

POLICY



POLICY TYPE

MAT Policy to adopted in full across all schools	
LGC Policy to be reviewed and approved locally	x

Approval Date:	2026 — Autumn TERM
Review Date:	2028 — Autumn TERM

LETTINGS POLICY

1. INTRODUCTION

The Governing Body will make every reasonable effort to enable the school building and grounds to be available for community use. However, the overriding aim of the Governing Body is to support the school in providing the best possible education for its students. Any lettings of the premises to outside organisations will be considered with this in mind.

2.1 DEFINITION OF A LETTING

A letting may be defined as ‘any use of the school premises by either a community group or a commercial organisation’, regardless of whether a letting fee is charged. It must not interfere with the primary activity of the school, which is to provide a high standard of education for all its students.

School premises are available to users in the following order of priority:

1. School functions and curriculum needs
2. Out of school clubs
3. Local community clubs
4. Disadvantaged community users
5. Other community users
6. Other users as approved by the Governing Body

2.2 CHARGES FOR A LETTING

The Governing Body is responsible for setting the charges for the letting of the school premises, as set out in the approved scale of lettings charges.

(Appendix A).

Charges for the use of school premises are set by the Governing Body. Charges are calculated taking into account the following principles:

- The use of the premises out of school hours will not normally be subsidised by the delegated budget
- The promotion of the policy's aims and objectives
- The generation of income for the upkeep and maintenance of school facilities
- Cover costs of site staff
- Utility costs (such as heat, light, electric, etc.)

2. APPLYING TO USE THE SCHOOL

Applying to use the school premises should be made to the Finance Office and the Letting Agreement should be filled in **at least 28 days before the event**. New agreements must be completed every time the letting is renewed, if there is a break in hire other parties will have the opportunity to hire the facilities. If a permanent hire is required this must be specified on the agreement.

The Business Manager will resolve any conflicting requests for the use of the premises, with school functions always receiving priority.

The Business Manager is responsible for the management of lettings, in accordance with the school's policy, but the Headteacher retains overall responsibility (please see section 5 Management).

If the Business Manager/Headteacher has any concern about the appropriateness of a particular request for a letting, he/she will consult the Chair of Governors, who has the authority to determine the issue on behalf of the Governing Body.

3. LETTING AGREEMENT

Once a letting has been approved, a letter will be sent to the Hirer, confirming the details of the letting, along with a copy of the terms and conditions (Appendix B) and the letting agreement (**Appendix C**). The Governors and Headteacher reserve the right to prohibit use of the premises by any user who does not conform to the Terms and Conditions.

Please note:

- The consumption of alcohol on site is not permitted
- The Governors uphold all buildings and school grounds as non-smoking areas at all times, in compliance with current smoking regulations

The letting agreement needs to be signed and returned to the school before the letting can take place. It should be signed by a named individual and the agreement should be in their name, giving their permanent private address.

The named individual applying to hire the premises will be invoiced for the cost of the letting.

All letting fees will be paid into the school's bank account to offset the costs of services, staffing etc. 28 days in advance of all lettings.

The Headteacher, or the Chair of the Governing Body, has the immediate power to terminate any letting agreement relating to the hire of the school premises, in accordance with the terms and conditions of the agreement attached.

4. SAFEGUARDING

The Hirer shall ensure that where a hiring involves activities aimed predominantly at children, they have appropriate safeguarding policies and procedures in place. Users of the school will comply with current regulations governing safeguarding and will be expected to comply with relevant school policies and will not compromise the School's ethos and values. Any Hirer submitting a lettings request involving working with children and/or young people must submit **to the school** a signed copy of their current Safeguarding and Child Protection Policy.

The Governors reserve the right to require the Hirer to produce evidence that enhanced DBS checks have been carried out on all persons and to review safeguarding policies and procedures and to impose any additional requirement they consider appropriate in connection with the hiring. If for any reason the Governors are not satisfied, then they reserve the right to cancel any hiring and there shall be no liability to the Hirer other than to refund any hiring fee or deposit paid.

5. MANAGEMENT

The Headteacher is responsible for the management of lettings, in accordance with the Governing Body. Where appropriate, the Headteacher may delegate all or part of this responsibility to other members of staff, whilst 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, they will consult with the Chair of Governors who is empowered to determine the issue on behalf of the Governing Body.

Management of the booking facility for lettings will be via the Finance Office. The booking requirements will be reviewed and a check of availability of required facilities. The contact details and relevant booking forms and documents will be included on the school's website (also included in Appendices to this Policy).

The Governing Body has the right to refuse an application. No letting should be regarded as "booked" until approval has been given in writing. No public announcement of any activity or function taking place should be made by the organisation concerned until the booking has been formally confirmed.

Management of the school site is the responsibility of the school site staff. Hirers cannot access school buildings that are excluded from their specific hire. When using the school facilities out of school hours, the Hirer must ensure that their users do not access other areas of the school. Hirers and their visitors/guests/participants are strictly not permitted in any of the school buildings when using the site out of school hours.

6. MONITORING

Bookings, maintenance, marketing, management and financial matters relating to lettings of the school are monitored regularly by the Governing Body.

7. FINANCIAL

The school endeavours to ensure that the costs of operating the lettings of the school facilities will be fully covered by income from such use and any surplus will contribute to maintenance, repairs and ultimately renewal of fixed life elements of the school facilities.

8. COMMUNITY USE

The school agrees to make school facilities available for hire weekdays after the school day, weekends and during the school holidays.

Appendices:

Appendix A: Charges

Appendix B: Letting Terms and Conditions

To be returned to the school:

Appendix C: Lettings Agreement/Application Form

Appendix A**ST ANTHONY'S CATHOLIC PRIMARY SCHOOL****LETTING RATES FOR REGULAR ANNUAL USERS**

The following standard rates are to be used for all regular users of school facilities from
1st September 2026

Note that rates will be agreed by the headteacher.

Facility	
Dining Hall	Please contact Finance office for up-to-date costings
Playground	Please contact Finance office for up-to-date costings
Outside areas (car park etc)	Please contact Finance office for up-to-date costings
Classroom	Please contact Finance office for up-to-date costings

All bookings are to be subject to the Conditions of Letting that will be administered in all cases. Copies of these are available from the Finance Office and are sent to all organisations making an enquiry with the booking form. These conditions and charge rates are regularly reviewed by the school Governors and may be changed at any time.

CONTACT FOR ALL LETTINGS ENQUIRIES:

Rose Pampling

St Anthony's Catholic Primary School

Genoa Road

Anerley

SE20 8ES

Tel:02087787681

Email: finance@sacp.uk

Appendix B

ST ANTHONY'S CATHOLIC PRIMARY SCHOOL

TERMS AND CONDITIONS OF LETTING OF THE SCHOOL PREMISES

These terms and conditions must be complied with.

1. STATUS OF THE HIRER

The "Hirer" is the person making the application for a letting. This person is responsible for payment of all fees and any other sums that may be payable in respect of the letting.

Lettings will not be made to persons under the age of 18, or to any organisation or group with an unlawful or extremist background. The hire agreement is personal to the Hirer only, and nothing in it is intended to have the effect of giving exclusive possession of any part of the school to them or of creating any tenancy between the school and the Hirer.

Payment of the appropriate charges will be made prior to the letting.

2. DISCLOSURE AND BARRING SERVICE CHECKS

Where lettings occur during the school day, it will be necessary for the Hirer to undergo a disclosure and barring services check via the Disclosure and Barring Service (DBS) and for the Hirer to pay the cost of the DBS check. If a particular letting involves contact with children and young people, it is the responsibility of the Hirer to ensure that they have complied with the DBS requirements. The Hirer will be required to provide evidence that DBS checks have been carried out on request.

These checks must be made by prior arrangement with the Headteacher, with at least half a term's notice in advance to ensure that the checks can be carried out in advance of all bookings. Adults working with children must be aware of the school's safeguarding and child protection policy and procedures; agreement to this policy is accepted as part of these terms and conditions. All Hirers must be appropriately qualified and sports coaches must follow the LA's guidelines for working in schools.

When there is a requirement for DBS checks to be undertaken, the Hirer must keep appropriate records in line with the DBS requirements and report to the school any safeguarding concerns which may arise.

3. INDEMNITY AND INSURANCE

Lettings are made on the agreement that the Governing Body are indemnified by the Hirer against any loss, damage, costs and expenses during the use of the school

premises by the Hirer except where such loss, damage costs and expenses are directly attributable to the negligence of the employees of the Governing Body.

All losses or damage however caused, and of whatever nature to the school premises or equipment whether provided by school or any other body or person, shall be the responsibility of the Hirer.

The Hirer shall insure, with a reputable insurance office approved by the Governing Body, against such funds as the Hirer may become liable to pay as compensation, arising out of bodily injury or illness (fatal or otherwise) to any person and/or costs, fees, expenses, loss or damage caused to property or the premises by any act or neglect of himself, his servants, agents, or any person resorting to the premises by reason of the use of the premises by the Hirer.

Unless specifically agreed by the Governing Body, the insurance cover shall provide a limit indemnity of not less than £5,000,000 (five million pounds) in respect of any one incident and to include liability for the premises including liability for fire and explosion risks arising from the let of the premises.

The Hirer shall produce the policy of insurance and receipts for the current premium or premiums upon request by the Headteacher or Governing Body within seven days of a request. The Hirer must produce the appropriate certificate of insurance cover before the letting can be confirmed. Neither the school, nor the Trust, will be responsible for any injury to persons or damage to property arising out of the letting of the premises.

Neither the school nor the Trust shall be responsible for any injury to persons or damage to property arising out of the letting of the premises.

INDEMNITY

- The Hirer agrees to defray the cost of making good any damage caused to the building, goods, chattels, apparatus or appliances either of the school or any other person or persons during the period of or arising in connection with the letting.
- Neither the school or any employee or Officer thereof shall be liable for any loss due to any breakdown of machinery, failure of supply of electricity, repair work, leakage of water, Government restriction or Act of God which may cause the school or any part thereof to be temporarily closed or the hiring to be interrupted or cancelled and the Hirer shall indemnify the school against any claim which may arise out of the hiring being interrupted or cancelled.

4. STATUTORY REQUIREMENTS

The Hirer must not do or permit any act, matter or thing which would, or might, constitute an illegal or immoral activity affecting the school premises or which would, or might, vitiate in whole or in part any insurance affected in respect of the premises from time to time.

5. LICENSES AND PERMISSIONS

The Hirer shall be responsible for obtaining any public licenses necessary in connection with the booking and should confirm with the school the licenses they hold.

Permission or license must be obtained from the copyright owner, the owner of the sound recordings (if appropriate) and the publisher for any public performance of music, musicals, operas, or stage plays. The borrowing of music scores or plays from a local library does not constitute permission to perform.

Regulated entertainment, public music, singing and dancing can only take place on premises which have a Premises License authorising entertainment, or by applying for a Temporary Event Notice.

Hirers are reminded that it is illegal to photocopy music or plays without the express permission in writing of the copyright holder except in certain circumstances. Any infringement of this is liable to prosecution.

The Hirer shall indemnify the Governors against all sums of money which the Governors may have to pay by reason of an infringement of copyright or performing right occurring during the period of hire covered by this agreement.

The following are some of the licences which Hirers need to check for applicability. This is not an exhaustive list and it is the responsibility of the Hirer to ascertain whether or not any other licences may be required. Licences are generally required for:

- Performing plays/operettas/ballet
- "Public dancing, music or other public entertainment of a like kind" under the Local Government (Miscellaneous Provisions) Act 1982.
- Games of bingo.

Hirers must ascertain from the Local Council whether or not a licence is required for these uses, or for any other use to which premises are to be put, and if so, to obtain and ensure full compliance with the necessary licence if the premises are not already licensed.

6. PUBLIC SAFETY

All conditions attached to the granting of the license, stage play or other licenses and the school's health and safety policy shall be strictly observed. Nothing shall be done which will endanger the users of the building, or invalidate the policies of insurance relating to it and its contents. In particular:

- a) Obstructions must not be placed in gangways or exits, nor in front of emergency exits, which must be available for free public access and exit at all times. The prevention of overcrowding.
- b) Fire — fighting apparatus shall be kept in its proper place and only used for its intended purpose
- c) The fire brigade shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to the Headteacher
- d) The Hirer is responsible for familiarising his/herself with the procedure for evacuation of the premises, the escape routes, assembly points, and shall be familiar with the fire-fighting equipment available
- e) Performances involving danger to the public shall not be permitted
- f) Highly flammable substances shall not be brought into, or used, in any part of the premises. No internal decorations of a combustible nature (e.g. polystyrene, cotton, hay, etc) shall be undertaken or erected without the consent of the Governing Body
- g) No unauthorised heating appliances shall be used on the premises
- h) Any electrical equipment brought by the Hirer onto the school site MUST comply with the school's code of practice for portable electrical appliance equipment. Equipment must either have a certificate of safety from a qualified electrical engineer or be inspected by the school. The intention to use any electrical equipment must be notified on the application form. The Governing Body disclaim all responsibility for all claims and costs arising out of or in any way relating to such equipment
- i) Adequate supervision must be provided to maintain order and good conduct, and, where applicable, the Hirer must adhere to the correct adult/student ratios at all times when these are specified for particular activities, e.g by national governing bodies of sports, scouts etc.

7. THE HIRER'S RESPONSIBILITIES

The Hirer must inform the school of any fault, damage or other problems with the premises or equipment encountered during the letting.

No part of the premises is to be used otherwise than for the purpose of the premises requested.

No part of the premises requested is to be used for any unlawful purpose or in any unlawful way.

7.1 OWN RISK

It is the Hirer's responsibility to ensure that all those attending are made aware of the fact that they do so in all respects at their own risk. It is the Hirer's responsibility to ensure good behaviour and conduct of all those attending, at all times. This also includes adequate supervision.

School staff on duty during any letting have authority delegated by the Governors to implement these conditions of letting together with any special conditions which may be agreed in writing with the Hirer. They are only authorised to approve use of facilities (rooms and/or equipment) which are part of the agreement which has been made in writing in advance. School staff will monitor the premises but neither they nor the school Governors shall be responsible in any way for property, belongings, or people which are on site for a letting.

The school shall not be responsible for the loss or damage to any property whatsoever or death or injury to any person whosoever. Hirers must provide their own insurance against their liability towards the public and their own employees in this respect.

Hirers of any school facilities are required to make their own arrangements for any licences and other inspections or certification which will be required (see Lettings Agreement, Appendix C).

On days when school is in session, no article (such as equipment, pianos, tables, flowers, etc.) may be delivered at the school before 4.30 p.m. on the day of use, unless arrangements are made with the Headteacher or Business Manager for their earlier delivery.

The Hirer must ensure the number of persons using the premises shall not exceed the maximum number authorised for the room/area.

7.2 FIRST AID FACILITIES

It is the responsibility of the Hirer to make their own first aid arrangements, such as the provision of a first aid kit, and the provision of first aid training for supervising personnel, particularly in the case of sports lettings. There is no legal requirement for the school to provide first aid facilities and use of the school's resources is not available.

7.3 FURNITURE AND FITTINGS

Furniture and fittings shall not be removed or interfered with in any way. Nor shall they be rearranged except by prior agreement and will be subject to reinstatement at the end of each session of use. No fittings or decorating of any kind necessitating drilling, or the fixing of nails or screws into fixtures which are part of the school fabric, is permitted. In the event of any damage to premises or property arising from the letting, the Hirer shall pay the cost of any repair required.

School equipment can only be used if requested in advance and approved in writing. Responsible adults must supervise the use of any equipment and ensure its safe return. The Hirer is liable for any damage, loss or theft of school equipment they are using, and for the equipment's safe and appropriate use.

Hall floors are used by children for physical education and no substance is to be applied to floors to prepare them for dancing or any other activity. No footwear liable to damage floors may be worn in school buildings. If activities involve outdoor use, participants should ensure footwear is cleaned before re-entering the building. The wearing of footwear likely to cause damage to floors is forbidden. Persons found wearing such footwear may not be permitted to enter the premises.

No guarantee is given in respect of the number of chairs/tables available. The Hirer may only use school furniture or school equipment which is located in the area hired - i.e. equipment/ furniture is not to be moved from other parts of the school without permission in writing.

The school regularly checks equipment and furniture for safety. However, no guarantee of safety is able to be made and Hirers should check any furniture and/or equipment prior to use. The school will not conduct any checks on property belonging to the Hirer (whether this is stored on school premises or not) unless this is by special agreement in the attached schedule.

Often the Hirer of a facility will require furniture and/or equipment to be laid out in a particular way for their activity. Such layouts are the responsibility of the Hirer together with the reinstatement of the furniture and/or equipment to its original position by the end of the letting. School staff may be available to help if this does not conflict with other duties. If school staff help is used during the period of letting, this will not involve extra charge, but it cannot be assumed that

they will be available unless prior agreement has been made. If help is required outside of the period specified for the letting, then the time which is taken by the school staff may be charged at the hourly rate as though the letting period were extended. Financial reimbursement to the Hirer is not made if the room is not set up in a particular way.

The Hirer shall be responsible for leaving any facility hired by them in a clean and tidy state ready for use by the school or other users. If there are difficulties in achieving this the school should be notified in advance so that a quotation can be given for cleaning staff to be available. Should the facility not be left in a tidy state the school reserves the right to bring in necessary cleaning staff and charge their costs (with overheads) to the Hirer. Agreement that the facility is in a satisfactory state can be given by the member of the school staff who is on duty for the letting.

School stage lighting, audio and visual equipment may be used only with written permission from the school.

7.4 FOOD AND DRINK

No food and drink may be prepared or consumed on the property without the permission of the school in line with current food hygiene regulations.

7.5 KITCHEN/FOOD PREPARATION, FACILITIES AND EQUIPMENT

Use of the school's kitchen area is not permitted.

7.6 INTOXICATING LIQUOR

No intoxicating liquors are permitted to be bought, sold or consumed on any part of the premises.

7.7 SMOKING

The whole of the school premises, which includes the grounds, is a **non-smoking** area, and this includes e-cigarettes. It is the duty of the Hirer to ensure that it does not take place.

7.8 BETTING, GAMING AND LOTTERIES

Nothing shall be done on, or in relation to, the premises in contravention of the law relating to betting, gaming and lotteries, and the persons or organisations responsible for functions held in the premises shall ensure that the requirements of the relevant legislation are strictly observed.

7.9 NUISANCE/DISTURBANCE

Hirers and organisers of events in the school premises are responsible for ensuring that the noise level of their function does not interfere with the other activities within the building nor to cause inconvenience for the occupiers of nearby houses or property.

The school ethos is that we are a member of the community. As such we take our responsibilities to our neighbours very seriously and require all users of our premises to do the same. We would particularly emphasise the importance of maintaining low noise levels and avoiding parking where this will inconvenience local residents.

7.10 DISPOSAL OF WASTE

The Hirer must comply with the school's arrangements for disposal of any rubbish or waste materials.

7.11 ANIMALS

Except in the case of trained guide dogs for the blind and hearing dogs for the deaf, animals shall not be permitted on the school premises.

7.12 RULES

The Hirer shall comply with any rules and regulations which the Governing Body shall make from time to time.

7.13 SUB-LETTING

The Hirer shall not sub-let the premises, underlet or share possession with any other parties.

7.14 STORAGE ANCILLARY TO THE LETTING

The school has very limited storage so storage facilities are not normally available to Hirers.

7.15 LOSS OF PROPERTY

The Governing Body cannot accept responsibility for damage to, or the loss or theft of, Hirer's property and effects. It is the responsibility of the Hirer to make his/her own insurance arrangements if required. This extends to visitors attending events/activities that are the responsibility of the Hirer.

7.16 CAR PARKING

Car parking facilities are primarily for school staff use. Car parking is not a guaranteed condition of any letting hire agreement. Any complaints to Hirers from their guests/visitors/participants cannot be passed on to the school. All parking on site is at owner's risk

Cars shall not be parked so as to cause an obstruction at the entrance to, or exits from, the school. In particular, the Hirer must ensure that access to the school by emergency vehicles is not obstructed or delayed. Where parking accommodation is available, this must be used, and users of the school should avoid undue noise on arrival and departure. The Hirer is responsible for participants/guests/visitors to their event/activity and car parking arrangements. This must be communicated to all parties.

The Hirer will be permitted to use official parking areas on the school site during the period of the letting. The Hirer will normally be given access to the site a minimum of 10 minutes before the letting commences and all vehicles will be expected to have left the site within 15 minutes of the end time of the letting. There are areas of the school where parking is not permitted for safety and other reasons, and these areas must not be used. Vehicles must not be left on the school site outside of the period of the letting as described above. No responsibility is accepted by the school for safety of vehicles when on site.

7.17 TOILET FACILITIES

Access to the designated school's toilet facilities is included as part of the letting arrangements.

7.18 RIGHT OF ACCESS

The Governing Body reserves the right of access to the premises during the letting for emergency or monitoring purposes (The Headteacher, Business Manager or members of the Governing Body may monitor activities from time to time).

7.19 VACATION OF PREMISES

The Hirer shall ensure that the premises are vacated promptly at the end of the letting session. The Hirer is responsible for supervising any children taking part in an activity until they are collected by a responsible adult. The Hirer must obtain (via their own booking forms) and have immediate access to participants' emergency contact details.

Hirers are responsible for familiarising themselves with emergency exits and must ensure that participants are aware of evacuation procedures.

The premises will be left in good order and vacated not later than the time booked. All litter must be removed from premises. After the booked session the site must be left in exactly the same condition as found at the start of the booked session.

The Headteacher and Business Manager will resolve any conflicting requests for the use of the premises, with priority at all times being given to school functions. Any dispute on the use of school facilities or equipment out of normal school hours shall be settled by the school.

Management of bookings and finances for specific clubs are not the responsibility of the school, these are managed directly by the Hirer. A draft copy of any information to be distributed to participants or through the school must be sanctioned by the Headteacher at least 28 days prior to distribution by the Hirer.

8. SECURITY

Security of the school is the responsibility of the relevant key holder on duty.

The security of the school will not be the responsibility of the Hirer for lettings. However, please ensure open windows and doors are closed on leaving the school premises.

9. CANCELLATION

- *By the Hirer* - in the case of a cancellation of booking, the Hirer must give written notice of the cancellation with as much notice as possible (and no less than 28 days) to allow the school the opportunity to make the facilities available to an alternative Hirer. **The Hirer must pay the school the full charges unless the School have been able to secure an alternative booking.** It is the Hirer's responsibility to notify (in writing) all concerned, e.g. those who attend (or parents/carers of those who attend) the activity.
- *By the school* — the school will endeavour to give 28 days' notice to Hirers should the need arise to cancel a booking, however the school reserves the right to close or prohibit the use of any of the facilities at its discretion. The school will not be liable for any loss or expenditure incurred by or on behalf of the Hirer, or by or on behalf of any other person arising from the exercise of this discretion or from the cancellation of any bookings by the school but in the event of such a cancellation for any reason not beyond the control of the school any charges already paid will be refunded.

The Governing Body will not accept any responsibility for any loss, or other expenses however incurred by the Hirer, in the event of a cancellation by the Governing Body of the letting as a result of circumstances beyond its control (including, without prejudice to the generality of the same, industrial action by its employees, or others, failure of electricity/gas supply). It is the Hirer's responsibility to notify its members appropriately of the withdrawal of the school facilities in the event of the letting being cancelled for the reason outlined above

Whilst the school will always endeavour to honour the lettings it has agreed, if it believes the proposed usage will compromise the facility due to prevalent or forecast weather conditions the school will inform the Hirer prior to the commencement of the hire that the facility cannot be used. The hire payment will not be applicable.

Power of Revocation - The Governors reserve the right to revoke, without notice, any contract for the hire of school premises. The decision of the Governing Body as to whether a letting should be cancelled shall be binding on the Hirer.

Where payment for the hiring of the school facilities is not reached by the prescribed deadlines, and/or without prior agreement by the Business Manager/Headteacher, the Governing Body reserves the right to terminate

the letting with immediate notice. The Governing Body will not accept any responsibility for any loss, or other expenses, however incurred by the Hirer, in the event of the cancellation of the letting as a result of the circumstances described above. The decision of the Governing Body as to whether a letting should be cancelled shall be binding on the Hirer.

Appendix C

TO BE COMPLETED BY THE HIRER AND RETURNED TO THE SCHOOL

AGREEMENT FOR THE LETTING OF SCHOOL FACILITIES

This is an agreement between the Governors of St Anthony's Catholic Primary School and

_____ (the Hirer)

The contact and responsible person representing the Hirer shall be as follows:

Name:	
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Address:	
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Tel. No.:	Mobile Tel. No.:
	E Mail:

Facilities to be Hired are:

Facility	Times and Days	Hourly Rate

Please specify end date or ongoing hire_____

TO BE COMPLETED BY THE HIRER AND RETURNED TO THE SCHOOL

Special Arrangements are as follows:

This agreement commences on and operates until another agreement is issued. It may be terminated by either party giving 28 days' notice in writing. It may be terminated by the school immediately in the event that the Hirer fails to adhere to the conditions of the agreement. Under these circumstances the school shall not be liable for any expenses incurred by the Hirer.

FINANCIAL

In normal circumstances the Hirer will be invoiced by the school at the start of each half term in advance for the use of the facilities the following half term. Payment terms are strictly 15 days from the date of the Invoice.

If payment is not received within the period specified in this agreement, then the school reserves the right to cancel the hire of the facilities. The Hirer will be notified.

HOURS OF USE

1. The start time is the time at which access to the area of the school being hired is permitted. The end time is the time when the area of the school being hired must be completely vacated and available to another user. Time to set up and clear up must be included in the hire times and are chargeable.
2. There are days in the year when certain facilities will be unavailable for Hirers because of key activities in the school Calendar. These include Examinations, Open Evenings, Concerts, Prize Evening, and some Parents' Evenings. The school undertakes to provide as much advance notification as possible of these dates and times. No charges will be made by the school. The school will not be responsible for any expense incurred by the Hirer.
3. Although extremely unlikely, the school reserves the right to cancel any letting without giving any reason. For example, if there were a site/premises maintenance issue which could be a risk to Health and Safety. Under these circumstances no charges will be made by the school. The school will not be responsible for any expense incurred by the Hirer.

Appendix C

TO BE COMPLETED BY THE HIRER AND RETURNED TO THE SCHOOL

4. Should the Hirer wish to extend the hours of use and/or the particular facilities being used (either on a one off or regular basis) then the school will endeavour to satisfy this requirement subject to the needs of other users and the school.
5. The hours given in the schedule are reserved for the Hirer for the duration of this agreement (subject to the above). Consequently, they will not be booked by the school for other users and must be paid for by the Hirer whether they are actually used or not. If there is a problem with using the agreed hours (either on a one off or regular basis), then the school will take reasonable steps to attempt to change the hours and to let the facilities to other users. However, if this should not prove to be possible then the Hirer will continue to be liable for payment for the hours as agreed unless a formal alteration to the agreement is negotiated and a new schedule issued.

LIAISON

1. The point of contact at the school on any issue relating to day to day operation of this agreement will be the Finance Office. Any formal alterations to the agreement must be made in writing by the Business Manager or Headteacher.

GENERAL

1. All Terms and Conditions apply and must be signed in agreement by the Hirer.

DECLARATION (Please read before signing)

I have received a copy of the Lettings policy and Terms and Conditions for the Letting of School Premises and agree to be bound by them. Any licenses necessary and the Theatres Act 1968 and the Cinematograph Acts 1909 and 1952 have been or will be observed. I agree to pay the charges due as required and hereby certify that the premises and grounds will be used only for the purpose stated.

I am over 18 years of age.

NAME (BLOCK CAPITALS) Mr/Mrs/Ms/Miss

Signature _____

Date of application _____

(Please be aware of the school's emergency evacuation procedure)

[FOR SCHOOLUSE ONLY]

It is confirmed that the accommodation required is available for the time and date(s) requested. The head of the establishment has been informed, that where necessary the hiring has been approved by or on behalf of the Governors and that the applicant has been informed accordingly.

Agreed on behalf of the school:

Signature: _____ Date: _____ Business Manager

Signature: _____ Date: _____ Headteacher