



LETTINGS POLICY

1. The facilities available for letting will be at the discretion of the Governing Body.
2. The Headteacher/School Business Manager will be responsible for processing applications from prospective hirers.
3. All applications for the hire of the school premises must apply using the official application form and must agree with the Conditions of Hire by returning a signed copy (see below).
4. Regular lettings will be monitored by the Headteacher and Site Supervisor to ensure that the hirer is complying with the agreed Conditions of Hire.
5. The Governing Body reserves the right to change or amend the Conditions of Hire at any time giving reasonable notice.
6. The Governing Body has the authority to withdraw lettings facilities without prior notice.
7. Costs of hire are currently:

Hall £20 per hour

Studio £10 per hour

These to be reviewed annually.

Date approved 2/3/21

To be reviewed March 2022

ABINGDON PRIMARY SCHOOL

APPLICATION FOR THE HIRE OF EDUCATIONAL PREMISES

This form should be completed and forwarded to the Headteacher at the School, together with one signed copy of the attached Conditions of Hire, otherwise your application cannot be accepted. The additional copy is for your retention.

Please complete:

	AUTUMN TERM	SPRING TERM	SUMMER TERM
Day(s) required each week:	Dates required: FROM TO	Dates required: FROM TO	Dates required: FROM TO
	Time required: FROM TO	Time required: FROM TO	Time required: FROM TO

Accommodation required (tick in the appropriate box):

School Field	Hall	Hall/Kitchen	Studio

Purpose for which the accommodation is required _____

Approximate number of people _____

Use of School equipment? (please specify your request)

Title of the Group or Organisation _____

Full name of applicant: MR/MRS/MISS/MS _____

Position held in the above named organisation _____

Address _____

Contact Number _____

Person to whom the invoice must be sent if different from the applicant:

Name and Position in the Organisation _____

Address _____

Contact Number _____

Signature of Applicant _____

Date _____



CONDITIONS OF HIRE OF EDUCATIONAL PREMISES

1. Definitions:
 - 1.1 Governors mean the Governing Body of the School or its authorised representative.
 - 1.2 'Educational Premises' means the school's premises named in the application to hire form.
 - 1.3 'Hired area' means that part of the educational premises to be used by the hirer described in the application to hire form.
 - 1.4 'The hirer' means the person who has signed the application to hire form.
2. All applications for the hire of educational premises must be made in writing on the prescribed form. Where a promoting organisation is named in the application for hire, that organisation and its members, shall be jointly and severally liable with the hirer. It shall be the responsibility of the hirer to ensure that the conditions hereunder are adhered to by all persons making use of the premises under the terms of the hire.
3. The Governing Body reserves the right to refuse any application to hire premises without stating reasons for doing so.
4. Fees for hiring school premises shall be in accordance with the scale of charges determined by the Governing Body, subject to revision from time to time by the Governing Body as it sees fit. Further charges may be levied if additional personnel costs are incurred by the hiring of the premises.
5. The hire fee shall be paid in full upon signing the application form except where prior to signing alternative arrangements are made for the payment of fees.
6. Where the hired area is only part of the educational premises, access is strictly restricted to those rooms forming the hired area. The hirer shall be liable to pay such additional fees as the Governors may prescribe if a different area is used.
7. Access to and use of the hired premises shall be strictly restricted to the hired area and to the hours stated in the Hire Agreement, (i.e. the hirer should not have access prior to or after the stated time) and the hirer shall be liable to pay such additional fees as the Governors may prescribe if the hired premises are used by the hirer outside the agreed times.
8. There shall be no variation to these conditions of hire without the prior agreement of the Governing Body.
9. No copyright work shall be performed without the licence of the owner of the copyright and the payment of any appropriate fee.
10. The hirer shall indemnify the Governing Body against any infringement of copyright, which may occur during the hiring.

11. The hirer shall not use the hired premises for any purpose for which a licence is necessary unless such a licence is in force in respect of the premises.
12. The hirer shall strictly observe the conditions of any licence granted in respect of the hired premises and the hirer shall be deemed to have notice of any conditions attached thereto.
13. The hired premises shall not be used for the sale or display of goods or services, or for any public entertainment, without the prior written approval of the Governing Body.
14. Sporting activities will not take place inside the hired premises without the written approval of the governors. In the event of the hirer breaching his condition the hire agreement shall be cancelled and the fees paid shall be forfeited.
15. No smoking will take place inside the hired premises except in those premises where there are areas where smoking is specifically permitted by the Governors.
16. No film or video shall be shown on the hired premises unless at least seven days notice in writing, stating the title and subject matter of the film, has been given to the Headteacher, who acting on behalf of the Governors, may require the hirer to give a preview of the film to such persons as directed.
17. The hirer is responsible for the Health and Safety of all persons using the hired premises. The hirer must therefore ensure, prior to the hiring, that the hired area and all access and egress thereto is suitable for the proposed use by the hirer and are safe for persons using the premises. The hirer must, prior to the hiring, be fully aware of the fire precautions procedures in existence for the hired areas, including identifying fire doors and emergency means of escape from the premises.
18. No bolts, nails, tacks, pins or other like objects shall be driven into any part of the hired premises nor shall any placards or other articles be affixed thereto.
19. The hirer shall be liable for all damage howsoever and by whomever caused to the premises arising out of hiring and shall indemnify the Governors against all loss, damage and expense, whether direct or indirect, arising therefore unless due solely and directly to the negligence of the Governing Body.
20. The hirer shall be liable for and shall indemnify the Governors against any expenses, liability, loss, claim or proceedings whatsoever arising under statute or of common law in respect of personal injury to or death of any person whomsoever or damage to any property real or personal arising directly or indirectly from the hire of the premises unless due solely to the negligence of the Governing Body.
21. The Governors accept no liability for damage or loss of the possessions of the hirer or any person resorting to the hired premises howsoever arising.
22. The hirer shall not allow any animal to enter or remain in the hired premises without the written approval of the Headteacher.
23. The hirer, during the period of the hire, shall take all reasonable steps to ensure that no noise nuisance is created.
24. The hirer shall ensure that any vehicles connected with the hire, in any capacity, which are parked on the school site shall be arranged so as to ensure entry for emergency vehicles at all times.
25. The Governors may suspend or cancel any hiring of premises without stating the reason for so doing. If a hiring is cancelled any hire fee previously paid for the cancelled hiring shall be reimbursed to the hirer. Such reimbursement shall be the only liability that the Governors shall incur as a result of any cancellation or suspension.

26. There shall be no variations in the conditions of a regular Hire Agreement without the approval of the Headteacher. Failure to comply with these conditions may incur additional charges.
27. The Headteacher, on behalf of the Governors, reserves the right of entry to the hired premises to any authorised officer of the Council discharging his official duties.
28. The hirer shall at the expiration of the hiring, leave the premises in a clean and orderly state.
29. The hire of premises does not include the use of any school equipment within the premises. If school equipment is required, this must be entered on the application.
30. When kitchens at schools are used, the use of school crockery and cutlery is not permitted. The use of a kitchen means the use of ovens for warming purposes and hobs for heating purposes and sinks. No catering equipment other than cutlery, crockery and cooking utensils on hobs and in ovens may be brought in and used in school kitchens.
31. Any notice, demand or request by the Governors to the hirer shall be sent by ordinary pre-paid post, addressed to the hirer at the address given on the application form and shall be deemed to have been received when the letter containing the same would be delivered in the ordinary course of the post.
32. The hirer shall not sub-let or assign the hired premises or any part thereof. Should he do or attempt to so do the Hire Agreement shall be cancelled and all fees paid forfeited.
33. This agreement may be determined at any time by either party giving to the other notice, which is in all circumstances of a reasonable length of time. There is no need for either party to give reasons for terminating the agreement and in the event of terminating the agreement; all fees paid shall be forfeited.

Signed _____

On behalf of _____ Organisation