



SHOBNALL PRIMARY & NURSERY SCHOOL

INTERIM PROCEDURES FOR LETTINGS



NOVEMBER 2022

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STATEMENT OF INTENT

Shobnall Primary & Nursery School recognises that its premises are valuable to the local community and as such, we are pleased to let the premises out to organisations within the local community.

We aim to:

- Make sure the school's premises and facilities can be used, where appropriate, to support community or commercial organisations.
- Allow the hiring of the premises without using the school's delegated budget to subsidise this.
- Charge for the use of the premises to cover the costs of hire and, where appropriate, raise additional funds for the school.
- Not let any hiring out of the premises interfere with the school's primary purpose of providing education to its pupils.
- Hire out facilities in a way that is safe, following government guidelines and the school's risk assessment(s).

Though we let the premises out, the school is aware that this can pose certain concerns, such as in terms of safeguarding, so this policy is to be distributed to all organisations that wish to let the premises and the conditions outlined within it must be followed at all times.

There is also important information that this policy communicates to organisations who let the premises from the school, such as health and safety matters and insurance arrangements.

1. LEGAL FRAMEWORK

- This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:
 - The School Premises (England) Regulations 2012
 - Health and Safety at Work etc. Act 1974
 - The Health and Safety (First-Aid) Regulations 1981
 - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
 - Counter Terrorism and Security Act 2015
 - The UK General Data Protection Regulations (GDPR)
 - Data Protection Act 2018
 - Education Act 1996
 - DfE (2015) 'Advice on standards for school premises'
 - DfE (2024) 'Keeping children safe in education'
 - DfE (2023) 'The Prevent duty'

- This policy operates in conjunction with the following school policies procedures:
 - First Aid
 - Fire Safety
 - Premises Management
 - Health and Safety and Wellbeing
 - Child Protection and Safeguarding
 - Letting School Premises Risk Assessment
 - Manual Handling
 - Asbestos Management
 - Data Protection

2. DEFINITIONS

- For the purpose of this policy, a “**letting**” is defined as any use of the premises by either a community group, e.g. a football club, or a commercial organisation.

- The school will let out its premises; however, the letting arrangement will not interfere with the primary activity of the school, which is to provide a high-quality education and safe teaching environment.

- Use of the premises for activities such as staff meetings, parents' meetings, governing board meetings, out of school hours learning 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 delegated budget.

- When letting to commercial businesses, the school will first seek the permission of their LA. Depending on certain conditions, the LA may recommend the school

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inform the DfE of the letting, e.g. if the letting was during school time. The contact information for the DfE is: schoolsassets.capital@education.gov.uk. Breaches of this code of conduct will be taken seriously by the school and, in the event of illegal, defamatory, or discriminatory content, breaches could lead to prosecution.

3. ROLES AND RESPONSIBILITIES

- The governing board is responsible for:
 - Reviewing the applications of a proposed letting arrangement and conducting a risk assessment to determine whether the arrangement would pose a risk to the primary activities of the school and its pupils.
 - Contacting the LA and the DfE.
 - Contacting a legal expert with regards to transactions, for specialised guidance.
 - Ensuring any safeguarding risks associated with the letting are identified and addressed.
 - The overall oversight of the letting, handling any queries from the hirer.
 - Communicating any relevant information to the hirer, e.g. fire safety precautions.
 - Agreeing fair prices for the use of the premises; these will reflect the condition of the facilities but remain competitive enough to be accessible to the wider community.
 - Working with the headteacher to ensure all relevant policies and procedures are implemented and made available to hirers.

- The headteacher is responsible for:
 - Ensuring compliance with the premises licence.
 - Acting as or appointing a designated premises supervisor.
 - Liaising with the governing board to establish whether or not the proposed activity is suitable for the premises.
 - Ensuring that the school has the correct insurance in place for hiring out the premises.
 - Checking the hirer has the appropriate public liability insurance.
 - Working with the site manager to ensure the premises are fit for use.
 - Ensuring hirers familiarise themselves with the relevant school policies and procedures, e.g. the Fire Safety Policy and the Asbestos Management Policy.
 - Ensuring the school adheres to its Premises Management Policy.
 - Reviewing and, where necessary, amending the school's Letting Premises Risk Assessment to help ensure the safety of the hirer and their visitors.

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- Assessing whether the activities the hirer is requesting could result in disrupting any asbestos and taking the relevant safety measures as a result.
- Reviewing the relevant safeguarding checks carried out by the hirer to ensure they comply with the school's policies.

- The site manager is responsible for:
 - Ensuring the facilities and equipment requested are clean and in a good working condition for each hirer.
 - Working with the hirers to ensure high levels of security are maintained.
 - Showing the hirers how to properly secure and lock the premises after use.
 - Organising any repairs and/or replacement of equipment.
 - Notifying the hirer of any known asbestos in the school.
 - Ensuring the hirer is made aware that CCTV cameras are installed within the school and ensure they have read the Surveillance and CCTV Policy.

- The DPO is responsible for:
 - Being the main point of contact for data protection enquiries from current and potential hirers of the school premises.
 - Ensuring that the statutory privacy information is provided to the hirer.
 - Assisting the hirer with any data breach investigation, where necessary.
 - Ensuring that the school's Privacy Notice for Third Parties is kept up-to-date, and that it is published on the school's website.
 - Ensuring that the hirer's information is stored in accordance with the Data Protection Policy.

- Hirers are responsible for:
 - Ensuring the proper use of the facilities and equipment they have requested to use.
 - Taking the necessary steps to ensure there is no damage to any equipment or furniture, or the building itself after use.
 - Ensuring all related visitors and volunteers have signed in during their period of hire.
 - Leaving the premises in a clean and tidy condition.
 - Working with the site manager to ensure that the premises are secure after use.
 - Obtaining adequate public liability insurance to a minimum of £5 million.
 - Providing the headteacher with proof that they hold a current and relevant insurance policy.

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- Obtaining all necessary safeguarding checks for all activities involving children, e.g. DBS checks, and providing proof of this to the headteacher.
- Reading the school's safeguarding policies and procedures and ensuring they understand the rules and procedures detailed within.
- Informing the governing board of the activities that will be undertaken on the premises.
 - Adhering to the school's Letting School Premises Risk Assessment.

4. CHARGES

- The governing board is responsible for determining charges for the letting of the school premises – a charge may be imposed to cover the following:
 - Costs of services (e.g. heating and lighting)
 - Costs of staffing, including “on-costs” (e.g. additional security or caretaking)
 - Costs of administration
 - Costs of wear and tear
 - Costs of insurance (if the school has arranged its own public liability insurance – see the hire terms and conditions)
 - Costs of using the school's equipment, if applicable
 - Profit element, if applicable
 - Costs of cleaning
- Where there are multiple lettings taking place at the same time, the costs for services and staffing will normally be shared between the hirers involved.
- The charge issued for each letting will be reviewed **annually** by the governing board. The charge issued for each letting is £12 p/hr and/or £60 per day.
- The review of charges will take place in the **Autumn** term, for implementation in the beginning of the next year, taking effect from **1 January** that year.
- Current charges will be provided to the governing board in advance of any lettings being arranged.
- A charging tariff may be established to ensure that access is affordable for particular individuals and groups.
- The school requires a **10 percent** deposit of the overall fee to be paid to the school to secure a booking.
- The remaining amount will be paid to the school on or before the requested booking date.

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- Hirers will provide the school with at least **five days**' notice before cancelling a booking.
- If hirers fail to comply with paragraph 4.9, the school will keep the hirers deposit.
- If the whole fee has not been paid, the school reserves the right to refuse the hirer entry to the premises.
- In the event any fees are outstanding after the hirer has used the premises, their organisation will be barred from using the school facilities until the full amount has been paid.
- There will be a grace period of **30** days for payment to be made, after this period, if a payment hasn't been made, the school will seek additional legal advice for payment to be recovered.

5. **VAT**

- In general, the letting of rooms for non-sporting activities is exempt of VAT, whereas sports lettings are subject to VAT (although there are exemptions to this under certain circumstances).

6. **APPLICATION PROCESS**

- Those wishing to hire the premises should fill out the Premises Application Form (for all lets) and **pre-qualifying questionnaire (if you are providing an activity for a child or children, with the definition of a child being anyone under the age of 18)**, which you can find in **Appendix A** and **Appendix B** of this guidance, and read the terms and conditions of hire set out in sections 3, 4 and 11.
- The hirer should fill out and sign the Premises Application Form and submit it to the school office. Approval of the request will be determined by the School Business Manager who deals with hire requests.
- If the request is approved, we will contact the hirer with details of how to submit payment and make arrangements for the date and time in question. We will also send on details of the emergency evacuation procedures and other relevant health and safety documents. The hirer will also need to provide proof of its public liability insurance.
- We reserve the right to decline any applications at our absolute discretion, in particular where the organisation does not uphold the values of the school or reputational damage may occur.

7. **TERMS AND CONDITIONS OF HIRE**

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The following terms and conditions must be adhered to in the hiring of the school premises. Any breach of these terms will result in cancellation of future hires without refund.

- “Hirer” means the person or entity identified in the relevant Premises Application Form.
- The hirer shall pay the full amount as stipulated by the school, and shall not be entitled to set off any amount owing to the school against any liability, whether past or future, of the school to the licensee.
- The hirer shall occupy the part(s) of the premises agreed upon as a non-exclusive licensee and no relationship of landlord and tenant is created between the hirer and the school by this licence.
- The hirer shall not sub-licence any of the premises under the licence.
- The hirer shall not use the premises for any purpose other than that agreed upon in the licence, as set out in the hire request form.
- Any additional uses of the premises not agreed in writing by the school will result in the immediate termination of the licence.
- The school shall retain control, possession and management of the premises and the hirer has no right to exclude the school from the premises.
- The hirer shall be responsible for all matters relating to health and safety and shall be responsible for those in attendance during the specified time.
- The hirer must take out its own public liability insurance with a reputable insurer approved by the school and, where requested by the school, shall provide a copy of the relevant insurance certificate no less than **10 days** before the start date of the licence.
- The hirer shall not conduct, nor permit or suffer any other person to conduct, any illegal or immoral act on the premises, nor any act that may invalidate any insurance policy taken out by the school in relation to the premises.
- The hirer shall indemnify and keep indemnified the school from and against:
 - Any damage to the premises or school equipment;
 - Any claim by any third party against the school; and
 - All losses, claims, demands, fines, expenses, costs (including legal costs) and liabilities, arising directly or indirectly out of any breach by the hirer of the licence or any act or omission of the hirer or any person allowed by the hirer to enter the premises
- Save that nothing in the licence shall exclude or limit either party’s liability for personal injury or death arising from the negligence of either party or any other

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liability that cannot be excluded by law, the school shall not be responsible for any losses of a direct or indirect nature, and its maximum liability to the hirer shall not exceed the total fees paid or to be paid to the school by the hirer under the licence.

- The hirer will read the emergency evacuation procedures and be ready to follow them in the event of a fire or other similar emergency.
- The hirer will leave the premises in the condition it was found in, leaving the area clean and tidy and not leaving any of their own equipment behind.
- The hirer shall not display any advertisement, signage, banners, posters or other such notices on the premises without prior written agreement from the school.
- If the hirer breaches any of the terms and conditions, the school reserves the right to terminate the licence and retain any fees already paid to the school, without affecting any other right or remedy available to the school under the licence or otherwise.
- The hirer shall observe the maximum capacity rules of the part(s) of the premises being hired and not allow this to be breached.
- The hirer will acquire all appropriate additional licences for any activities they are running, including those required for use of any third party intellectual property.
- The hirer is responsible for carrying out any risk assessments of the premises relating to the activities it is running.
- The hirer shall comply with all applicable laws and regulations relating to its use of the premises.
- The school's premises hire policy, the relevant hire request form submitted by the hirer and the relevant hire confirmation letter issued by the school shall apply to and are incorporated in the licence.
- This licence shall be governed, construed and interpreted in accordance with the laws of England and Wales.
- The school and the hirer irrevocably agree that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim arising from this licence.
- Fees can be paid in cash, cheque or bank transfer. The hirer will state how they intend to pay in their application form.
- The SBM will provide the hirer with the relevant bank details.

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- The governing board has overall responsibility for the management of lettings.

8. SAFEGUARDING

- The school is dedicated to ensuring the safeguarding of its pupils at all times. It is a requirement of hire that hirers abide by the schools' requirements in respect of safeguarding. Any failure from the hirer in this respect will result in the hire being terminated.
- The JTMAT Safeguarding Policy is followed by all schools in the John Taylor Multi-Academy Trust and is available on the JTMAT website.

[Policies – John Taylor Multi-Academy Trust \(jtmat.co.uk\)](http://jtmat.co.uk)

- It is the responsibility of the hirers to ensure that safeguarding measures are in place while hiring out the space.
- It is the responsibility of the hirers to ensure that the staff/volunteers associated with the hirers are aware of the Fire and Evacuation Procedures on the school site.
- 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 extra-curricular activities), we will ask for written confirmation that the hirers have had the appropriate level of DBS check.
- The hirer will be required to have appropriate safeguarding policies in place, including safeguarding and child protection, and shall provide copies of these policies on request to the school. If any hirer does not have relevant policies and procedures in place, or is unable or unwilling to provide the required information, we will be unable to enter into an agreement to allow hiring of our premises.
- The hirer confirms that, should any safeguarding concerns present themselves during the hire of the school premises, they shall contact the school representatives below, as soon as reasonably practicable.
- Concerns about a child/young person should be shared with: Mr David Adams, Designated Safeguarding Lead at shb-ddssafeguarding@shb.jtmat.co.uk
- Concerns about an adult/volunteer/person in a position of trust should be shared with: Mr David Adams, Designated Safeguarding Lead at shb-ddssafeguarding@shb.jtmat.co.uk
- The school will record your concerns on the relevant form please see **Appendix C** and **Appendix D**.

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- The school is responsible for following the JTMAT Safeguarding Policy in response to Safeguarding concerns reported out of school hours.

9. ASBESTOS

- The school's Asbestos Management Policy will be available to hirers.
- The site manager will inform all hirers of any asbestos-containing materials (ACMs).
- When approving the applications to hire the premises, the site manager and the headteacher will conduct a risk assessment to establish whether the requested purpose of use will disrupt any ACMs.
- The known ACMs on the school's premises are detailed in the Asbestos Register.
- The site manager will ensure that the hirers have access to the school's asbestos management survey.
- The site manager will ensure that the hirers have access to the school's Asbestos Management Plan.
- If the school finds that there has been, or may have been, an unplanned disturbance of asbestos, the following action will be taken:
 - The hirers will be informed by the governing board immediately
 - All activities will stop, and everyone will be evacuated from the affected area
 - Staff, pupils and visitors will not be allowed to re-enter the affected areas until any necessary remedial action has been taken
 - Items, including equipment, books, or personal belongings, will not be moved from the area
 - Advice will be sought from an asbestos expert regarding remedial action
- Unless the incident is minor, the school will notify the HSE, as this is a legal requirement under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- Hirers should have procedures in place to deal with the unintended or unexpected release of asbestos.
- Anyone who has come into contact with asbestos, and is concerned about their exposure, will be advised to contact their GP.
- The school's AMP will detail the procedures for staff to follow in the event of an incident, and this will be communicated to all staff and hirers.

10. EMERGENCIES AND HEALTH AND SAFETY

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- The site manager and headteacher will undertake relevant risk assessments before activities are carried out on the premises to ensure the safety of the hirer and any additional visitors.
- In case of an emergency, the on-site telephones can be used to call the emergency services.
- The site manager will check first aid kits **daily** to ensure their stock levels remain high and, where necessary, restock the first aid kits with the relevant items.
- The site manager will show hirers where first aid kits are should they be required.
- A first aider (provided by the hirer) will be on site at all times.
- Smoking is not permitted on the premises at any time.
- The hirer familiarises themselves with the school's Fire Risk Assessment and other relevant risk assessments before using the premises.
- The headteacher will make copies of the school's Fire Evacuation Plan available to the hirer on arrival at the school.
- The hirer will be shown the school's fire exits and evacuation points by the site manager on arrival.
- The hirer will be provided with a copy of the school's Health and Safety and Wellbeing Procedures and will be expected to act in accordance with it at all times.
- This procedure will be reviewed by the **headteacher** on an annual basis.
- All parents will be required to read this code of conduct and sign the [Parental Declaration Form](#) should any changes be made.

11. USING THE SITE

- The hirer will liaise with the site manager to ensure the school remains secure before, during and after use.
- Hirers will be given an emergency contact number for the site manager in case of any security breach.
- Keys/security codes will not be passed to any hirer or other person without written permission from the governing board.

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- The site manager will return to the site before the last hirer leaves, to ensure the site is clean and secure ready for the next day.
- The academy uses a 'three strike' rule when handling noise complaints lodged against hirers.
 - **Strike one** – hirers will receive a verbal warning about their conduct on the school property and be warned that repeated offences will result in their booking privileges being suspended.
 - **Strike two** – hirers will receive a second verbal warning and a letter explaining that the school takes a zero-tolerance approach to any excess noise. This letter will outline that any fines for noise that the school is issued may be passed on to the hirer if there is sufficient evidence to do so.
 - **Strike three** – the hirer will be barred from booking the school premises for any activity for a period of **two months**. The governing board also expects the hirer to issue an apology to the school and complainant in writing.
- The use of public announcement systems and loudspeakers must be agreed with the headteacher and site manager, this agreement must include a maximum noise level which is not to be exceeded.
- The school's car park is available to hirers during their time on the premises; however, the governing board and school will not accept responsibility for any loss, damage or accident that may occur whilst the car park is in use.
- Hirers will only use the car parking spaces allocated and, should any additional spaces be required, the site manager will find suitable spaces on the school grounds.
- In the event of additional parking being required, the site manager will ensure the school premises remain accessible to the emergency services, should they be required.
- Alcohol will not be brought on to, or consumed on, the premises unless the school holds a licence to sell alcohol and this has been agreed in writing with the headteacher.

12. EQUIPMENT

- Hirers will identify any equipment they require from the school and detail this in their application form; hirers must seek permission from the governing board to use any additional equipment once the form has been submitted.

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- The site manager will conduct an inventory of all the equipment that the hirer requests, noting its condition. The site manager will review this inventory after the hirer uses the equipment to ensure its proper use.
- Furniture and fittings will not be removed or interfered with in any way unless permission has been granted by the site manager or headteacher. Where permission has been granted, the site manager will oversee the move.
- If a furniture move has been agreed, the hirer and site manager will negotiate restoring the premises back to its original state.
- Any damage to equipment, furniture or the building will result in the hirer being charged the cost of any repairs or replacements.
- Any seating provided is limited to the number of chairs on the premises.
- Hirers are allowed to bring their own equipment on to the premises; however, they will be required to acknowledge this in their application form.
- The hirer will ensure that any equipment that they provide meets the relevant health and safety standards.
- The school cannot be considered responsible if any of the hirer's equipment is damaged, stolen or lost whilst being used on the premises.
- CCTV systems will be used to monitor events and identify incidents taking place whilst the premises are in use, in accordance with the school's Surveillance and CCTV Policy.
- Hirers will report any stolen or missing equipment to the site manager immediately.
- Risk assessments for manual handling will be carried out by the headteacher and site manager in accordance with the school's Manual Handling Policy.
- Food and drink may be prepared on the premises; however, hirers must seek direct permission from the governing board.
- The hirer will prepare food and drink in line with current food and hygiene regulations.

13. DATA PROTECTION

- The school will adhere to the Data Protection Policy at all times.

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- The DPO will undertake the requisite due diligence to ensure that the hirer is compliant with the relevant data protection legislation.
- The DPO will provide hirers with the statutory privacy information in the form of the Privacy Notice for Third Parties.
- The DPO will ensure that the hirer's information is processed in accordance with the UK GDPR and Data Protection Act 2018.

14. MONITORING AND REVIEW

- This policy is reviewed **annually** by the governing board and the headteacher.
- Any changes made to this policy will be communicated to all relevant members of staff and all hirers.



APPENDIX A – PREMISES APPLICATION FORM

The school will process the data collected in this form in accordance with the UK GDPR and Data Protection Act 2018. For further information about how the school will process your data, please see our Privacy Notice for Third Parties, which can be accessed on the [school website](#).

Details	
Named individual	
Company name	
Address (for invoicing purposes)	
Contact number	
Email address	
Deposit amount	
Payment method	
Requirements	
Date of hiring	
Time of hiring	
Room(s)	
Equipment needed	
Details of any equipment you will be using on the premises	
Purpose	
Details of the event	
Will you be working with children and/or young people?	

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If yes, have you attached a copy of your safeguarding policy?	
Start time	
End time	
Expected attendance	
By signing this document, I acknowledge that I have read, understood and agree to the terms of the Procedures for Lettings.	
I acknowledge that my signature confirms all the details in this application form are correct.	
Signed	
Date	

Please return this form via email to shb-office@shb.itmat.co.uk or to the school office at Shobnall Primary & Nursery School, Shobnall Road, Shobnall, Burton-on-Trent, Staffordshire, DE14 2BB. We will be in touch to inform you if your application is successful, and if so, details of the full cost and documents that will need to be shared.



APPENDIX B – PRE-QUALIFYING QUESTIONNAIRE



This questionnaire must be completed if you are offering a club, activity or service to anyone under the age of 18.

<p>Do you have a Safeguarding Policy for you club/company/agency? Please provide a copy when returning this questionnaire.</p>	
<p>Do you have a named Safeguarding Lead?</p>	
<p>Please insert the name of your Safeguarding Lead.</p>	
<p>Please insert the contact details for your Safeguarding Lead.</p>	
<p>Please identify the safeguarding training you provide to your staff/volunteers who work with children. Please confirm the date that staff last undertook safeguarding training. MUST be within the last 3 years. A child is anyone under the age of 18.</p>	
<p>Will you have at least one member of staff/volunteer on school site at all times who is First Aid Trained?</p>	
<p>Please list the staff/volunteers who are First Aid trained.</p>	
<p>Do you have a health and safety policy? Please provide a copy when returning this questionnaire.</p>	
<p>Have your staff/volunteers received health and safety training?</p>	
<p>Do you have an emergency contact for every child taking part in every session?</p>	
<p>Do your staff/volunteers all have Enhanced DBS checks?</p>	

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**APPENDIX C – SCHOOL FORM FOR RECORDING
CONCERNS ABOUT A CHILD**



If the child attends the same school the school can record directly on to MyConcern. If the child attends a different school, complete the form below and share the information with the DSL at the school the child attends.

Name of Child	
Name of School Child Attends	
Date of Concern	
Time of Concern	
Concern Summary (Category)	
Details of Concern <i>Record on additional paper if necessary and attach all documentation to this form</i>	
Action Taken	
Club/Company of Agency Reporting Concern	
Name of Staff/Volunteer Reporting Concern	
Does this concern meet threshold for a Child Protection Referral? If YES refer to SCAST or Starting Point	

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Does this concern meet threshold for criminality? If YES refer to Police	
Who are you sharing information with?	
Date	
Time	
Signed	
Name	
Role	



**APPENDIX D – SCHOOL FORM FOR RECORDING
CONCERNS ABOUT AN OUT OF HOURS STAFF
MEMBER/VOLUNTEER OR ADULT IN A POSITION OF TRUST**

Name of Child <i>If a child was involved.</i>	
Name of School Child Attends <i>If a child was involved.</i>	
Name of Adult who the Concern is About	
Role	
Date of Concern	
Time of Concern	
Concern Summary (Category)	
Details of Concern <i>Record on additional paper if necessary and attach all documentation to this form</i>	
Action Taken	
Club/Company of Agency Reporting Concern	
Name of Staff/Volunteer Reporting Concern	
Does this concern meet harms threshold for a referral to LADO?	

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Does this concern meet threshold for criminality? If YES refer to Police	
Who are you sharing information with?	
Date	
Time	
Signed	
Name	
Role	



APPENDIX E – HIRE AGREEMENT

The school will process the data collected in this form in accordance with the UK GDPR and Data Protection Act 2018. For further information about how the school will process your data, please see our Privacy Notice for Third Parties, which can be accessed on the [school website](#).

Name of school	
Name of the hirer	
Hirer's address	Line 1:
	Line 2:
	Town:
	County:
	Postcode:
Hirer's Telephone	Landline:
	Mobile:
Areas of the school to be used	
Specific nature of use	
Maximum attendance	
Details of any school equipment used	
Date(s) of hire	Date 1:
	Date 2:
	Date 3:
Period(s) of hire	Period 1:

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	Period 2:
	Period 3:
Fee (specify per hour or per session)	£ _____ per hour/per session

The governing board agrees to hire the premises to the hirer on the date(s) and for the period(s) mentioned above, upon payment of the fee specified.

The hirer accepts all the conditions of hire as set out in the attached 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.

Hirer's signature	
Date	
Chair of the governing board's signature	
Date	

SHOBNALL PRIMARY & NURSERY SCHOOL
PROCEDURES FOR LETTINGS



APPENDIX F – SCHOOL LETTINGS CHECKLIST



Item	Date Checked	Staff Name	Staff Role
Hirer's Safeguarding Policy			
Hirer's Safeguarding Lead (name and contact details)			
First Aid Training			
Public Liability Insurance			
Contact details for emergencies			
Health and Safety Policy			
DBS Checks			
School have provided a copy of Fire and Evacuation procedure to hirer			