



**APPLICATION FOR HIRE OF EDUCATIONAL PREMISES, GROUNDS AND KITCHENS  
Leavening CP School**

***Please complete the form in capital letters***

Name of Applicant or Organisation .....

Name, address & telephone number for correspondence .....

.....

Purpose for which letting is requested .....

Proposed activities .....

Dates and times of proposed letting:

Day	Date	Month	Year	From am/pm	To am/pm
1.					
2.					
3.					

Accommodation requested (specify)	£	p
Equipment(specify)		
Caretaking and Cleaning		
Catering Services		

Hiring for a series of dates, not exceeding one school term
Dates and times of proposed letting: From ..... am/pm to ..... am/pm On .....day .....date Until.....day .....date (inclusive) For..... (number of occasions) during the Autumn/Spring/Summer Term

- I /we agree
- (1) to pay the Governor's charge on demand
  - (2) that use of accommodation shall be in accordance with the conditions given.
  - (3) users should have appropriate insurance for their activities
  - (4) Leavening CP School let to those users they believe are responsible

Signed ..... Date .....

Position in Organisation .....

Approval by Chair of Governors .....

## Conditions relating to Letting of Educational Premises, Grounds and Kitchens

Hirers will be held responsible for any damage to premises, property, equipment or loss which occurs during or as a result of their use.

Bookings should be requested to school 4 weeks prior to the required date.

Hirers must ensure that premises and grounds are left in a clean and tidy state after their use, that all litter is removed and that where items of furniture have been moved, they are put back in position at the end of the letting.

The Authority has insurance cover for liabilities which occur in school hours as a result of lettings, but personal accident insurance and any insurance for liabilities incurred by the hirers are the responsibility of the hirers themselves.

Hirers must ensure that full supervision is provided during lettings, especially of playing fields and the Authority will not be responsible for any claims which may arise as a result of negligence on the part of the hirers or their supervisors.

The Authority reserve the right to cancel letting arrangements, without notice if necessary. This will be done only in exceptional circumstances, in the event, for example, of premises being required for a statutory purpose, such as an election. **Use of the grounds may, however, be cancelled by the Head at any time should he/she consider that they are unfit for use.**

Failure to comply with the school's conditions may result in the refusal of future requests to hire premises or grounds.

Kitchen/Scullery – a high standard of hygiene must be adhered to at all times and the kitchen/scullery and equipment must be left in as hygienic a condition as after normal use by the catering service.

The hirers or outside caterers must not use catering foodstuffs, crockery or other light equipment or cleaning materials.

### Charges

VAT has to be added to the lettings charges when sports facilities are used on a casual basis, ie unless the whole session of lettings is booked in advance for at least three calendar months, covering a minimum of ten individual dates at not less than fortnightly intervals and on the basis that the lettings charges will be paid whether or not use takes place on a particular date.