

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 hirer must be willing to meet with school officials and provide details of their aims and objectives.
3. 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.
4. 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.
5. 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.
6. 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.
7. Any hirer that uses the school must be adequately insured (with a minimum of £5m public liability insurance) and insurance documentation 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. These can be checked by the school.
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.

**USE OF SCHOOL PREMISES
APPLICATION FORM NO:**

1 **Name of Organisation:** _____
Name of Applicant: _____
Address: _____

_____ **Tel/Mob:** _____

2 **Name and address of person to be billed if not same as 1:** _____

3 **Details of premises required:**

(a) **Name of School:** _____ **Highfield Nursery School** _____

(b) **Date(s) required:** _____

4 **Purpose for which meeting room is required:** _____

(a) **If the letting is of a commercial nature, please supply details:** _____

(b) **Will the general public be admitted?**

YES*	NO
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(delete as appropriate)

(c) **Details of admission charges:** _____

(d) **Is copyright music to be performed?**

YES*	NO
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(delete as appropriate)

(e) **Will the use of a piano be required?**

YES*	NO
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(delete as appropriate)

(f) **Approximate number of people attending:**

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YES*	NO
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(delete as appropriate)

(g) **Do you intend to use/bring into the premises any additional electrical equipment:
(see note 5 below)**

YES*	NO
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(delete as appropriate)

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

5 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.

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

Signature _____

Designation _____

Date _____

SCHOOL USE ONLY

1 This application for the use of school premises is acceptable to us:

YES	NO
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 (delete as appropriate)

2 The Governors have determined that this will be:-

(a) A free letting

YES	NO
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 (delete as appropriate)

(b) A chargeable letting at a cost of £11.65 per hour/session

3 Lettings income will be collected * by the school / by the Authority on our behalf. * (delete as appropriate)

Signed (Headteacher)