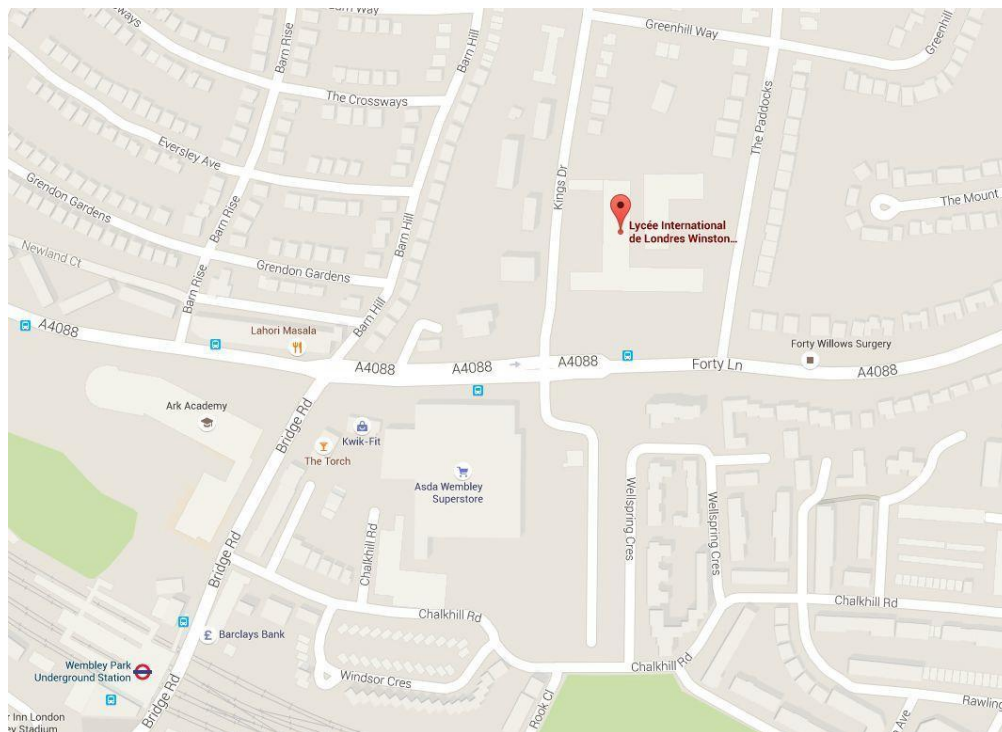
## Introduction

This document contains information regarding Community Access to the Lycée International de Londres Winston Churchill ('the School'). The School aims to:

- Encourage broader engagement of the School with the local community, and engender a local sense of the School as a constructive, responsible and communicative local entity.
- Enrich the local community by allowing access to the School campus for community, educational and cultural events.
- Engender a sense of pride and ownership in the School for our students, by setting a positive example of community engagement and social responsibility.
- Minimise the impact of School business upon local residents and businesses, and act in a courteous and neighbourly manner to those around us.

## Background information about the School

The School is situated on the former site of the Brent Town Hall, at 54 Forty Lane opened for our first students in September 2015. At present, we have over 1000 students and staff, and will be growing, incrementally, in the next few years.



Our facilities include the former Council chamber, a large sports hall/concert hall, outdoor games areas, meeting rooms, a spacious library and a reception area.

## School Ethos and Values

The School uses a rigorous, bilingual programme and innovative methods to educate pupils to become responsible, creative and principled global citizens. Our core values can be summarised in five words:

**Excellence:** we wish to provide the best education that we can for our students.

**Creativity:** we value innovative thought and new ideas.

**Integrity:** we act honestly, embrace challenges, and learn from our mistakes.

**Community:** we foster positive relationships and aim to enrich the world around us.

**Awareness:** we celebrate diversity and respect the differences, in identity and opinion, of others.

With regard to these values, it is therefore very important to us that the School is made available to members of the local Community.

## Possible uses for the School at present

At present, the School and its facilities can be used for a multitude of purposes, including:

- Community meetings, debates and consultations.
- As an electoral polling station.
- Community social events.
- Providing a meeting or practice space for local activity, interest or hobby groups.
- Offering adult education, including language tuition.
- Hosting local musical or theatrical events.

## Facilities Available

Below you will find a list of the areas available for use by the community and the associated rates for hiring each area.

Facility	Capacity Standing/Seated	Weekend & Holiday availability	Weekday Availability	Rate per hour
Classroom	50/30	09:00 - 18:00	18:00 - 22:00	£15.00
Boardroom	80/65	09:00 - 18:00	18:00 - 22:00	£60.00
Roof Terrace	180 (standing)	09:00 - 18:00	18:00 - 22:00	£50.00
Council Chamber	150/110	09:00 - 18:00	18:00 - 22:00	£60.00
Paul Daisley Hall - Sports	25 (depending on sport)	09:00 - 18:00	18:00 - 22:00	£50.00
Paul Daisley Hall - Events	400/200	09:00 - 18:00	18:00 - 22:00	£150.00
Committee Room	130/80	09:00 - 18:00	18:00 - 22:00	£45.00
Stage	80/65	09:00 - 18:00	18:00 - 22:00	£40.00

## Terms and Conditions

### 1. Acceptance of Conditions.

The hiring of School facilities is permitted on the conditions set out below. Completion of an 'application to hire' form is deemed as acceptance of the conditions.

### 2. Compliance with Conditions

The hirer or person signing on behalf of an organisation shall be responsible for compliance with these conditions.

### 3. The Right of Refusal and Termination

On occasion, the School may need to refuse an application to hire. It may also be necessary to terminate a block booking, should the best interests of the School require.

### 4. Cancellation by the School

The School reserves the right to cancel any pre-booked event if there is a need for the School to use those facilities. The hirer will be offered the choice of a different available time or a full refund in these circumstances. The School shall have no further liability in this respect,

however, the School will make every attempt to avoid this situation. If cancellation by the School is due to any other reason, e.g. abuse of facilities or non-payment, any refund due will only be made after any costs incurred by the School have been deducted.

**5. Cancellation by the hirer.**

Full refund: 12 weeks' notice

50% refund: 6 weeks' notice

No refund: Fewer than 6 weeks' notice.

**6. Public liability insurance.**

Any individual or entity wishing to hire the School's facilities will require their own public liability insurance. For individuals that do not have this in place it may be possible for the School to provide cover under its own policy subject to approval from its insurance provider. Any costs incurred in arranging this cover will be payable by the hirer in full.

**7. Payment.**

For all hires, payment is due prior to the event taking place. Where block bookings are made a payment plan can be arranged over the duration of the booking provided that, at the time of each session taking place, the aggregate amount paid to that point is equal to, or in excess of, the proportion of the block completed.

**8. Damage**

Any damage to the school's facilities or equipment that occurs, through misuse or neglect, will be chargeable to the individual or organisation at the cost of repair or replacement. Failure to pay this charge will result in all future sessions being cancelled and the individual or organisation will no longer be permitted to rent school facilities.

How to make a booking

To make a booking please complete the application to hire form available via the School's website: <http://lyceeinternational.london> under the 'Our community' tab. The form should be returned via email to [lettings@lyceeinternational.london](mailto:lettings@lyceeinternational.london) or sent in hard copy to the address below marked for the attention of the Assistant to the Chief Operating Officer.

Contact us

We welcome all enquiries for positive use of the School campus, and invite the local Community to suggest how we might contribute to the Wembley area. Any ideas, big or small, can be communicated to:

Chief Operating Officer  
Lycée International de Londres Winston Churchill  
54 Forty Lane  
Wembley HA9 9HX  
email: [lettings@lyceeinternational.london](mailto:lettings@lyceeinternational.london)  
phone: 020 3824 4900

Policy reviewed September 2021