

BOOKING FORM & LETTINGS AGREEMENT 2017-2018



This lettings agreement is between Stannington First School and

School representative : Angela Harker

Organisation representative :

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Contact address :

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Telephone No.

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This agreement is for the hire of the Community Room / fields and grounds (*please delete as appropriate*)

Any group wishing to use the school should be non-political.

This Agreement is subject to the terms and conditions as set out in the Lettings Policy 2017-2018 (a copy of which is attached to this Agreement) unless varied by this Agreement. In the event of any dispute the Lettings Policy will prevail.

Standard Hiring Charges (includes caretaking and energy costs)

	Activity and Community Room	School Field and Playground
Weekday	£15 per hour	£10 per hour
Weekend	£25 per hour	£15 per hour

All charges, including a deposit of £20 must be paid in accordance with the invoice to the hirer. Interest will be charged any unpaid monies after 14 days at a rate of 8% per annum plus an administration fee of £10.

30 minutes set up and clear up time will be allowed in addition to the hired time.

Supervision during the letting is the responsibility of the Hirer. The Hirer is also responsible for the security of the area of the school being used and for any first aid issues arising during the period of letting. All entrances and exits will be kept locked **at all times** in accordance with the school safeguarding procedure.

Insurance

The groups should have the appropriate insurance to cover their own property, damage to the school and for their work and activities with children.

Storage

Storage is not available unless specifically negotiated.

Health and Hygiene

Food may not be prepared on the premises to provide meals.

No hirer should sell alcoholic drinks without obtaining the school's permission and an appropriate licence.

The hirer must provide First Aid equipment to deal with any emergency.

Equipment

The hirer is responsible for ensuring that any equipment s/he brings is safe and used in a safe manner.
Any damage must be reported to the School Office and payment made to cover all the cost.

Safety and Security

The hirer must have adequate insurance and ensure that safeguarding arrangements are in place, including DBS checks for staff and volunteers. It is the hirer's responsibility to provide a letter of confirmation of the DBS checks to the school manager. The hirer should maintain and look after the fabric of the building and is responsible for the safety of the group within the building.

At the end of the hiring the hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition and any contents temporarily removed from their usual position properly replaced, otherwise the Governing Body shall be at liberty to withhold the deposit. Smoking and dogs are not allowed on the premises.

Any hirer who uses the school must be properly insured and relevant insurance documents must be attached to the application.

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.

Hirers will not have access to school computers or the internet.

The key will be held by in a key-safe outside the building.

Social Media

If the hirer intends to promote or share information about their group using social media, it must be made clear that the group is independent of the school.

Booking details

Dates of hire			
Time of hire			
Event			
Room requirements			
Hire charge <i>(please circle)</i>	Community Room	School field & playground	
Weekdays	£15 per hour	£10 per hour	
Weekend	£25 per hour	£15 per hour	
Payment agreement			
Method of payment <i>(please tick as required)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signed on behalf of SFS

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Signed on behalf of the organisation

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