



Lettings Policy & Booking Form

Date Reviewed: September 2022

Review: Annually

The Governors wish to support the use of school premises for the community and other groups wherever possible.

Letting Arrangements

Lettings arrangements shall be subject to the Authority's and following hiring conditions.

Acceptance, or non-acceptance, of an application for a letting shall be at the discretion of the Head teacher, who shall take account of all the factors involved before reaching a decision.

The hirer is responsible for the health and safety of members of their group using the facilities. Any equipment used by the hirer on the school premises must be used by competent people. The school cannot accept liability for members of an organisation who may be injured whilst using equipment on school premises.

The hirer is responsible for following the Councils Events Risk Assessment Guidance Notes available from the school office.

The hirer should ensure that no naked flames are used on the premises.

Charges

The charges to be considered annually by the PPF committee and should operate, where feasible, for the whole of the financial year i.e. 1st April to 31st March.

There shall be no charge for use of the premises by the PTA. The cost of such use, based on the hire charges, is small in relation to the finance raised and provided for the use of the school.

A booking form must be completed, no booking can be guaranteed until full payment and deposit is received, which will be approved by the Site Manager and Head teacher.

Any damages must be reported and paid for in full. Excess time for the hire will be charged.

Fire Evacuation / First Aid

- The hirer will ensure that all member of the letting will be made aware that if the fire alarm sounds they must evacuate immediately via the nearest possible exit and a signing in/out arrangement is in place to ensure that all individuals have vacated the building at the end of the session.
- If a fire is detected, the fire alarm can be activated by pressing the fire alarm buttons. These can be found around the premises. The emergency services can be called from the telephones in the corridors around school - 999.
- No one should return to the building until emergency services give permission.
- First aid kits are available in case of emergency only, hirers should bring their own supplies.

Child Protection / Safeguarding

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Will your booking/ club/ organisation/ letting involve supervising children under the age of 18?

YES

NO

*If you answered 'YES' please complete the box below.

I fully understand that if the club/organisation/event involves working with children under the age of 18, all of the following MUST apply:	
1) A designated Child Protection Officer for the letting will be in place. Please detail below:	
Full Name	
Telephone Number	
Address	
2) A written policy and procedure for safeguarding all children is in place & also confirm that the policy has been communicated to all staff/workers & volunteers (involved adults)	
3) I understand that it is my responsibility, as the designated hirer, to ensure that all relevant staff/workers and volunteers (involved adults) are adequately trained in adhering to the policy and procedure for safeguarding and promoting the welfare of children.	
4) I understand that all staff has relevant DBS disclosure at any appropriate level (as defined by the Criminal Records Bureau) and I also understand that I, as a hirer, have arrangements in place for checks and renewals to take place as and when required.	

If you have not confirmed the above section as detailed above, your letting will not be permitted. However, this does not prevent you from making a provisional booking subject to all safeguarding policies and procedures being in place. This must be confirmed by resubmitting this form. Failure to comply with this will result in immediate cancellation of the booking.

Section 11 of the Children Act 2004 places a legal responsibility on organisations to ensure that children and young people are safeguarded.

- The hirer is responsible for completing their own risk assessment, Child Protection and Whistleblowing Policies.



Payment Receipt

Date:Received from:

For the organisation:

For the hire of facilities on:

DEPOSIT (LETTING)

The sum ofbeing the deposit held against any damage incurred/
cleaning costs.

PAYMENT IN FULL

The sum ofbeing the full payment (not including the deposit).

Deposit otherwise returnable in full, upon the site being left in a satisfactory condition and
production of this receipt.



RETURNED DEPOSIT (LETTING)

The sum ofbeing the deposit held against any damage incurred/
cleaning costs, returned on

Date:..... Returned to:Signed:

Returned by: Signed:



HIRE OF SCHOOL PREMISES BOOKING FORM

Club/Organisation Name:

Contact Name (Hirer Responsible):

Contact Address:

Email Address:

Telephone Number: Mobile:.....

Required Hall Field Playground Classrooms Bungalow Music Room/classroom

Additional Items: Tables: Chairs:.....

Refreshments:..... Other:.....

Kitchen cooker/kettle/toaster/washing up facilities:

Car Park and small gate open Small / Large Main gates open

Date Required if one-off: Time from:..... To:.....

Dates if Regular

Start Date:..... End Date:..... During School Holidays Yes / No

Time From:..... Time To:.....

PAYMENT MUST BE MADE WITH THIS FORM TO SECURE THE BOOKING. PLEASE MAKE CHEQUES PAYABLE TO DUDLEY MBC, cheque payments are required 5 weeks prior to booking.

At least 24 hours notice must be given if a booking is to be cancelled, otherwise the booking will remain chargeable.

Booking approved By HT/SBM..... Site Manager.....

Please note: The Hirer shall indemnify the Council against any loss, claims or damages, in respect of death or personal injury (other than death or personal injury caused by negligence of the Council, their servants or agents) or loss of, or damage to, property arising out of hire, by the Hirer of the premises for the purpose of the hire, and should take out a policy of insurance against any claim by the Council or any other persons under this indemnity.

I confirm that I have read and understood the PPL (Performing Performance Licence) criteria and I as the hirer, accept full responsibility for all licences required to host my event.

Organiser's signature (hirer responsible):..... Date:.....

Public Liability Insurance

I confirm that the organisation has public liability insurance at this event.			YES	NO
Name of Insurer		Policy Number		
Valid From		Valid To		

Terms and Conditions of Hire

- The period of hire, as specified on the Lettings Application Form, is a contract to hire the facilities for the duration as specified and full payment of the appropriate charges must be paid. Failure to pay for the complete hire period may result in full payment being legally pursued.
- The school reserves the right to cancel the letting with immediate notice.
- There will be at least two weeks' notice for any cancellation or amendment of a booking made by the Hirer.
- All electrical items must be fully PAT tested with evidence of this provided to the school.
- The premises will be left clean and in good order and vacated not later than the time booked. The room should be left in the condition it was found. Loss of deposit and or additional cost of £25/hour will be charged if the premises/room are left untidy or need to be cleaned.
- The Hirer shall pay to the school all costs of repair or replacement resulting from any loss or damage to land, buildings, fixtures and equipment arising from the hiring
- The hirer must not sub-let to another party.
- School will issue the asbestos management plan to hirers using school facilities. Any concerns to be reported to Business Manager or Head Teacher.
- No intoxicating liquor will be brought on to, or consumed on the school premises
- Smoking is NOT allowed anywhere on the site.
- If you intend to broadcast music during your letting please be aware that a Phonographic Performance License may be necessary. Please consult www.cla.co.uk for further information.
- Where a licence is required for an event it is the responsibility of the hirer to ensure that the necessary license is obtained and is valid for the period of the hire.
- Hirers will have exclusive access only to the particular room(s) let to them, including where it is practicable the use of a cloakroom and WC accommodation.
- The school reserves the right to revoke without notice any contract for the hire of school premises.

Regular / Block Bookings

- Block bookings must be for a period of at least 10 sessions and are on-going until termination by either party.
- Refunds are only available where the school is unable to provide the facility or a suitable alternative, e.g. a different classroom or sports pitch.
- The school requires 2 weeks' notice for the termination of a block booking.

INFO.	Given	RETURNED/RECIEVED
Lettings Policy/Charges		
Booking Form		
Payment including deposit		
DMBC Events Safety Guidance Given		
Copy of organisers public liability		
Deposit returned		