



Bishop Wilkinson
Catholic Education Trust
Through Christ, in Partnership

Lettings Policy/Agreement

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Signed by Trust Chair	
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Required on Website	No
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Policy Statement

The Bishop Wilkinson Catholic Education Trust regards the school buildings and grounds as a community asset and will make every effort to enable them to be available for the delivery of extended services including community use. However, use for school functions will take priority over other lettings.

The Trust welcomes the opportunity to work with organisations in extending the range of opportunities to help children and young people achieve their full potential by engaging with services meeting the wider needs of children, young people, families and the local community. The Trust acknowledges that extended services, including community services, support and compliment the main teaching and learning activity within the school and contribute towards raising standards.

The Trust will not provide funds to subsidise any letting by commercial or community organisations. A charge will be levied to meet the additional costs incurred by the school in respect of any lettings of the premises.

The Trust reserves the right to:

- a) refuse applications without giving a reason;
- b) have a representative present at any function;
- c) terminate any activity not properly conducted.

It is important that requests for lettings are properly documented and assessed. The purpose of this policy is to: -

- provide clear guidance on lettings and the hire of Trust premises;
- enable safe access to Trust sites and premises;
- promote the use of Trust facilities by the wider community;
- safeguard the interests of the Trust and the individual schools within the Trust;
- ensure that lettings are not in conflict with the fundamental purpose of the Trust;
- maximise the commercial opportunity for lettings.

Definition of a letting

A letting may be defined as *“any use of the school premises (buildings and grounds) by either a community group or a commercial organisation”*. A letting must not interfere with the primary activity of the school, which is to provide a high standard teaching and learning environment for all its students.

Use of the premises for activities such as staff meetings, parents’ meetings, Local Governing Committee meetings, out of school hours learning / study support activities or any other extended services which support the raising of attainment and achievement, fall within the corporate life of the school. Costs arising from these uses are therefore a legitimate charge against the school’s budget.

Care should be taken to ensure that any lettings are consistent with Trust values.

Consultation

This policy was written by the Director of Estates, in consultation with:

- Members of the Executive Team
- Business Managers within the Trust

Roles, Responsibilities and Administration of Lettings

The Trust Board is responsible for:

- a) Approving this policy and ensuring that it is reviewed regularly.
- b) Approving and monitoring the hire charges for the letting of school premises.
- c) Approving the Terms and Conditions of Hire for lettings.
- d) Ensuring that the Trust has the appropriate insurance in place.

The Trust Chief Executive Officer (CEO) is responsible for:

- a) Ensuring that the Headteachers are aware of their responsibilities relating to this policy.
- b) Ensuring that the Finance team are aware of the charges to be levied for commercial and community lettings at each premises.

The Trust Chief Operating Officer (COO) is responsible for:

- a) Setting the hire charges for the letting of school premises in conjunction with Headteachers.

Headteachers are responsible for:

- a) the management of lettings, in accordance with this policy. The Headteacher may delegate all or part of this responsibility to other members of staff (e.g. person with responsibility for school lettings/finance), whilst still retaining overall responsibility for the lettings process.
- b) If the Headteacher has any concern about whether a particular request for a letting is appropriate or not, s/he will consult with the COO or Director of Estates to determine the appropriateness of the letting.
- c) Ensuring their staff responsible for the letting of school premises are aware of their responsibilities relating to this policy.

Staff with delegated responsibility for lettings are responsible for:

- a) Ensuring that the lettings procedures are followed.

Hirers are responsible for:

- a) Adhering to the procedures and Terms and Conditions of Hire.

All schools are responsible for:

- a) Managing the day-to-day lettings of the premises and ensure effective communication between all parties concerned.
- b) Maintaining accurate records of all bookings.
- c) Confirming bookings using the Hire Agreement Form (Appendix 2)

- d) Checking and filing insurance and safeguarding documentation provided by hirers.
- e) Arranging premises staff for lettings.
- f) Ensuring facilities are as required by hirers.
- g) Ensuring appropriate training for hirers or appropriate member of staff is present when any specialised equipment or accommodation is hired.
- h) Monitoring all hirers to ensure all aspects of the contract are being adhered to and that facilities are left ready for school use.

Secondary schools are responsible for:

- a) raising invoices and chasing any outstanding payments from Hirers.

Central Finance Team are responsible for:

- a) raising invoices and chasing any outstanding payments for primary schools.

Charges for a letting

The Trust is responsible for setting charges for the letting of a school premises. A charge may be levied to cover the following:

- Cost of services (heating and lighting).
- Cost of staffing (additional security, caretaking and cleaning) - including "on-costs".
- Cost of administration.
- Cost of "wear and tear".
- Cost of use of school equipment (if applicable).
- Profit element (if appropriate)

Where there are multiple lettings taking place at the same time, the costs for services and staffing will normally be shared between the organisations involved.

The specific charge levied for each letting will be reviewed no less than annually by the Board of Trustees (or as delegated for Committee determination). Current charges will be provided in advance of any letting being agreed.

In considering request for lettings consider the following:

- a) whilst the school will try to accommodate all requests, the school and current hirers will be given priority.
- b) The type of activity.
- c) Possible interference with school activities.
- d) The availability of facilities.
- e) The availability of staff.
- f) Health and safety considerations.
- g) Whether the letting is deemed compatible with the ethos of the school/Trust.

VAT

Lettings may be subject to a VAT charge at the Standard rate of 20%. The cluster finance manager for each school or the Chief Financial Officer will advise whether or not this is the case. For all lettings a sales invoice will need to be raised by the Central finance team showing the applicable rate of VAT.

Procedures and Practice

Organisations seeking to hire a school premises should approach the Headteacher/School Business Manager/Premises Manager/Person responsible for lettings, who will identify their requirements and clarify the facilities available.

A **Booking Request Form (Appendix 1)** should be completed at this stage. The Headteacher/Board of Director's has the right to refuse an application and interested parties should be advised that 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.

The starting and finishing times on the booking form should be such, to allow time for any setting up and clearing up, respectively.

Once a letting has been approved, confirmation will be sent to the hirer, setting out full details of the letting and enclosing a copy of the terms and conditions and the hire agreement (**Appendix 2**). The letting should not take place until the signed agreement has been returned to the school.

The person applying to hire the premises will be invoiced for the cost of the letting as appropriate in accordance with the current scale of charges. Payment must be made directly into the Trust's bank account. Income and expenditure associated with lettings will be regularly monitored and reported to the Trust.

Schools must seek payment in advance to reduce any possible bad debts. A one-off booking must be paid in advance and all other bookings are either paid monthly or termly in advance.

The hirer should be a named individual and the agreement should be in their name, giving their permanent private address. This avoids any slight risk that the letting might be held to be a business tenancy, which would give the hirer security of tenure.

Public Liability and Accidental Damage Insurance

All Hirers, whether groups or individuals, are responsible for arranging their own public liability insurance and to ensure the insurance covers all their legal liabilities for accidents resulting in injuries to persons (including all participants in the activity for which premises are being hired). This cover must also extend to include loss or damage to the premises of the school site arising out of the letting. The minimum limit for this insurance cover is **£5 million**. Evidence of the appropriate cover will be required by the relevant school in advance of any hire and will be subject to annual review.

Security

The school Headteacher or designated member of school staff, has delegated authority to determine the security risk for each letting and will be responsible for allocating a continuous security presence or other appropriate control measure.

Safeguarding and the Prevent Duty

Lettings will not be made to persons under the age of 18, or to any organisation or group with an unlawful or extremist background.

All hirers must state the purpose of the hire. Each application will be vetted by the school and any concerns will be reported to the Headteacher prior to approval.

Any organisation submitting a lettings request involving working with children and/or young people must have appropriate Disclosure and Barring Service (DBS) checks in place and present an original copy to the school to be sighted and recorded.

An application will not be approved if it:

- a) Is aimed at promoting extremist views.
- b) Involves the dissemination of inappropriate materials.
- c) Contravenes the statutory Prevent duty.
- d) Is likely to cause offence to public taste and decency (except where this is, in the opinion of the Headteacher, balanced or outweighed by freedom of expression or artistic merit).

Where an individual or group is found to be promoting views in contravention of the school's Prevent duty, the person or group is guilty of an offence, under the Education Act 1996, and liable on summary conviction to a fine. In addition, the school will contact the police who will remove the person or group from Trust premises.

Monitoring and Review

This policy will be reviewed every three years. Charges for lettings will be agreed by the school, COO and Board of Director's on an annual basis.



TERMS AND CONDITIONS OF HIRE OF LETTINGS

All terms and conditions must be adhered to. The 'hirer' shall be the person making the application for a letting, and this person will be personally responsible for payment of all fees or other sums due in respect of the letting and ensuring the terms and conditions are adhered to.

Interpretation

Hirer: person making the application for a letting who will be responsible for payment of all fees of other sums due in respect of the letting.

Trust: The Bishop Wilkinson Catholic Education Trust.

School: the respective Trust school with facilities for hire.

Status of the Hirer

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.

Safeguarding

If a particular letting involves contact with the school's students or other young people then any organisation or individual submitting a lettings request involving working with children and/or young people must provide to the school, evidence that appropriate policies and procedures are in place with regard to safeguarding children and child protection i.e. Safeguarding Policy, and provide evidence to the school of disclosure and barring scheme check (DBS) relating to all staff and others working closely with children. Evidence required:

- a) a 'letter of assurance' from the organisation providing the names and DBS numbers of the supervising adults/staff.
- b) DBS certificate for supervising adult and additional photographic identification.

The school will require evidence of appropriate qualifications for hirers.

Attendance

The Hirer shall be responsible for ensuring that the number of persons using the premises does not exceed that for which the application was made, and approval given.

A register of attendance must be taken before the start of every letting, in case of the event of a fire. The Hirer must ensure that the people attending the letting are aware of the school's fire procedures and fire assembly point. The hirer is to take the attendance sheet to the fire evacuation point to ensure that all attendees have evacuated the building safely.

Behaviour

The Hirer shall be responsible for ensuring the preservation of good order for the full duration of the letting and until the premises are vacated.

Priority of Use

The Headteacher will resolve conflicting requests for the use of the premises, with priority always being given to school functions.

Health and Safety

The Hirer must comply with all the laws relating to the premises and the occupation and use of the premises by the Hirer, including but not limited to Health and Safety legislation.

The Hirer shall be responsible for the prevention of overcrowding (such as would endanger public safety), and for keeping clear all gangways, passages and exits.

The Hirer shall be responsible for providing adequate supervision to maintain order and good conduct, and - where applicable - the Hirer must adhere to the correct adult/child ratios at all times. The hirer shall be informed of the maximum number of attendees for each venue at the time of hire application.

The Hirer must always, whilst participants are on site, have immediate access to participants' emergency contact details, and always have access to a mobile phone.

The Hirer is required to comply with all relevant DfE guidance on preventing and managing suspected and confirmed cases of Covid-19.

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

The Hirer must ensure that the Trust or school have accurate details of any suspected Covid so appropriate action can be taken e.g. isolating the facility for the required 72 hour period before accessing.

In the event of an emergency/fire:

1. The person discovering the fire will operate the nearest fire alarm and call the relevant emergency services.
2. On hearing the fire alarm, all participants must walk calmly through the nearest emergency exit and assemble at the designated muster areas as advised by the Hirer.
3. Do not stop to collect your belongings.
4. Close doors as you leave the building.
5. Phone the emergency contact number issued by the school.
6. Do not depart until the emergency services have arrived.
7. The Hirer and user must not re-enter the premises until the 'all clear' has been given. The relevant emergency service or member of school staff will give this instruction.

The hirer is responsible for familiarising themselves with emergency exits and must ensure that participants are aware of emergency evacuation procedures and assembly points. It is good practice to carry out emergency evacuation drills at suitable intervals. The hirer must, at all times whilst participants may be on site, have immediate access to participants' emergency contact details, and have access at all times to a mobile phone.

The details of the school are below to give to the emergency services:

Address: St Benet's Way, Ouston, Chester le Street, DH2 1QX

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.

Damage, Loss or Injury

The school reserves the right to stop or suspend any activities if any damage is incurred on the premises, perpetrated by the people attending the Hirer's event and the Hirer shall have no claim whatsoever against the Trust or the school.

Any repair costs for damages, perpetrated by the people attending the Hirer's event/session will be charged to the Hirer.

The Hirer warrants to the Trust Board that it has appropriate public liability insurance to cover all its legal liabilities for accidents resulting in injuries to persons (including all participants in the activity for which the premises are being hired), and/or loss of or damage to property, including the hired premises, arising out of the letting. The minimum limit for this insurance cover is *£5 million*. The Hirer must produce the appropriate schedule of insurance cover before the letting can be confirmed.

The school will not be responsible for any injury to persons or damage to property arising out of the activities undertaken and supervision thereof during the letting of the premises.

We will inform the Hirer of any areas within the scope of the letting arrangements where asbestos has been identified, if there is a foreseeable risk of potential damage arising from the specific hire use of the building.

No school furniture shall either be moved into or removed from any such room or hall without the previous sanction of the school, nor shall desks, forms or other articles be piled one upon another, and an additional charge will be made for extra work involved in the removal of such furniture. If the Hirer desires to bring additional furniture into a room or hall, they must make special application for that purpose.

The Trust Board and school will not, in any circumstances, accept any responsibility or liability for:

- (a) The loss, theft of, or damage to, any goods or property of the Hirer or of belongings to any other person left, deposited or brought into the school premises.
- (b) Any personal injury sustained by the Hirer or any other person during the period of the hiring of the school premises unless such injury is sustained as a result of the negligence of the school.

Furniture and Fittings

Furniture and fittings shall not be removed or interfered with in any way. 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, are permitted. In the event of any damage to premises or property arising from the letting, the Hirer shall pay the cost of any reparation required.

Flammable or hazardous substances are not to be used nor is the use of candles, fireworks or flames allowed.

The Hirer will ensure all facilities used are kept in a clean and tidy condition when in occupation.

The facilities must be left in the same condition as before the hire period. No food, rubbish or other belongings of the Hirer should be left on the premises. Waste refuse sacks should be used and can be

deposited in the school's refuse bins/area. If additional cleaning is necessary, the Hirer will be charged accordingly.

School Equipment

This can only be used if requested on the initial application form, and if its use is approved by the Headteacher (*or other person with delegated responsibility*). Responsible adults must supervise the use of any equipment that is issued 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. Use of the schools' resources, including telephones and photocopiers, is not included in a letting arrangement unless expressly agreed at the time of the letting. It should not be assumed that the school office may be available during the time of the letting and it is recommended that the hirer has access to a mobile phone to cover the event of an emergency.

Hirer's Equipment

The hirer should state on the hire agreement any equipment that they intend to bring into school. They are responsible for ensuring the suitability of the equipment and for ensuring that it is in good order.

Any electrical equipment brought by the Hirer onto the school site **MUST** have been PAT tested within the last 12 months. Equipment must have a certificate (Portable Appliance Test) of safety from a qualified electrical engineer. The intention to use any electrical equipment must also be notified on the application. Noise levels should be kept to a reasonable level so as not to disturb the neighbours.

Any of the hirer's own equipment should be brought into / removed from school within the time booked.

Playing Field Notices

- a) Playing fields must not be used when considered to be unfit for play. This decision is not the prerogative of the referee or Hirer. The Headteacher of the school concerned or his/her representative will make this decision except in paragraphs c and e below.
- b) The Hirer must telephone the school no later than 3pm on the night prior to the game to find out whether the pitch can be used. If play is not allowed the Premises Team must inform the Hirer.
- c) If play is possible by 3pm on the night prior to the game but inclement weather occurs after the decision has been made, it is the responsibility of the Premises Team to decide whether conditions are such that play can take place without undue damage to the pitch.
- d) If it is evident that the Hirer has used the pitch in conditions which are considered detrimental to its further use, the school or Trust reserve the right to terminate forthwith the hiring of the facility and may require financial compensation in respect of its reinstatement.
- e) The school or Trust reserve the right to withdraw without notice, the use of a pitch at any time (normally because it has been overplayed), without the responsibility of finding alternative accommodation or facilities for any Hirer. In this event, the Hirer shall have no claim whatsoever against the school or Trust in respect of the hiring or on account of the withdrawal.

The Hirer must accept responsibility for ensuring that the playing area, posts, wickets etc., are safe for play before the game commences. Hirers using rugby pitches must provide their own post pads as the school or Trust can accept no responsibility for such provision.

Car Parking Facilities

Subject to availability, the Hirer and other adults/visitors involved/attending the letting may use the school car parking facilities. The school or the Trust will not accept any responsibility in terms of damage, theft or loss of any car left in the car park during the hire period. Cars must be parked in marked bays only.

Toilet Facilities

Access to the school's toilet facilities is included as part of the hire arrangements. The toilets for use will be identified by a member of the Premises team. They are the only toilets to be used during the letting.

First Aid Facilities

There is no legal requirement for the school to provide first aid facilities for the Hirer. It is the Hirer's responsibility to make their own arrangements, including the provision of first aid training for supervising personnel, and the provision of a first aid kit, particularly in the case of sports lettings and PPE to deal with people displaying Covid symptoms and personnel as required by the DfE protective measures for out-of-school settings during the Coronavirus pandemic.

It is recommended that the hirer has access to a mobile phone at all times throughout the letting to cover any emergency event. Depending upon the event, the school may insist that a qualified First Aider must be onsite during the letting. If needed, evidence of a First Aid qualification will need to be provided.

Food and Drink

No food or drink may be prepared or consumed on the property without the direct permission of the school, in line with current food hygiene regulations. Where approval is given the Hirer must ensure that all food hygiene regulations are applied and adhered to.

All litter and food must be placed in the bins provided – with due regard being given to school recycling facilities. The school must be left clean and fit for use the following day.

Intoxicating Liquor/Drugs

No intoxicants/drugs shall be brought on to or consumed on the premises. Any person thought to be under the influence of alcohol or drugs will be refused admittance.

Smoking

The whole of the school premises is a non-smoking area, and smoking is not permitted within school buildings or on school grounds at any time.

Suitable footwear

Suitable footwear should be used. No stiletto or any type of thin heel is to be worn. If activities involve outdoor use, participants should ensure footwear is cleaned before re-entering the premises.

Copyright or Performing Rights

The Hirer shall not, during the occupancy of the premises, infringe any subsisting copyright or performing right, and shall indemnify the school against all sums of money which the school may have to pay by reason of an infringement of copyright or performing right occurring during the period of hire covered by this agreement.

Sub-letting

The Hirer shall not sub-let the premises to another person.

Variation of Scales of Charges and Cancellations

The Hirer acknowledges that the charges given may be increased from time to time (they will be reviewed by the school or Trust on an annual basis) and that the letting may be cancelled, provided that in each circumstance at least 28 days' notice is given by either party to the hire arrangement. The hirer may be charged for the letting if insufficient notice (i.e. less than 28 days) is given to cancel the hire agreement.

It is the hirer's responsibility to notify participants (parents where participants are of school age), preferably in writing, of any changes in dates or venues at least one week in advance.

The school reserves the right to postpone your sessions should they clash with the school's events with prior notice given.

No sessions will be conducted when the school is closed during the Christmas period.

Payment for letting

The person applying to hire the premises will be invoiced for the cost of the letting in accordance with the school's current scale of charges. Payment must be received by the school either prior to or on the date of the letting taking place. The hirer will be subject to an administration fee for late payment, again, in accordance with the school's current scale of charges.

Termination

It should be noted that in the event of a breach of the Terms and Conditions by the Hirer or his employees, agents, licensees or invitees, the school or Trust reserve the right to cancel the hiring forthwith and in so doing, shall not be liable to refund the hiring fee or any part thereof to the Hirer or to any third party for compensation in respect of such cancellation of the hiring.

The school or Trust may end this agreement immediately by notice if at any time any payment due remains unpaid for more than 28 days after the due date.

The school and the hirer can terminate this contract at any time with a 1-month prior notice.

Security

The school will hire and pay for a person to be responsible for the security of the premises before, during and after the hire, and for the cleaning of the premises after its use. This cost will be included in the charge for the letting. If no suitable person can be employed, then the letting will not be allowed or will be cancelled. Only named key holders may operate the security system. Keys must not be passed to any other person without direct permission of the Headteacher of the school.

Right of Access

The school reserves the right of access to the premises during any letting. The Headteacher (or delegated officer) may attend to monitor activities from time to time.

Conclusion of the Letting

The hirer shall, at the end of the hire period:

- To ensure the premises are left in a clean and appropriate state.
- To ensure equipment is left clean and tidy.
- To check all windows are shut.
- To ensure lights are turned off.
- To ensure all doors are shut.
- To ensure the premises are vacated at the agreed time.
- To ensure all rubbish is removed from the site.

If this condition is not adhered to, an additional charge may be made.

Vacating of Premises

The Hirer shall ensure that the premises are vacated promptly at the end of the letting. The Hirer is to inform the school, at the latest by the following working day of any hazards, damages, accidents or maintenance issues.

The Hirer is responsible for supervising any children taking part in an activity until a responsible adult collects them.

Promotional Literature/Newsletters

A draft copy of any information proposed for distribution which contains any reference to the school must be sanctioned by the Headteacher (or delegated officer) at least one week prior to proposed distribution by the hirer.

Letting Charges

Charges for the hire of school premises are as follows:

Example:

	Rate per hour
Main Hall	£30.00
School Field	£25.00

Long term bookings are welcome, but the school retains the right to vary these charges accordingly.

Long term bookings will be invoiced monthly, in advance.

Confirmation of understanding

I (Hirer's Name) confirm that I have read and understood the Terms and Conditions of Hire in respect of facilities at St Benet's Catholic Primary School and will ensure they are adhered with.

I agree that our activities will comply with DfE protective measures for out-of-school settings during the Coronavirus (COVID-19) pandemic.

I agree that in dealing with suspected and confirmed Coronavirus cases, Government guidance will be followed along with Public Health, England protocols.

Signed: _____

Date: _____

Print Name: _____

Organisation: _____

APPENDICES

Appendix 1

SCHOOL LETTING - BOOKING REQUEST FORM

Name of Hirer:			
Address of Hirer:			
Telephone number of Hirer:			
Email address of Hirer:			
Name of organisation:			
Address of organisation:			
Activity of organisation:			
Details of premises requested (hall, playground, field, etc.):			
Day of week requested:	First choice:	Second choice:	Third choice:
Times requested (<i>allow time for your preparation and clearing</i>):	Start:	Finish:	
Dates required:			
Use of school equipment:			
Details of any equipment to be brought into school (<i>including electrical equipment</i>):			
Maximum number of participants:	No. of Adults:		No. of children:
Age range of participants:			
Number of supervising adults:			
Relevant qualification of supervising adults:			
Where applicable, have DBS checks been carried out?	When?	By whom?	
Safeguarding and child protection policy and procedures in place?			
Insurance cover in place (copy provided)?			
Risk assessment been completed (copy provided)?			

Dates during the year when the area will be unavailable due to school use or closure will be issued at the beginning of the school year in September. These dates may be subject to change, but prior notice will always be given if the premises become unavailable due to unforeseen circumstances.

- The Hirer confirms that adequate and appropriate insurance cover is in place for the activity to be carried out by producing the schedule of insurance cover (see Terms and Conditions for details)

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- The Hirer confirms that arrangements are in place with references to First Aid (including COVID compliance) and they understand the fire and emergency evacuation procedures (see Terms and Conditions for details).
- The Hirer undertakes to comply with the regulations regarding the use of own electrical equipment (see Terms and Conditions for details).

Any other relevant information:

I have read, accepted, and signed the Terms and Conditions of Hire and I confirm that I am over the age of 18. Booking times include set up and clear up time and that the information provided on this form is correct.

Signed: _____

Name (please print): _____

Date: _____

This form should be emailed to stbenets@durhamlearning.net

Appendix 2

HIRE AGREEMENT

1. The school: St Benet's Catholic Primary School
2. The Hirer: _____
Address: _____

Telephone: _____
3. Areas of the school to be used: _____
4. Specific nature of use: _____
5. Maximum attendance: _____
6. Details of school equipment to be used: _____
7. Date(s) of hire: _____
8. Period(s) of hire: _____
9. Charge: _____
10. The school agrees to hire the premises to the Hirer on the date(s) and for the period(s) mentioned above, upon payment of the charge specified.
11. The Hirer accepts all the conditions of hire as set out in the terms and conditions document. The Hirer's attention is specifically drawn to the indemnities contained in the hire conditions, and the need to ensure that suitable insurance cover is in place for any loss, damage or injury.

Signatures:

The Hirer	The school representative
Print name:	Print name:
Sign:	Sign:
Date:	Date:

Appendix 3

LETTINGS CHECKLIST

Please ensure that there is a copy of the items below (where needed) in the lettings file:

	Received by:	Signed:	Date:
Approved booking request form			
Copy of Public liability insurance			
DBS checks			
First Aid certificate			
Appropriate qualifications			