

APPLICATION FOR USE OF SCHOOL PREMISES

(To be returned to the school)

Please read notes overleaf

Details required:

Name of Hirer	
Address	Post code:
Telephone contact Day	
Telephone contact Evening	
On behalf of (Name of Society etc)	
Parts of premises required (See Note 1)	
Day(s) of hire	
Date(s) of hire	
Hours of hire (See Note 3)	From: To:
Purpose of hiring	
Approximate number attending	
Other relevant information	

Documents that we must have for any booking:

<p>Copy of your Public Liability insurance policy</p> <p>We are unable to accept booking without this.</p> <ul style="list-style-type: none"> • Accidental bodily injury including death to third parties and further in respect of damage to their property – not less than £2 Million. • Accidental damage caused by fire to the premises on hire – not less than £1 Million. • Accidental damage caused to the premises on hire other than fire £10,000. <p>For Private use then Agreement to Loss, Theft or Damage needs to be agreed and signed.</p>	
<p>If booking involves young people or vulnerable adults please can you confirm that you/ your staff have been DBS checked yes / no. If any of your staff changes, you are responsible for updating the Trust with new DBS numbers. The provisions of the Children and Young Persons Act 1933 shall be observed.</p> <p>Proof of existing DBS check & passport photo with your full name on the back.</p> <p><u>Not for Private Use</u></p>	
<p>First Aid – Please confirm that you will provide your own trained First Aid Person and provide your own first aid facilities.</p> <p>We are unable to accept booking without this.</p> <p><u>Not for Private Use</u></p>	<p>Name of First Aid Person</p> <p>Date of Training:</p> <p>Company providing the Training:</p>
<p>If you are carrying out any working at height activities (use own ladder) then you must provide the training at height certificate.</p> <p><u>Not for Private Use</u></p>	<p>Name of Person working at height</p> <p>Date of Training:</p> <p>Company providing the Training:</p>
<p>Must Provide a Risk Assessment and Method Statement (RAMS) for the activities that you are carrying out. We are unable to accept booking without this.</p> <p><u>Not for Private Use</u></p>	
<p>If you are engaging in training or coaching, teaching or coaching qualifications - you must provide the training certificate/s.</p> <p><u>Not for Private Use</u></p>	<p>Name of Person with appropriate Teaching or Coaching qualifications:</p> <p>Date of Training:</p> <p>Company providing the Training:</p>
<p>Child Protection/Safeguarding Policy - you must provide the appropriate Policy.</p> <p><u>Not for Private Use</u></p>	

Declaration by applicant:

I/We apply to use, and if granted, use, agree to hire the parts of the premises mentioned above subject to the conditions overleaf and the Lettings Policy of the Trust which I have read.

Applicant's Signature	
Date:	

For office use only

Agreed	
Charge £ to be paid to the school	

NOTES

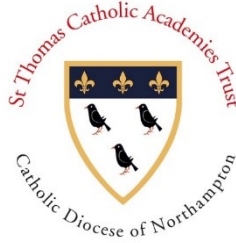
1. Hirers should indicate the exact accommodation required e.g. hall, hall and foyer, classroom(s), toilets, kitchens etc, and state if piano or other equipment is needed.
2. If a licence is needed e.g. for a performance, alcohol, etc, the hirers must make an application to the appropriate licensing authority at least 21 days before the event and also inform the school of any licence conditions.
3. The hours of hiring must allow time for preparing for the event and cleaning up afterwards.
4. The hirers must be able to show that they are insured and able to indemnify the governing body of the school if it had to repair, replace, or make good any part of the school premises or contents which may be lost, damaged, or destroyed as a result of the hirer's name. Private hirers for parties must agree and sign Loss, Theft or Damage Agreement.
5. The hirers should familiarise themselves with the escape routes and the position of fire alarms and the fire extinguishers. They should ask the school representative to show them these. If the school does not have an emergency lighting system, the hirers should appoint stewards with torches who have been instructed in escape procedures. If there is a fire, the hirers should try to call the Fire Service.
6. Hirers will be charged for the use of the premises if they do not give adequate notice of their cancellation of the booking.

Application for use of St Thomas Academy Trust premises



HIRE AGREEMENT FORM FOR THE USE OF SCHOOL PREMISES

School Name	Hire Agreement number:	
Name of Hirer:		
Further to your application I am pleased to offer the following facilities:		
Accommodation/ Furniture/Equipment		
Use to be made of facilities		
Date(s)		
Time(s) Times from start to finish (not times of function but to include preparation and clearing up time)		
Charge per hour		
Public Liability Insurance received and agreed <ul style="list-style-type: none"> Public Liability of not less than £2 million Accidental Damage caused by fire to premises on Hire not less than £1 million Accidental Damage caused to the premises on hire other than fire not less than £10 thousand Private hirers for parties must agree and sign Loss, Theft or Damage Agreement 	Date	Yes/No
If booking involves young people or vulnerable adults must supply the appropriate Safeguarding and Child Protection Policies and procedures. <u>Not for Private Use</u>	Date	Yes/No/NA
DBS details received and agreed <u>Not for Private Use</u>	Date	Yes/No
First Aid – Please confirm that confirmation of trained First Aid Person and provision of own first aid facilities. <u>Not for Private Use</u>		
Risk Assessments and Method Statement (RAMS) received and agreed <u>Not for Private Use</u>	Date	Yes/No
Teaching or Coaching Qualifications <u>Not for Private Use</u>	Date	Yes/No
Authorising Signature (School)	Date	Signature
Subject to your agreement please sign and return this Hire Agreement as soon as possible		
Hirer: I am satisfied with the details shown above and in the letter. I confirm that we accept the Conditions of Use.		
Name of Hirer:		
Organisation:		
Signature of Hirer		Date:



Date:

Name
Address

Dear

LETTING OF SCHOOL FACILITIES – To Contractors

Thank you for the lettings request.

I can offer the following:

Dates/Times/Facilities/Space/ Equipment/Furniture as shown on the enclosed Hire Agreement Form.

Or full details of all space including WCs/ car parking/items/equipment included in the let etc and Day(s), Date(s)

Times from start to finish (not times of function but to include preparation and clearing up time - eg. when the Site Agent is needed)

Charge(s)

As shown on the enclosed Hire Agreement Form.

Or £xxx for use of the facilities plus £xxx for specialist equipment eg Stage Lighting
VAT charge £xx (if applicable). Payable by xxx date.

Insurance

Proof of insurance cover from your insurer or broker will be required.

RAMS – Risk Assessment & Method Statement

The activity you will be carrying out requires a risk assessment and method statement to be completed by you. Please return to me with the signed Hire Agreement Form (or by xxx date) Agreement

If booking involves young people or vulnerable adults

Proof of existing DBS check & passport photo with your full name on the back.

First Aid

Please confirm that you will provide your own trained First Aid Person and provide your own first aid facilities.

Teaching or Coaching Qualifications

You must provide the training certificate/s.

Child Protection/Safeguarding Policy

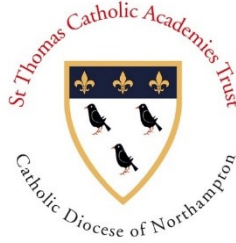
You must provide a copy of your organisations Safeguarding Policy if working with Children or vulnerable people.

Your use of the School facilities is subject to all of the above being returned with the signed Hire Agreement Form as soon as convenient.

If you have any problems or questions or wish to arrange a visit please contact me.

Yours sincerely

Headteacher
Attached: **Hire Agreement Form**



Date:

Name

Address

Dear

LETTING OF SCHOOL FACILITIES – Private Hirers

Thank you for the lettings request.

I can offer the following:

Dates/Times/Facilities/Space/ Equipment/Furniture as shown on the enclosed Hire Agreement Form.

Or full details of all space including WCs/ car parking/items/equipment included in the let etc and Day(s), Date(s)

Times from start to finish (not times of function but to include preparation and clearing up time - eg. when the Site Agent is needed)

Charge(s)

As shown on the enclosed Hire Agreement Form.

Or £xxx for use of the facilities plus £xxx for specialist equipment eg Stage Lighting
VAT charge £xx (if applicable). Payable by xxx date.

Insurance

Loss, Theft or Damage Agreement to be agreed and Signed

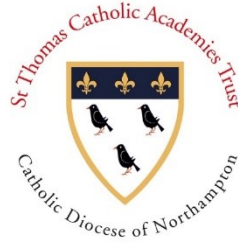
Your use of the School facilities is subject to all of the above being returned with the signed Hire Agreement Form as soon as convenient.

If you have any problems or questions or wish to arrange a visit please contact me.

Yours sincerely

Headteacher

Attached: **Hire Agreement Form**



Loss, Theft or Damage Agreement

Name of Hirer:	
Date of Function:	

Underlying Agreement

The basis of our Letting with you is under these conditions:

- Safe use of School premises (inclusive of outside areas)

Agreement – Loss, Theft or Damage

School Name have agreed with you that this Letting will be as follows:

- You are responsible to us for loss, theft or damage to any areas of the school that you or those you invite use

Exclusions:

-

Conditions:

- You must take all reasonable measures to protect the school property hired to you
- You will be financially responsible to any loss, theft or damage to the school property should this occur during your letting
- Any loss, theft or damage must be reported to school staff as soon as reasonably practical
- If school staff notice loss, theft or damage, then this will be reported to you as soon as reasonably practical

This agreement applies to: (Name of Hirer)	
Signed by Hirer	
School Reference No.	
Date:	