



Application for use of school premises

NAME OF APPLICANT: _____

On behalf of: _____

ADDRESS: _____

_____ POSTCODE: _____

Telephone Number, Day time: _____ Evening time: _____

Day and Date of hiring: _____ Time: From _____ To _____

Please include setting up and clearing up, exact time access required and premises will be vacated.

PURPOSE OF HIRE: _____

Any other relevant information: _____

Are you bringing Electrical items to plug into school site: YES / NO (please circle).

All appliances must be PAT tested. Site team are able to PAT test your equipment at a cost of £1 per item, if you require this service how many items do you require to be tested. _____

Specify rooms or other areas required: _____

Confirm organisation/person holds a valid DBS check YES / NO (please circle)

Number: _____

Issuing authority _____

Approximate numbers attending _____

I/We apply to use and, in the event of the application being granted; agree to hire the areas of the school listed above subject to the conditions on the reverse of this document. I/We agree to pay the full quoted cost of the letting plus any additional time not quoted or stated above. I/We will present to the Site Agent all electrical items to evidence they have been PAT tested. I/We have enclosed a copy of a current public liability insurance certificate applicable to the letting.

Indemnification:

The Hirer by signing this form confirms they are indemnifying the School against:

1. Any damage done to the Premises, furniture, fittings, apparatus, appliances, IT equipment or unauthorised configuration of IT equipment or other property whatsoever during the period of the function or arising as a result of such function and the expenses of making good such damage,
2. Any accidents, loss, injury (including death) or damage whatsoever sustained by any person or thing on the premises during the period of the function arising as a result of the function,
3. Any infringement of copyright arising from the function and
4. Any costs, claims or demands arising from 1, 2 and 3.

HIRER AUTHORISED SIGNATURE: _____ DATE _____

Please read the Conditions of letting on the reverse complete in full & return to: Mr C.Gray, Stopsley High School, St Thomas' Road, Luton, Beds, LU2 7UX with appropriate Insurance Policy/Cover. Contact Mr Gray on 01582 870920 should you have any queries.

SCHOOL USE: Checks carried out with the Local Authority Prevent Team	*Yes/Not Required (If yes please comment below)
*Comment:	
Headteacher signature:	Date:

CONDITIONS OF LETTING

Restrictions of use:

The use of the premises is restricted to the use of the rooms or areas agreed to, and specified on the application form. Use of the premises furniture, apparatus and other school equipment will be subject to prior school approval and specified on the Application Form.

The Hirer shall be present at all the specified times and is responsible for the maintenance of good order of behaviour and respect to staff and neighbours.

The Hirer shall take all precautions to prevent damage to the premises, internally and externally. The wearing of certain footwear (e.g. stilettos) is prohibited in some areas of the school.

The Hirer shall not assign or sublet the facilities or rooms booked.

The Hirer shall not hold or permit the premises to be used for Lotteries, Raffles or Gaming.

Alcohol must not be sold or consumed on the premises without a valid licence.

Insurance & Lettings Indemnity:

As a condition of hire the Hirer must have Public Liability insurance cover in the name of the Hirer which is in force during the period of hire.

Deposits & Payments Terms:

A deposit (cleared funds) is required upon acceptance of the letting. The deposit will be refunded to the Hirer within 14 days of the Letting subject to the premises being left to the required standard. The full cost of reinstatement of any damage, or excess cleaning will be charged and the charge will be deducted from the deposit

Full payment is required as per the terms stated on the invoice, failure to do so may result in future lettingd being suspended or cancelled.

Cancellation:

The School reserves the right at any time to refuse or cancel any function without assigning a reason and will agree, in such circumstances, to fully reimburse any monies received from the Hirer.

The Hirer must provide written notification of a cancellation no later than 14 days prior to a letting. In such circumstances 25% of the hire charge will be deducted from the deposit. In the event of a written notification not being received within the time specified the full cost of the Hire will remain due.

Car Parking:

The Car Parks can only be used if they have been booked and are specified on the application form. All vehicles are parked at participants own risk and that they accept responsibility for any damage caused or injury to any person or property.

Parking on allocated disabled spaces (unless a badge holder) , parking on double yellow lines, blocking a Fire Exit or access to Fire Appliances and blocking adequate access for Fire Safety Services, etc, is Prohibited.

Speed limits on the School premises should be followed at all times

Smoking Policy:

The School operates a Non Smoking Policy throughout its workplaces, internally and externally. As from 1st July 2007 all workplaces in England became smoke free (Health Act 2006 and smoke-free (Premises and Enforcement) Regulations 2006.) From that date it became a criminal offence to smoke in a smoke-free place.

Health and Safety:

It is the responsibility of the Hirer to carry out a Risk Assessment of the areas/rooms being hired and in respect of his/her staff and ensure their safety. The Hirer must comply with all safety directives issued. All passageway, exits, stairways, etc. Must be kept clear. The Hirer must ensure that the number of persons admitted to the rooms/areas hired does not exceed the specified maximum. The Hirer must notify the site agent immediately of any accident or incident. The School will not be responsible for any injury to persons or damage to property arising out of the letting unless such injury or damage results from the negligence or breach of statutory duty on the part of the school. The Hirer is responsible for First Aid provision.

Public Safety:

The Hirer shall be responsible for the prevention of overcrowding such as would endanger public safety and shall be responsible for providing adequate supervision to maintain order and good conduct.

Licences:

The Hirer is responsible for Licences for Performing Plays, Music Entertainment or sale or consumption of alcohol.

Playing Fields:

The Hirer must ensure that the use of the playing field will not prejudice its use for normal purposes. Motor Vehicles must not be taken onto the playing fields. A risk Assessment must be carried out by the organisation hiring the playing fields, prior to use.

Telephone:

There is no access to a Public Telephone.

DBS:

Valid DBS checks must be in place.

Electrical Equipment:

Please present all electrical equipment brought into school to the Site Agent for Pat testing verification. Equipment not tested Can Not be used.