


Lettings Policy

1. The Governing Body actively encourages community use of the school buildings. However, it reserves the right to refuse any lettings it may choose.
2. The Governing Body will ensure that the school budget does not subsidise non-school activities and that all costs are recovered. Charges will be reviewed annually by the Governing Body.
3. Each hirer using the school will be required to nominate a contact person. Such a person is deemed to be in charge and able to investigate any difficulties which may arise.
4. The Governing Body will determine if a nominated person from school is required on site when the premises are being used. If not, a responsible person must be on call.
5. A Letting Application / Indemnity Form must be completed by all applicants. A signed copy of the application form, if approved by the school, will be returned to the hirer. For long term lettings application forms will be reviewed on an annual basis. See Appendix A
6. No lettings will be approved giving the user exclusive possession. (note: this is a legal requirement, not to be confused with a sole letting)
7. Any hirer that uses the school must be adequately insured (with a minimum of £5m public liability insurance) and insurance documents must be attached to the application.

8. All hirers must comply with health and safety legislation.
9. The hirer is responsible for ensuring that DBS checks have been undertaken where appropriate. The school will require written confirmation that this is the case.
10. Arrangements for the payment of each letting will be made in advance with the hirer concerned.
11. Smoking is not allowed on the premises in line with school policy.
12. Alcoholic Drinks –
 - a. An occasional license must be obtained where appropriate. The Licensee is responsible for conduct of bar sales, etc.
 - b. No alcohol is to be stored or retained on the premises when pupils are in school.

Reviewed: July 2022



Use of School Premises

Name of Organisation:	
Name of Applicant:	
Address of Applicant:	
Telephone Number:	

Name and address of the person to be billed, if it is not the same as the above details:-

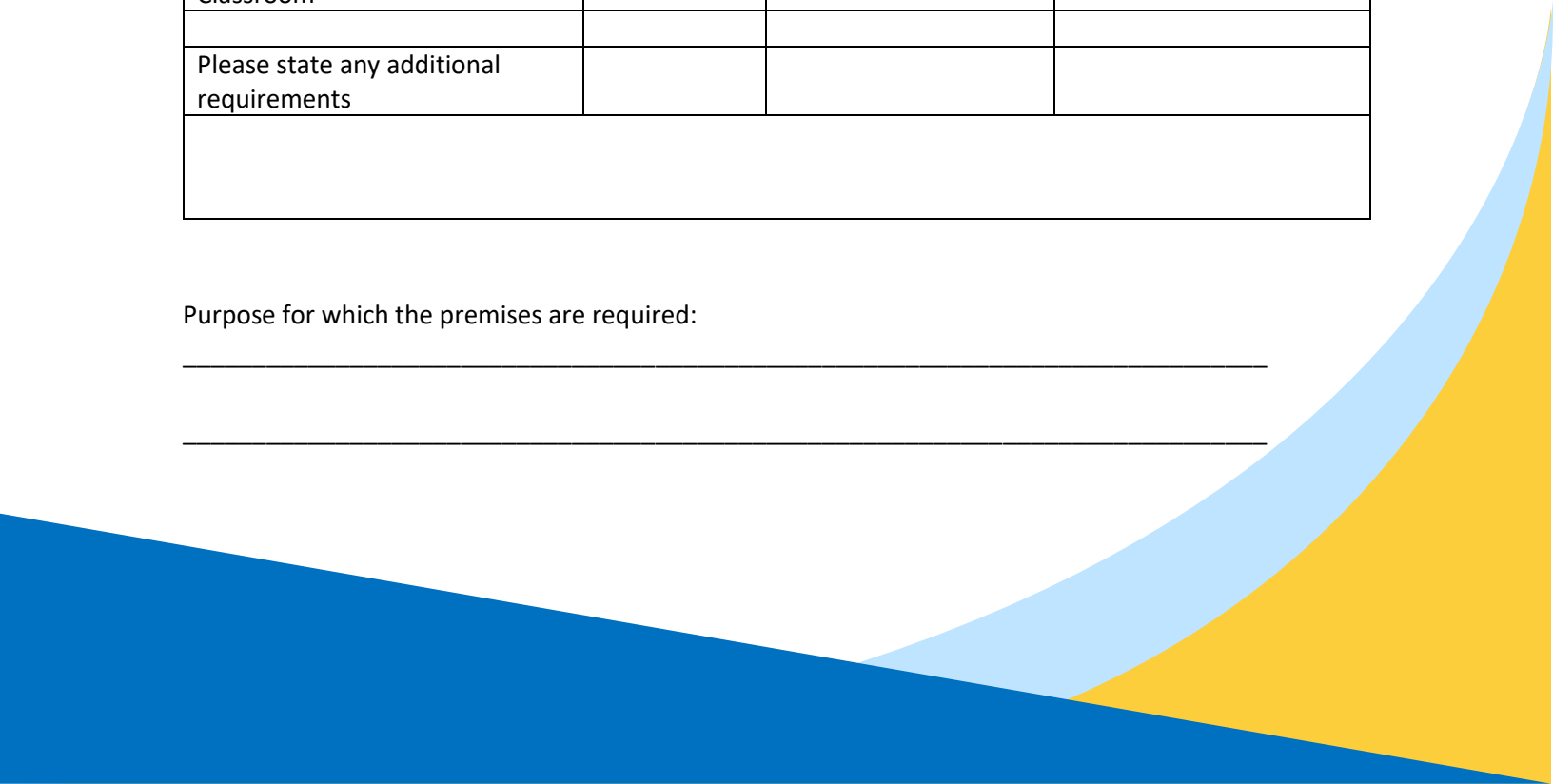
Name: _____

Address: _____

Dates of Booking:

Accommodation Required	Tick if required	Time From	Time To
Field			
Hall			
Playground			
Classroom			
Please state any additional requirements			

Purpose for which the premises are required:



If the letting is of a commercial nature, please supply details:

Will the general public be admitted?	Yes*/No (delete as required)
Details of admission charges	Yes*/No (delete as required)
Is copyright music to be performed	Yes*/No (delete as required)
Will the use of a piano be required?	Yes*/No (delete as required)
Approximate number of people attending?	_____
Is alcohol to be served?	Yes*/No (delete as required)
Do you intend to use/bring into the premises any additional electrical equipment?	Yes*/No (delete as required)

*If you answer yes to any of these questions, please provide further details on a separate sheet

Memorandum of Agreement and Indemnity to be completed for all applications:

In consideration of the Governors and/or Lancashire County Council granting me/us the use of the aforementioned premises, I/we agree to pay to the Governors or to the County Council the prescribed hire charge and to replace or pay to the Governors or the County Council the cost of making good any damage caused to the premises by me/us.

It is further acknowledged and agreed that the Governors and/or the County Council give no warranty of the suitability of the premises for the use to which I/we intend to put them and I/we hereby agree to indemnify the Governors and/or the County Council, their officers, servants and agents against all actions, costs, claims and demands arising out of any accidents and/or loss which may occur on the said premises during their use by me/us provided that the same is not due to any negligence, omission or default of the Governors and/or the County Council, their officers, servants or agents.

Under no circumstances shall the permanent electrical installation be altered or otherwise interfered with. Permission for hirers to erect any temporary wiring for specific function or purpose shall only be carried out on approval by both the Lancashire County Property Group and the Licensing Section of Lancashire County Council. Further, I/We undertake to check and inspect the facilities to ensure that they are clear and free of hazardous material, debris and spillages prior to use.

It is further acknowledged and agreed that I/we will indemnify the Governors and/or the County Council in respect of all actions, costs, claims and demands arising out of any breach of copyright as defined in the Copyright Act 1956, or under any other enactment in that behalf for the time being in force in respect of any performance of any literary, dramatic, or musical work, which takes place or which is given while the said premises are being used by me/us, our servants or agents.

I/We hereby undertake to provide at my/our own expense during the period hire of any swimming pool suitable and sufficient lifeguard personnel as based on the guidance of the Health and Safety Executive and as detailed in the "Instructions for the Use of Swimming Pools".

Under no circumstances does this letting give the user exclusive possession.

(The hirer should produce evidence that this indemnity is protected by adequate insurance cover).

Signature _____

Designation _____

Date _____

