



The LETTA Trust

Lettings Policy

Approved & adopted on:	Spring 2022	To be reviewed:	Spring 2025
Reviewed by:	TB Resources	Signed:	



Contents

1. Policy objectives	3
2. Definition of a letting	3
3. Priority for lettings	3
4. Types of lettings	4
5. Scale of charges	4
6. Conduct of users	5
7. Security	6
8. Management of lettings	6
9. Considering applications for lettings	6
10. Issuing a hire agreement	7
11. Appendix 1 - Scale of charges	8
12. Appendix 2 - Conditions of hire	9
13. Appendix 3 - Initial request form	20
14. Appendix 4 - Hire agreement	24
15. Appendix 5 - Swimming pool	28



1. Policy objectives

The LETTA Trust recognizes that the community may wish to use the schools' buildings and grounds and has prepared this policy so that the premises may be available for community or public use.

In letting our premises, we commit to the following:

- Having strict regard to the safeguarding guidance relating to lettings in the latest KCSIE document
- A fair bookings procedure giving all potential users access to hiring
- Transparent charging
- A swift response to enquiries
- Providing a variety of activities for local children
- Priority for long established, community users that provide services for children e.g. local mother tongue groups, toddler groups.

The overriding aim of The Trust is to support schools in promoting high standards of educational achievement and any lettings of the premises will be considered with this in mind. The promotion of equality and community cohesion are also important considerations in determining lettings. Any hiring out of facilities will be in line with current legislation and following government guidelines for the safety of the school and community. The use of school premises must also be in line with the Trust's mission, values and ethos.

2. Definition of a letting

A letting may be defined as;

"Any use of the school buildings and/or grounds by parties other than the school and its partners."

3. Priority for lettings

The Trust will generally consider lettings of the school premises where such provision is for the benefit of:

- Pupils of the school or their families
- People who live or work in the locality in which the school is situated

In the event that there are competing lettings requests, the Headteacher will determine priority having regard to the overriding aim specified above, the order in which requests are made and a general view that School Lettings should take priority over Community Lettings



which should take priority over Commercial Lettings. Once a letting has been booked, however, that agreement will be honoured.

The following activities are not considered to be appropriate for lettings:

- Events that buy, sell, distribute or consume alcohol
- Activities promoting gambling
- Extremist political and/or religious groups or public meetings which may breach community cohesion
- Any other activity that breaches the terms of the school's lease

As a general rule, the premises will not be available for public meetings with political, religious, or any other content where the matters for discussion are, in the Trusts opinion, obscene, sexist, homophobic, racist, offensive, controversial or sensitive in any way or which may breach community cohesion. In order to make informed judgments, the Headteacher reserves the right to ask for an agenda to be made available at least 14 days before the scheduled date of the meeting. The Hirer will also provide details of any speakers or performers at least five days prior to the event. If this information is not received, the Headteacher may refuse/cancel the booking.

4. Types of lettings

The Trust has agreed to define lettings under the following categories:

- **School lettings** – for activities for pupils or their parents and carers that provide educational benefit to pupils, which the school wishes to subsidise
- **Community lettings** – for other community activities which should be made on the basis of full cost recovery
- **Commercial lettings** – will be charged on a cost plus an income margin for the school

5. Scale of Charges

The Trust, in consultation with the headteacher and Trustees, is responsible for setting charges for the letting of the school premises. A charge will be levied which covers the following:

- Cost of services (heating and lighting)
- Cost of staffing (additional security, caretaking and cleaning) and on-costs
- Cost of administration



- Cost of 'wear and tear'
- Cost of use of school equipment (if applicable)
- Profit element (if appropriate)

The Scale of Charges is attached to this policy statement Appendix 1

5.1 Review

The scale of charges will be reviewed and updated annually by The Trust for implementation from the beginning of the next financial year, with effect from 1 April of that year.

5.2 Discounts

For the purposes of charging, the headteacher is empowered to determine to which group any particular individual or organisation belongs. They are also able to offer any discounts or agree a subsidy for any lettings, as they deem appropriate. The basis of charging will be determined by the purpose for which a letting is arranged.

5.3 Value Added Tax

The school is constrained by law to apply value added tax to all transactions where this is appropriate. The letting of rooms for non-sporting activities is exempt from VAT, whereas sports letting are subject to VAT.

5.4 Minimum charges and deposits

The minimum hire period will be one hour.

The School reserves the right to require a deposit over and above the hiring charge as a surety against damage to the premises (including any equipment) or the premises being left in an unacceptable condition incurring additional cost for cleaning, caretaking or other expenses.

5.5 Lettings times, available facilities and equipment

The times of hire can be expressed upon initial contact and are subject to approval. Certain facilities and equipment can be made available for example, projectors, flip charts, other equipment which we will make every effort to accommodate, if possible.

Variations to these facilities and times will be subject to the approval of the headteacher.

6. Conduct of users

This is set out in the Conditions of Hire for school premises Appendix 2



7. Security

The Trust will normally insist upon a premises manager's continuous presence for the duration of the hire period, and has delegated authority to the headteacher to determine the security risk for each letting and will be responsible for allocating a continuous security presence or other control measure.

8. Management of lettings

The Trust has delegated day-to-day responsibility for lettings to the headteacher. Where appropriate, the headteacher may delegate all or part of this responsibility, such as security or child protection to other members of staff, whilst still retaining overall responsibility for the lettings process.

If the headteacher has any concern about whether a particular request for a letting is appropriate or not, s/he will consult with the Trust.

An annual report on lettings will be made to The Trust by the school and will include information on users, finances, incidents and accidents, enquiries, and any lettings refused. The CFO will then report to the Trustees.

9. Considering applications for lettings

Organisations seeking to hire the school premises should approach the office manager who will give or refer to details of policy, charges and conditions of use.

An initial request form should be completed at this stage and submitted. A record of all enquiries should be kept on file.

- The office manager (in collaboration with the headteacher) will decide on the application with consideration to:
- The priorities for lettings agreed by the Trust and set out in the lettings policy
- The availability of the facilities and staff
- The school's equal opportunities, health and safety, child protection policies
- The health and safety considerations such as number of users, type of activity, qualifications of instructors etc
- Hire of premises in a way that is safe, within current legislation and following government guidelines



10. Issuing a hire agreement

Once a letting has been approved, a letter of confirmation will be sent to the hirer, enclosing a copy Hire Agreement.

The Hire Agreement should then be signed and returned to the school. The school shall be in receipt of these signed copies before a letting takes place.

The person applying to hire the premises will be invoiced for the cost of the letting, in accordance with the Trusts current scale of charges. The school will seek payment in advance in order to reduce any possible bad debts and/or a deposit to cover damage.

An official receipt will be issued for all payments received. All lettings fees received will be paid into the school's individual bank account. The income and expenditure relating to lettings should be clearly recorded by the school reported under the guidelines for Consistent Financial Reporting.

The headteacher, on behalf of the Trust has the right to refuse an application, and no letting should be regarded as 'booked' until approval has been given, and the Hire Agreement has been signed and payment received in full. The reason for refusals should be recorded on the bottom of the Initial Application Form for the lettings and fully explained to the enquirer.



APPENDIX 1: Scale of charges

Scale of charges

The Trust, in consultation with the school and Trustees, reserves the right to change and amend its hourly rates without notice. All rates quoted are valid for a period of ten working days.

SCHOOL LETTINGS*:

Hall Hire	£ 35	per hour
Long Term Hire	£ 30	per hour

COMMUNITY LETTINGS:

Hall Hire	£ 45	per hour
Long Term Hire	£ 40	per hour

COMMERCIAL LETTINGS:

Hall Hire	£ 60	per hour
Long Term Hire	£ 55	per hour
Swimming Pool	£ 50	per hour

POLLING DAY:

1 day	£300	per day
-------	------	---------

*Including Family Learning Room (with basic kitchen facilities), washroom facilities (including disabled lavatories) and presentation equipment, where available.



APPENDIX 2: Conditions of hire

Conditions of Hire

1. Definitions and Interpretation

In these Conditions of Hire:-

- a. 'The Trust' means The LETTA Trust.
- b. 'Hirer' shall mean the person making the application for the hire of the whole or part of the Premises.
- c. 'Hiring Agreement' means the hiring agreement for the premises which the Hirer will be required to sign.
- d. 'Period of Hire' means the date and time of period of hire (for single bookings) or the dates and times of period of hire (for regular/block bookings), specified in the Hiring Agreement.
- e. 'Premises' shall mean the area of the hire identified in the Hiring Agreement and any additional areas that the Hirer is permitted to use by virtue of clause 3 of these Conditions of Hire.
- f. 'School' means Trust Schools acting by The Letta Trust or any person duly authorised by the Letta Trust
- g. 'School Representative' means the headteacher of the School, or any person duly authorised in writing by the headteacher to act on behalf of the School with regard to these Conditions of Hire
- h. Any undertaking by the Hirer not to do an act or thing shall be deemed to include an obligation not to permit or suffer such an act or thing to be done by another person.
- i. References to persons include corporate bodies.
- j. Unless the context otherwise required, reference to any statute, enactment, order, regulation or other similar instrument shall be construed as reference to the statute, enactment, order, regulation or instrument s amended or re-enacted by any subsequent statute, enactment, order, regulation or instrument.

2. Applications for Hire of Premises

- a. No person under the age of 18 years will be accepted as a Hirer.
- b. Applications for the hire of the Premises must be made to the School Representative in accordance with any requirements of the School Representative.



- c. Applications for hire of the premises shall be treated equally, regardless of age, race, colour, nationality, sex, religion, belief, marital status, sexual orientation or disability.
- d. The headteacher shall have the right to refuse any application for the use of the Premises, subject to any government and local guidance and in consultation with The Trust.
- e. These conditions of hire together with the Hiring Agreement constitute all the terms for the hire of the Premises.
- f. The Trust in consultation with the headteacher reserves the right to add to, vary or alter these conditions at any time and shall be entitled to give such additional directions with regard to the conduct of the hiring and the use of the premises and equipment as they shall consider necessary.

3. Facilities

- a. Use of the premises only includes use of such adjacent hallways, foyers and toilet facilities as are expressly specified by the School Representative.
- b. The school will make available such chairs and tables as are referred to in the Hiring Agreement. It is the responsibility of the Hirer to ensure these are arranged to suit their needs.
- c. The type of activities allowed in these areas will depend on the latest national and local government guidance on COVID-19, including on protective measures and social distancing.

4. Hire Charges

- a. Hire Charges for the Premises shall be as advised by the School
- b. Where required in the Hiring Agreement, a deposit must be paid and returned to the School with the signed Hiring Agreement.
- c. The School may at its discretion request an additional sum to be deposited with the School as security for the Hirer complying with their obligations under these Conditions of Hire. Such sum will be refunded to the Hirer on expiration of the period of hire if all obligations have been complied with.
- d. Payment for the hiring must be paid to the School as required by the Hiring Agreement, but in any event will be due not later than 30 days from the date of invoice issued by the School to the Hirer.



5. Cancellation by the Hirer

- a. If the Hirer wishes to cancel the hiring in whole or in part the Hirer must give written notice to the effect to the School Representative.
- b. Charges in accordance with the following scale may be made for any cancellation;
 - Cancellation given later than four weeks prior to the Period of Hire (or the affected part of the Period of Hire if this is for more than one occasion) = hiring fee to be paid in full.
 - Cancellation given between two months and four weeks prior to the Period of Hire or the affected part of the Period of Hire if this is for more than one occasion) = 10% of hiring fee is retained.
 - Cancellation given earlier than 2 months prior to the Period of Hire = the hiring fee is refunded in full

6. Cancellation by the School

- a. The School may cancel this hiring at any time before or during the Hiring if:
 - The Hirer fails to comply with any of these conditions
 - Details of any particulars referred to in the Hiring Agreement have not been supplied as required, or if supplied, are not approved by the School
 - The authorised representatives shall be entitled to enter at any time, any part of the premises hired, and should he/she consider any event taking place to be objectionable, or not deemed to be compatible with the ethos of the school or unsafe or contrary to these or any other regulations in force at the time of hiring, will have the power to stop, or place restrictions upon the event taking place.

In the event of such cancellation no refund of any deposit will be made to the Hirer and neither the School nor The Trust will be liable to the Hirer in any respect.

7. Trust requirements

- a. The school shall notify the hirer of any directions as to the occupation and use of the premises given by The Trust to the school.
- b. The hirer shall comply with any directions as to the occupation and use of the premises given by The Trust to the school.



8. Use of the Premises

During the period of hire, the hirer shall ensure that:

- a. No part of the premises is used for any purpose other than that described in the hiring agreement.
- b. The premises, or fittings, fixtures or furniture at the premises are not subjected to undue wear and tear.
- c. No part of the premises is used for any unlawful purpose or in any unlawful way or in a way likely to invalidate any insurance relating to the Premises or the school.
- d. No animal is brought into the premises or allowed to enter the premises without the consent of the school (except guide dogs for the blind or hearing dogs for the deaf)
- e. The premises or any part of the premises are not sub-let.
- f. All users of the premises under or by virtue of the hiring shall restrict themselves to the premises for hire and shall not enter other parts of the school.
- g. All users follow the latest national and local government guidance on COVID-19, including any protective measures and social distancing.

9. Maximum Capacities

It is the hirer's responsibility to ensure that maximum capacities as stated by the school for the premises are not exceeded.

Maximum capacities as stated shall include all persons attending or present at the premises. Including (but not limited to) any supervisors, those participating in activities, parents and members of the public.

10. Supervision

- a. During the period of hire the hirer is to be responsible for the efficient supervision of the premises including:
 - the effective control of children
 - the behaviour of all persons using the premises
 - the orderly and safe admission and departure of persons to and from the premises
 - the safety of the premises and the contents of the premises.



- b. The hirer shall use sufficient stewards or assistants to maintain good order during the hiring and expel any person acting in a disorderly manner, or disobeying school or hirer instructions. In default, the school acting by any authorised officer may expel such persons.
- c. The hirer shall ensure that no person who is in the hirer's reasonable opinion, likely to be in breach of any of these terms is permitted to enter, remain or otherwise make use of the premises and that no person shall trespass on parts of any school property not included in the hiring.
- d. The hirer must prepare and complete attendance registers and keep emergency contact details for activities involving children. The hirer is responsible for contacting parents in the event of having to cancel the event.
- e. Any hirer that supervises children without parents must have an enhanced Disclosure & Barring Service check, carried out within the last three years. This must be shown to the school office prior to booking.
- f. The Trust is dedicated to ensuring the safeguarding of its pupils at all times, this is delegated to the Headteacher at each school. It is the responsibility of the hirers to ensure that safeguarding measures are in place while hiring out the space. If there is a chance that those hiring the premises will come into contact with pupils, for example if the hire occurs during school hours, or when pupils may be present in the school (during after school clubs or extracurricular activities), we will ask for confirmation that the hirers have had the appropriate level of DBS check.
- g. When services or activities are provided by the Trust schools, under the direct supervision or management of school staff, the schools arrangements for child protection will apply.
- h. Where services or activities are provided separately by another body the school will seek assurance that the body concerned has appropriate safeguarding and child protection policies and procedures in place (including inspecting these as needed); and ensure that there are arrangements in place to liaise with the school or college on these matters where appropriate
- i. Any tutor or instructor working with children must, where appropriate, be suitably qualified.
- j. Failure to comply with safeguarding requirements will result in the termination of this agreement.



11. Safety Requirements

During the Period of Hire, the hirer shall ensure that:-

- a. They are fully familiar with the safety precautions of the School and the safety precautions to be observed in the Premises. A copy of the School emergency procedures for the Premises will be sent to the Hirer with the Hiring Agreement. The Hirer is expected to be familiar with this document and shall take all reasonable steps to ensure that all persons using the Premises by virtue of the Hiring Agreement are also familiar with key aspects of this document e.g. meeting point following an evacuation. In the event that the emergency procedures are not sent to the hirer with the hiring agreement, it is the responsibility of the Hirer to ensure that they contact the School Representative immediately in order to make arrangements to receive the document.
- b. All necessary precautions for the safety of those persons attending the Premises during the Period of Hire are taken by the Hirer, which shall include ensuring that all persons in charge are familiar with fire-fighting equipment available.
- c. The Hirer is responsible for carrying out risk assessments on a regular basis and these should be made available to the headteacher upon request.
- d. Fire-fighting apparatus at the Premises is kept in its proper place and only used for its intended purpose.
- e. The Fire Brigade is called by the Hirer to any outbreak of fire, however slight, and details of the occurrence shall be given to the School Representative.
- f. No obstructions are placed in gangways or exits, nor in front of emergency exits, and such exits must be available for free access and egress at all times.
- g. The emergency lighting supply is turned on throughout the Period of Hire and illuminates all exit signs and routes.
- h. No performances or uses take place which could involve danger to the public.
- i. For safety and for prevention reasons, no garlands or decorations are used other than those agreed in advance with the School Representative, which must not be of a combustible nature.
- j. No highly flammable substances are brought onto or used in any part of the Premises.
- k. No smoke machines are used, whether as part of a disco or band or otherwise.
- l. No unauthorised heating appliances are used on the Premises.



12. Lighting and Electrical Safety

During the Period of Hire, the Hirer shall ensure that:

- a. No lighting, heating, power or other electrical fittings or appliances in the Premises are altered, moved, or in any way interfered with.
- b. No additional lights or extensions from the existing electric light fittings are used without the previous consent of the School Representative.
- c. Electrical appliances brought onto the premises have been tested for electrical safety (Portable Appliance Test Certificates may be required for inspection by the School)

13. First Aid

The Hirer shall ensure that a person with appropriate first aid skills is present at the Premises during the Period of Hire. The Hirer must ensure that a suitable first aid kit is provided for use by such person during the Period of Hire.

14. Alterations, Advertising and Care of Premises

- a. No bolts, nails, tacks, screws, bits, pins, or other like objects shall be driven into any part of Premises by the Hirer nor shall any placards or other articles be fixed to any part of the Premises.
- b. No advertisements of any type are to be displayed inside or outside of the Premises by the Hirer without the prior approval of the School Representative.
- c. No alterations shall be made to the Premises by the Hirer, either in construction, arrangement of public accommodation, lighting, heating, seating, fixtures, fitting, exits or otherwise without the prior written approval of the School Representative.
- d. Gymnasium and hall floors are used by children for physical education and no substance is to be applied to floors by the Hirer to prepare them for dancing or any other activity. No footwear liable to damage floors may be worn in school buildings.

15. Food, Refreshments and Sale of Goods

- a. The Hirer may not sell or allow to be sold on the Premises any food, refreshments or goods without first obtaining the written consent of the headteacher.
- b. The Hirer shall, if selling food, refreshments or goods on the Premises, comply with all relevant legislation.



16. Prevention of Nuisance

- a. The Hirer shall ensure that any music played or provided at the Premises, or noise levels from functions or activities taking place on the Premises, do not cause a nuisance either within the School or to surrounding premises or any nearby residential accommodation.
- b. The Hirer must ensure that cars belonging to his patrons are not parked so as to cause an obstruction at the entrance to, or exits from, the School and do not obstruct or delay access to the School by emergency vehicles.
- c. The Hirer shall take all reasonable measures to ensure that cars belonging to his patrons do not obstruct the public highway outside of the School or access to adjacent private property and that undue noise is not caused on arrival or departure.
- d. The Hirer and all his patrons shall comply with any requirements of the School with regard to parking of vehicles.

17. Statutory Requirements

- a. The Hirer must not do or permit any act matter or thing that would or might constitute a breach of any statutory requirement affecting the Premises.
- b. The Hirer shall comply with all conditions and regulations made in respect of the Premises by the Fire Authority, Local Authority in its capacity as the Licensing Authority, or otherwise. Without prejudice to the generality of the above, this includes any conditions or regulations in connection with any event which includes public dancing or music or other similar public entertainment.

18. Equal Opportunities

The Hirer must not discriminate, or permit others acting on his behalf to discriminate, in any of its activities held in the Premises, on the grounds of race, colour, nationality, sex, religion, sexual orientation, age, marital status or disablement.

19. Copyright and other Licences and Permissions

- a. In the use of the Premises the Hirer is not to infringe any copyright or allow any copyright to be infringed. It is the responsibility of the Hirer to obtain any consent in respect of copyright and to pay all such fees relating to the same. Save in certain circumstances, it is illegal to photocopy music or plays without the express permission in writing of the copyright holder.



- b. The Hirer must give the School Representative at least 4 weeks' notice of a stage play production and the Hirer must obtain all licences required for the stage play production.
- c. Any Hirer who uses recorded music in its activities is responsible for checking whether a licence is required from Phonographic Performances Limited (PLL) and if so, to obtain one. Any Hirer performing live music is responsible for checking whether a Performing Rights Society (PRS) licence is required and if so, to obtain one.
- d. The Hirer must comply with the requirements of the Licensing Act 2003 when carrying out any licensable activities within the meaning of that Act.
- e. The School reserves the right to request copies of any consents or licences obtained in order to comply with the above provisions.

20. Gambling

Nothing shall be done in the Premises or at the School by the Hirer in contravention of the law relating to betting, gaming and lotteries, and the hirer shall ensure that the requirements of the relevant legislation are strictly observed.

21. Intoxicating Liquor

- a. During the Period of Hire, the Hirer shall ensure that no intoxicating liquors are permitted to be bought, sold or consumed on any part of the Premises or the School without the express permission in writing of the headteacher.
- b. No application shall be made by or on behalf of the Hirer seeking any licence or permission to sell alcohol liquor without the prior express permission in writing of the headteacher.

22. Smoking

The Hirer is advised that smoking is not permitted on the School premises or immediately outside the School premises and shall ensure that his patrons comply with this requirement.

23. Hours of Use

The hiring does not entitle the Hirer to use or enter the Premises at any other time than the Period of Hire unless prior arrangements have been made and agreed with the School Representative.



24. Storage

No goods or equipment shall be left at or stored on the Premises or the School without the prior agreement in writing of the School Representative.

25. Rights of Entry

Throughout the Period of Hire the right of entry to the Premises is reserved to any duly authorised officers or employees of the School, their agents or contractors and any emergency service.

26. Expiration of Period of Hire

- a. At the expiration of the Period of Hire the Hirer shall ensure that all members of the public and other guests leave the Premises.
- b. The Hirer must ensure the Premises are left in a clean and orderly state free of litter. All decorations of the Hirer must be removed. If the Hirer fails to do so, the School will be entitled to charge the Hirer for the costs of any necessary work required.

27. Damage to School Property

The Hirer is to take good care of the School property and not cause any damage to be done to the Premises or to any fittings equipment or other property in the Premises and the Hirer is to make good and pay for any such damage caused by any act or neglect of the Hirer or anyone permitted by the Hirer to enter the Premises.

28. Injury to Persons and Damage to Property

- a. The school or The LETTA Trust will not be liable for the death of or injury to a person attending the Premises for the hiring or for any losses, claims, demands, actions, proceedings, damages, costs or expenses or other liability incurred by the Hirer in at the exercise of the rights granted by this agreement except where such death or injury is due to the negligence of the school or The LETTA Trust.
- b. The school or The LETTA Trust will not under any circumstances accept responsibility or liability in respect of any damage to or loss of any goods articles or property of any kind brought into or left at the Premises either by the Hirer for his own purposes or by any other person or left or deposited with any officer or employee of the School or The LETTA Trust.
- c. The school or The LETTA Trust shall not be liable for any loss due to any flood, fire, act of God or other cause beyond the reasonable control of the school or The LETTA Trust which



may cause the Premises to be temporarily closed or the hiring to be interrupted or cancelled.

29. Insurance and Indemnity

- a. The Hirer may make use of the school's Public Liability Insurance cover if this is agreed with the school prior to use. The types of Hirers who may use the school's cover include individuals e.g. parents and small parent-led organisations. If a claim needs to be made using the school's Public School's Liability Insurance cover, the Hirer will be liable for the first one hundred pounds of the claim.
- b. The Hirer when they are a Private Limited company or public body who wish use the facilities must have in place Public Liability Insurance cover to a minimum limit of indemnity of £2,000,000 against third party risks including death or injury to any person or loss or damage to any property arising out of the Premises by the Hirer.
- c. The Hirer when they are a Private Limited company or public body who wish to use the facilities must produce the current insurance certificate to the School prior the Period of Hire.
- d. The Hirer will indemnify the school and The LETTA Trust against any damage, theft, losses, claims, demands, actions, proceedings, damages, costs or expenses arising as a result of the hire of the Premises by the Hirer including the cost of reinstating, repairing or replacing any part of the Premises or School which is damaged, destroyed, stolen or removed as a result of the hire of the Premises by the Hirer. The evidence of the school or The LETTA Trust as to the cost or expenses incurred shall be accepted by the Hirer as final, on production.

THE LETTA TRUST HAS PUBLIC LIABILITY INSURANCE COVER THROUGH THE DFE'S RISK PROTECTION ASSURANCE (RPA) SCHEME.



APPENDIX 3: Initial request form

Initial request form for hire of school premises

Reference Number of Hiring:

A copy of this form will be returned to the hirer indicating whether or not the application has been accepted.

Name of Organisation/ Name of the Hirer:

Address:

Telephone:

E-mail address:

The Hirer applies to the School to use the School Premises on:

DATE: _____

TIME: From _____ (am/pm)

To _____ (am/pm)

For the following purpose (s):

(Please specify precise nature of proposed function and whether to be private or public, meeting, social function, education, etc)

Expected number of attendees:

Of whom, children:

adults:

Parts of the Premises required:



Please note:

The hiring will be confined to the use of the premises as set out above. If the Hirer wishes to use any other part of the premises, a separate application must be made as early as possible.

Do you require the premises to be heated? YES / NO

If heating is required, please state times: From: _____
To: _____

Will there be a public entertainment or public performance of a play? YES / NO

Will use of the kitchen areas be required for preparing refreshments? YES / NO

If yes, please supply details:

Will the use of any special equipment be required? YES / NO

If yes, please specify:

Are there any other special requirements? YES / NO

(e.g. seating arrangements, Caretaker/ Premises Officer to be in attendance)

If yes, please specify:



Conditions of Hire and Indemnity:

If the hiring is agreed the Hirer undertakes and agrees to:

1: Pay the hiring fees totalling £ _____

(If the charges are specified here, a cheque for the full amount must accompany this application. If the charges are not specified here, they will be notified if and when the hiring is approved and payment is due within seven days of notification of approval.)

2: Comply with the Conditions of Hire

Hirer:

The Hirer may make use of the school's Public Liability Insurance cover if this is agreed with the school prior to use. The types of Hirer's who may use the school's cover include individual's i.e. parents and small parent lead organisations. If a claim needs to be made using the school's Public School's Liability Insurance cover, the Hirer will be liable for the first one hundred pounds of the claim.

(Please check that you have a copy of the CONDITIONS OF HIRE)

I certify that I am over 18 years of age, have received and agree to the terms and conditions of hire.

Signed: _____

Date: _____

OFFICE USE ONLY:

Date Received:

Received by:

Additional requirements:

Special requirements:



Approved – additional conditions:

Rejected – reasons:



APPENDIX 4: Hire agreement

Hire agreement for school premises

The Hirer is required to sign and return one copy of this agreement to one of the following addresses:

Headteacher	Headteacher
Stebon Primary School	Bygrove Primary School
Wallwood Street	Bygrove Street
Poplar	Poplar
London	London
E14 7AD	E14 6DN

Please note that, until such time as the signed Hire Agreement is received by the school for the hire, together with full payment required, there is no firm booking with the School for the hire. This means that the School is free to accept alternative bookings for the Premises without any obligation to the Hirer, and accepts no responsibility whatsoever for any costs incurred by the Hirer in anticipation of the hiring proceedings. Following receipt of the signed Hire Agreement by the School, cancellation of the hiring shall be governed by the Schools Lettings Conditions of Hire.

The School Lettings Conditions of Hire apply to this Hire Agreement.

Premises Details, Areas and Facilities to be used:

Date and Times of Period of Hire: (for single booking):

Date:

Start time:

Finish time:

Date and Times of Period of Hire: (for regular/block booking)

Start date:



End date:

Frequency of use:

Start time:

Finish time:

Purpose of Hire:

Maximum Capacity permitted in the premises:

Hirer/Organisation Details:

Hirer's Authorised Representative:

Dates and Times of Period of Hire: (Regular / Block bookings)

Cost of Hiring:

Total cost: £

Deposit required as security £



(To be refunded to the Hirer following expiration of the Period of Hire if all obligations have been compiled with)

Date of Payment of Cost of Hiring and Deposit:

Details of any consent given by the Trust regarding alcohol, sale of foods, goods or refreshments:

Specific requirements of the Hirer agreed and noted by the School:

Any additional conditions specified by the School:

Additional Policies/Documents required by the School prior to the letting taking place:

(e.g. Licences, DBS, Qualifications for Tutors, Publicity, Agendas, Insurance, safeguarding policies etc)

I confirm that I have read the School Lettings 'Conditions of Hire' that have been supplied to me. I agree that this hiring is governed by those 'Conditions of Hire' and I agree to observe



and perform the requirements of the Hirer as set out in these Conditions of Hire and any additional conditions that the Trust may apply as outlined in this agreement.

NAME IN FULL:

(Please Print)

SIGNATURE:

(Hirer or Authorised Representative of the Hirer)

DATE:



APPENDIX 5: Swimming Pool

Swimming Pool Specific:

Qualifications Required (Proof shown- copies attached)

* National Pool Lifeguard Qualification (NPLQ)-monthly 2-hour training session updates

* National Rescue Award for Swimming Teachers and Coaches (NRASTC)

First Aid Qualifications (copies attached):

Insurance documentation



Safeguarding policies and DBS

--

General Requirements:

*Phoning emergency services	
*Communicating essential information i.e. the school address during a crisis.	
*Outdoor shoes- blue overshoes must be worn	
*Showering before using the pool	
*Replace pool cover	
*Return equipment to original location	
*Refrain from eating in the pool area and changing rooms	
*Read NOP & EAP	
*Read swimming pool risk assessment	

Name _____ Date _____