

2018 -2019

Potential in Everyone Academy Trust
CEO – David Whitehead



Lettings Policy

Committee	Finance and Staffing
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Author	Linda Lucas
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Associated Documentation	

Contents

Part A – Policy	3
1. Policy Statement.....	3
2. Scope of the policy	3
3. Definition of a letting	3
4. Adoption Arrangements and Date	3
5. Criteria for approval of requests to hire school premises	3
6. Charges	4
7. Conduct of Users	4
Part B – Procedure	4
8. Management of Lettings	4
9. Considering Applications for Lettings	4
10. Issuing a Letting Contract.....	5
11. Charges and Payments	6
12. Conditions of Hire	6
13. Financial Accounting.....	6
14. Confidentiality	6
Appendix A: Hire of Premises Terms and Conditions of Use	7
Appendix B: Lettings Application Form	11
Appendix C – Schedule of Hire Charges	13
Appendix 4: Lettings Hire Agreement Letter	14
Appendix C: Hire Agreement Form	15

Part A – Policy

1. Policy Statement

Potential in Everyone Academy Trust regards hiring its school buildings and grounds as a valuable means of raising income for the schools and to develop community links. Provided there is no interruption to the school use or safeguarding issue, parts of the school buildings and grounds may be let to outside bodies after the end of the school day, at weekends and during the holidays in order to:

- Raise income for the schools
- Better integrate its schools into their local community.
- Familiarise individuals with the school, who may become pupils or their parents
- Satisfy some of the needs of local individuals, groups and organisations
- Increase the uses of facilities that are under used by the school

2. Scope of the policy

This Policy and Procedure lays out criteria for the approval of request to hire school premises. It explains:

- the criteria for the approval of a request for hire
- the terms and conditions of hire (see Appendix A)
- schedule of hire charges to be made for the hiring of specific areas of the school buildings and grounds (see Appendix C)

3. Definition of a letting

A letting may be defined as the grant of permission for use of the school buildings and ground by parties other than the school and its partners. The term “letting” in this policy does not mean the creation of a relationship of landlord and tenant, as the Trust is expressly prohibited from doing so by the Academies Financial Handbook 2018.

The Trust may refuse a request in its absolute discretion, without giving reasons. In particular, lettings for activities that are not compatible with the ethos of the Trust will not be permitted, such as promoting gambling or use by groups whose objectives are not considered compatible with the Trust’s objects or statutory duties.

4. Adoption Arrangements and Date

This policy procedure was adopted by the Board of Directors of Potential in Everyone Academy Trust on 24/01/2019 and supersedes any previous lettings policy and procedure.

This policy/procedure will be reviewed by the Board of Directors annually or earlier if there is a need.

5. Criteria for approval of requests to hire school premises

The overriding aim of the Board of Directors is to support the Trust to provide the best possible education for its pupils, the promotion of equality of opportunity and the community cohesion of the local area. Any lettings of the premises to outside organisations will be considered with this in mind.

Applications for lettings from the following groups will normally be approved (subject to the Trust’s own needs for the use of the premises for its activities, to which priority will always be given:

- Any Trust related organisation (e.g. its schools and parent teacher associations)
- Local groups including sports and recreational groups which satisfy appropriate conditions relating to supervision and organisation
- Individuals who wish to hire the premises for a family event or community activity meeting

Applications from the following groups will be considered on their merits and may, at the discretion of the School Accounts Manager be referred to the Chair of the Board of Directors and CEO for approval:

- Requests which involve the consumption of alcoholic drinks on the premises.
- Religious groups.

- Organisations seeking hire of school for commercial use
- Events where alcohol is to be sold.

Applications will normally not be approved:

- Political or quasi-political groups

6. Charges

The scale of charges will be reviewed annually for implementation from the beginning of the next financial year, i.e. from 1st September of that year. See Appendix C

The Board of Directors has delegated power for additional charges such as projectors, TV and video equipment, specialist lighting, catering etc., to the Trust Accounts Manager. Additional charges agreed in advance of any letting being agreed.

The Trust is constrained by law to apply VAT to all transactions where appropriate.

Sports lettings are defined as a physical activity undertaken in a space adapted for physical activities and are standard rated. Sports lettings may become exempt when the following conditions apply:

- A block booking of ten or more sessions by an eligible body (a club, association or organisation representing affiliated clubs/associations) for the same type of activity at the same location, made in advance. The interval between each session must be at least one day and no more than fourteen days. All sessions must be paid for regardless of if the sessions are used
- The interval between bookings is at least 24 hours

Any sports lettings that are deemed to be providing a service to individuals rather than a club or business are exempt from VAT. The decision regarding the classification of such a letting is at the full discretion of the Trust Business Manager (subject to any ruling or guidance from HMRC).

The use of school premises is divided into the following categories:

- Community
- Commercial

The minimum hire period is set at one hour. The Trust reserves the right to require a deposit over and above the hiring charge as a surety against damage to the premises (including any equipment) or the premises being left in an unacceptable condition necessitating additional cost for cleaning, caretaking or other expenses.

The Trust will seek to recover any unavoidable cost incurred which result directly from the cancellation of a letting. The timescale and charges for cancellations are at the discretion of the Trust Business Manager

7. Conduct of Users

This is set out in the Terms and Conditions for use of school premises (as shown in Appendix A)

Part B – Procedure

8. Management of Lettings

The Board of Directors has delegated day-to-day responsibility for the management of lettings to the Trust Accounts Manager. Where appropriate, the Trust Accounts Manager may delegate additional responsibilities, such as security and child protection, to other members of staff, whilst still retaining overall responsibility for the lettings process.

If the Trust Accounts Manager has any concern about whether a particular request for a letting is appropriate or not, they will consult with the Trust Finance Manager and, where appropriate, the Headteacher.

9. Considering Applications for Lettings

Organisations seeking to hire the school premises should approach the individual school office in the first instance with a completed application form (Appendix B).

All requests must have the approval of the Headteacher and Trust Accounts Manager before any commitment is made on dates, facilities or cost.

The Trust Accounts Manager will decide on the application with consideration to:

- The availability of the facilities and staff in liaison with the Headteacher
- The schools equal opportunities, health and safety and child protection policies.
- The health and safety considerations such as numbers of users, type of activity, qualifications of instructors, etc.



10. Issuing a Letting Contract

Once a letting has been approved a Lettings Contract will be provided to the Hirer.

The Lettings Contract should be completed, signed and returned to the Trust Accounts Manager. The Trust must be in receipt of this documentation before a letting takes place and access will not be given until it is received.

The person applying to hire the premises will be invoiced in advance for the cost of the letting, in accordance with the current schedule of hire charges. Invoices for a one off booking must be settled in full before the letting takes place unless expressly agreed by the Trust Accounts Manager. Invoices for 10 or more bookings must be settled termly in advance.

The income and expenditure relating to lettings will be clearly recorded by the school and audited as part of the annual audit, forming part of the Annual Report and Consolidated Financial Statements.

The Trust Accounts Manager has the right to refuse an application, and no letting should be regarded as confirmed until approval has been given in writing and payment received in full.

11. Charges and Payments

Charges will be made in accordance with the Trust's charging structure, which can be found in appendix C.

Payment will be in advance for single events and in instalments for a series of lettings.

12. Conditions of Hire

A Lettings Contract is entered into between Potential in Everyone Academy Trust and the Hirer of the school premises (including rooms, furniture, equipment etc). The Hirer must be over 18 years of age. The full terms and conditions of hire are set out in Appendix A.

A letting will only be confirmed after a fully completed application form (Appendix B) has been received by the school and the Trust Accounts Manager is satisfied that all the conditions of the letting will be and no issue of safeguarding may occur

13. Financial Accounting

All letting agreement forms to be sequentially numbered, correctly authorised and accounted for

An invoice/statement of account should be issued for all lettings.

A receipt should be issued to the Hirer when cash payments are received. Receipt to include date, amount and invoice number to which it relates.

There should be documented evidence for all transfers of income from one officer to another (e.g. Caretaker to school office).

Income, when processed in Trust's accounting software, should be referenced to the relevant invoice number.

14. Confidentiality

The Trust will respect the confidentiality of all information relating to the hire of its premises, subject to its obligations under Freedom of Information legislation.

The Trust recognises its obligations under the General Data Protection Regulation and associated legislation with regards to the personal data held.

All records relating hire of premises will be processed, held and shared in accordance with the requirements of the General Data Protection Regulation and Data Protection Act (2018).

Please refer to the Trust's Data Protection Policy and Privacy Notice for further details.

Appendix A: Hire of Premises Terms and Conditions of Use

All groups/organisations that use the premises are required to read these terms and conditions and agree to abide by them by signing the Lettings Contract. This will be signed by the nominated person from each group/organisation.

1. Purpose of Use

- 1.1 The accommodation shall only be used for the purposes stated on the application and within the hours agreed in the Letting Contract issued by the school. The Hirer shall be responsible for ensuring these conditions of occupation are observed.
- 1.2 The Hirer shall not assign or sublet the whole or any part of the benefit of this agreement.
- 1.3 No interference is to be made with school property/equipment/premises which do not form part of the letting.

2. Health and Safety

- 2.1 The Health and Safety at Work, etc Act, 1974 (as amended) imposes duties not only on employers in respect of their employees but also on persons having control over places of work or places where plant or substances are used and on anyone who by virtue of a contract has an obligation in relation to such a place. The duties are to ensure as far as is reasonably practicable, that the facilities and means of access are safe and without risk to health.
- 2.2 During the period of the letting, the Hirer will be held responsible for the safety of those using the premises. The Hirer will have responsibility for complying with school Health and Safety Policy (a copy will be made available on request) and any other instructions or guidance provided by senior leaders
- 2.3 All Hirer's have a duty of care to use their best endeavours to keep everyone safe during the hire period.
- 2.4 The Hirer will be responsible for keeping a register of those attending the event/activity, ensure all passages, stairways and fire exits are not obstructed and that school security is not compromised
- 2.5 The Hirer cannot rely on the school's risk assessments for any activities carried out during the letting and must complete their own risk assessments, a copy of which must be given to the Headteacher at least one week before hire.
- 2.6 The Hirer will be provided with the name and phone number of school contacts in the case of emergency. School staff will be responsible for showing the Hirer how to raise the alarm in an emergency, including the location of appropriate fire exits, extinguishers, evacuation and fire collation points.
- 2.7 Fire exits must not be blocked or locked, nor should furniture, equipment, or other obstructions be placed in corridors during the letting
- 2.8 In the event of a fire the first duty of all concerned is to prevent injury and loss of life.
- 2.9 In the absence of senior leaders the Hirer is responsible for calling the fire brigade when the alarm sounds. All users will evacuate the building via the nearest fire exit and muster at the designated point. Users must not re-enter the building until the 'all clear' has been given. The Fire Service will give this.
- 2.10 The Hirer is responsible for providing their own first aider(s)
- 2.11 All mains powered electrical equipment brought onto the premises must be safe and evidence may be required that it has a valid test and inspection certificate (the certificate should be less than one year old for earthed equipment, or less than 4 years old for double insulated equipment). Lower voltage equipment must also be safe and in good condition.

3. Safeguarding

- 3.1 Potential in Everyone Academy Trust is an educational establishment and puts the welfare of children first. Hirers must have policies and procedures in place to ensure children's safety and must provide evidence of these to the school as required EG DBS checks, safeguarding policy

4. General Conditions of Hire

- 4.1 The person signing the agreement form will be deemed to be the Hirer and must accept responsibility for compliance with these conditions.
- 4.2 The Hirer must be over 18 years of age
- 4.3 School and PTA activities have priority. On occasion school facilities may become unavailable due to planned or unplanned school event. In this event the Hirer will be given as much notice as possible of the cancellation
- 4.4 Use of school premises will not be permitted until evidence of sufficient insurance cover has been seen.

- 4.5 A letting will only be confirmed after a fully completed application form has been received by the school and the school is satisfied that all conditions of the letting will be met and no safeguarding issues will occur
- 4.6 Provided there is no interruption to school use of the premises, part of the school buildings and grounds may be hired after the end of the school day, at weekends and during school holidays.
- 4.7 The Hirer may only use school furniture or equipment by prior arrangement and equipment/furniture is not to be moved from other areas of the school.
- 4.8 The Hirer may require furniture and/or equipment to be laid out in a particular way for their activity or event. Such layouts are the responsibility of the Hirer and they must ensure that furniture/equipment is put back in its original position at the end of the letting
- 4.9 In the event of hire during the school day the Hirer and all delegates must provide relevant DBC clearances.
- 4.10 The Hirer shall be responsible for the leaving the facility in a clean and tidy state. Should the facility not be left in a tidy state the school reserves the right to charge the Hirer for cleaning. Hire charges include opening, closing of the site and routine cleaning by school staff. The Hirer is responsible for the disposal of any refuse from the letting. If a caretaker is required to be on site for the duration of the let then this will be charged separately. If additional cleaning is required the Hirer will be charged for this in arrears
- 4.11 The Hirer will be held responsible for the maintenance of good order and behaviour during the hiring and car parking which must not offend other users or local residents. Where parking is available, school car parks should be used.
- 4.12 Use of the football pitches at Minterne is confined simply to the grassed playing fields and does not include the playgrounds, play equipment or pond area.
- 4.13 Toilets are available during lettings of the school halls.
- 4.14 Vehicles will not be allowed onto school playing fields and no parking which restricts the caretaker or emergency services will be permitted.
- 4.15 Consideration of separating vehicles and pedestrians on site should be considered where the activity poses additional risk.
- 4.16 Parking on the roadway is only permitted where highway signposting allows this. Control of parking is the responsibility of the Hirer. No responsibility can be taken against the school for any damage to vehicles sustained whilst in the school grounds
- 4.17 The Trust respects its neighbours and requires all hirers of its premises to do the same
- 4.18 Bookings are made through the Trust Accounts Manager, via the school office, on behalf of the Board of Directors, and confirmed in writing
- 4.19 A diary will be kept by each school covering all school, PTA and outside use of the premises and grounds after school, in evenings, at weekends and during holidays
- 4.20 No bookings are confirmed more than 4 months in advance although provisional bookings may be made at any time. Formal confirmation of booking will be made termly when the school requirements have been formalised
- 4.21 Charges will be set out in the letting agreement between the School and the Hirer
- 4.22 The VAT liability of the letting is determined at the time of the agreement and all charges stated are exclusive of VAT (i.e. VAT, where applicable, will be charged in addition to the figure stated)
- 4.23 Payment is in advance for single lettings
- 4.24 Payment is in instalments for a series of lettings
- 4.25 Where a Hirer requests the use of school equipment and this use is agreed, a specific charge will be made separately
- 4.26 Outline charges are set by the Board of Directors and reviewed annually. Hirers will be given one half term's notice of any change in fees or conditions of hire
- 4.27 Any photocopying of leaflets must be undertaken by the Hirer, if photocopying is required the school will charge 5p per copy
- 4.28 After the letting the caretaker or senior leader should check there are no apparent fire risks. All electrical appliances and lights should be switched off and all doors and windows closed when leaving the premises

5. Insurance

- 5.1 Commercial users of school property are required to make arrangements for suitable insurance cover (with a minimum indemnity limit of £5million for each claim) with a reputable company in respect of claims that may be made against them by a third party for accidental injury, including death or accidental loss or damage to property arising out of, or in consequence of, the letting and cover to the school. A copy of this policy and certificate of insurance must be produced before the letting will be agreed
- 5.2 Insurance cover for non-commercial hirers can be obtained at a charge of 5% of the hire charge under the Trust's Hirers' Liability insurance in the event a non-commercial Hirer cannot meet the minimum

indemnity limit of £5million for any one event. In the event of purchasing the Trust's insurance, the Hirer will be responsible for the £100 excess for each and every property damage claim.

6. The Premises

- 6.1 The Trust reserves the right to require a deposit over and above the hiring charge.
- 6.2 A fully refundable security deposit of £75 will be required for all lettings as a surety against damage to the premises (including any equipment) or the premises being left in an unacceptable condition necessitating additional cost for cleaning, caretaking or other expenses.
- 6.3 Access is restricted to entry/exit to the building, toilet facilities and the accommodation specifically hired. Access may only take place as the designated time and for the permitted purpose.
- 6.4 The Hirer must ensure the entrance and any other external doors to the school that are unlocked are controlled by a responsible adult at all times during the letting.
- 6.5 This agreement does not include the use of any school equipment, unless outlined on the letting agreement.
- 6.6 Electrical equipment must not be brought onto the premises without a current PAT test certificate.
- 6.7 Premises are let as they normally stand and no structural alterations to school premises, fixtures or fittings will be permitted. Notices must only be affixed to the boards provided and no adhesive used on the walls. Stakes must not be driven into the ground. Any special requirements are to be requested on the application form and will not be allowed without prior permission of the Board of Directors
- 6.8 **SMOKING ANYWHERE ON THE SCHOOL PREMISES IS NOT PERMITTED** when the school premises are utilised outside normal working hours. When school premises are used for purposes other than school related activities the school smoking policy will still remain in operation
- 6.9 Hirers must not bring animals on to the school grounds, playground or into the buildings, with the exception of guide dogs.
- 6.10 The premises must not be used for any other purpose other than that for which permission has been granted

7. Performing rights and licences

- 7.1 There are a variety of licences that may be required for different types of function. The hirer must establish which licence(s) are necessary and must produce documentary evidence before the letting takes place.
- 7.2 The hirer shall indemnify the Trust against any action/penalties brought about by failure to obtain the necessary licence(s)
- 7.3 The following categories of letting may require a licence:
 - Theatre
 - Copyright/Royalty
 - Cinematography
 - Alcohol
 - Music, singing and dancing

8. Damage to property

- 8.1 The Hirer will be responsible for repaying on demand to the Trust the cost of any breakage, loss or damage to the school, premises or equipment during the letting, including any insurance excess
- 8.2 Trust staff have free access to all parts of the school during lettings to check hirers are acting in a responsible manner

9. Indemnity

- 9.1 It is the responsibility of the Hirer to ensure the premises will not be used for any purpose which may be deemed contrary to English law
- 9.2 The Hirer may not photograph or video anything which is taking place in the school or any person without prior written permission of the Board of Directors

10. Failure to observe conditions

- 10.1 If the Hirer fails to observe any of these conditions or use the premises for any purpose which may be deemed contrary to English law, the Trust may without notice terminate the hirer's rights under the letting agreement and immediately evacuate the school.
- 10.2 Termination for this reason would not release the Hirer from their liability for any breach of this agreement.

11. Responsibility for property

- 11.1 The Trust, its Board and employees cannot be held responsible for goods, materials, clothing or possessions brought into or left in the buildings/grounds
- 11.2 Cars are parked on school premises at the owner's risk

12. Cancellation of hiring

- 12.1 If the Hirer wishes to cancel a specific booking or set of bookings, 14 clear written working days' notice must be given of the cancellation, in which case the school will charge a cancellation fee of a quarter the total fees due. If less than 14 days' notice is given, the whole of the fees will be charged by the school. In the event of a booking less than 14 days before the date of hire, the Hirer will be liable for the full charge in the event of cancellation.
- 12.2 Where regular weekly/monthly bookings have been made, cancellation will result in a negotiated fee according to the opportunities available for re-letting the facility.
- 12.3 The Trust reserves the right to refuse or cancel any letting due to reasonable unforeseen circumstances. Under these unlikely circumstances, as much notice as possible will be given and where possible alternative accommodation will be offered. If this is not possible fees already paid will be refunded. The Trust accept no liability in respect of commitments incurred by the Hirer due to such cancellations.
- 12.4 In the event of cancellation, the Trust will refund letting charges already paid for the hire of the premises and the hirer may be offered alternative date(s), but in the event of cancellation the Trust will not be liable for the payment of any compensation

13. VAT

- 13.1 The VAT liability is set at the time of the agreement
- 13.2 Standard rated VAT is payable on sports lettings unless there is a series of lets for ten or more sessions. In this instance if the series of booking is paid for as whole the lettings will be exempt from VAT. However, a cancellation and any subsequent refund may break the series of block booking and result in VAT being chargeable on whole series of lets. Full details of the VAT regulations are available on the HMRC website in the [Internal Guidance Manual for Land and Property, section 19](#).

14. Complaints

- 14.1 If a Hirer has a complaint the Trust's Complaints Policy will apply. If the school has a complaint about the hirer, in the first instance a senior leader will raise this with the hirer. , If not resolved it will be escalated to the Chief Executive of the Trust.

15. Interpretation

- 15.1 The Chief Executive's decision about the interpretation of these conditions or any difference or dispute arising under them shall be final and binding.

16. Jurisdiction

This agreement shall be subject to the exclusive jurisdiction of the courts of England and Wales.

Appendix B: Lettings Application Form

Hirer Full Name:	
Hirer Full Address and postcode:	
Telephone No (daytime):	
Telephone No (evenings):	
Email address:	
<i>If acting on behalf of a business, club or organisation, please state its full name and address, plus your position:</i>	
Name of Organisation and company number or charity number where applicable	
Your position in organisation	
Address & Post Code	
Telephone No	
Email address	
Name of School to be hired	
Area of school to be hired	
Use to be made of the premises	
Date(s) of hire	
Time(s) of hire (including preparation and clear up time)	
With / without heating	
Maximum number of persons	
Furniture and equipment required (please list) <i>NB hirer's own electronic equipment must be PAT tested. We can arrange this for a fee if required</i>	
Caretaking requirements (opening, closing, for duration etc)	
Insurance Certificate/policy* (originals must be seen)	
Risk assessment will be provided for the activities listed here / Risk assessment not required (delete as applicable)	
DBS checks If yes, please include all certificates numbers when returning this form	If this activity involves young people (under the age of 18), have all the staff working with the children been DBS checked within the last three months YES NO

Security Deposit <i>A fully refundable deposit of £75 is required for all bookings</i>			
Hire Fee <i>To be included with this booking form</i>			
Insurance fee (if applicable) <i>5% of the total booking</i>			
Please make cheques payable to Potential in Everyone Academy Trust			
Declaration		I undertake to pay the appropriate hiring charges I have read and agree to be bound by the Hire of Premises Terms and Conditions of Use (Appendix A) I agree to indemnify the school against any claims for loss or damage or personal injury or any associated costs arising from this agreement	
Signed		Dated	
Once fully completed, please return this application form, deposit and a copy of your public liability insurance certificate (if applicable) and DBS certificates (if applicable) to the school office			

***Commercial hirers must have their own insurance** of at least £5,000,000 to be seen and copied by the Trust. Community hirers can be covered by Potential in Everyone Academy Trust insurance upon request

FOR OFFICE USE ONLY

Agreement	Approval of hiring by Trust Accounts Manager
	Date

		£	p
		Payment Received	Fee Payable
	Security deposit		
	Insurance fee (if applicable) @ 5%		
	VAT (if applicable to be charged at the standard rate)		
	Total Payable		
	Invoice Number		

	Date
Hire Agreement Letter & Hire Agreement Form & Conditions of Use sent together	
Risk Assessment acceptable / Not required	
Insurance Seen / PiEAT Insurance included (delete as applicable)	
Hire Agreement Form signed & returned	
Invoice Number	

Appendix C – Schedule of Hire Charges

Prices are given as a rate per hour. Any deviation to these rates of hire is at the discretion of the Trust Business Manager. Weekend lettings may be subject to an additional fee which relate to the staffing costs incurred to the school for out-of-hours lettings at the discretion of the Trust Business Manager.

Facility	Community Users		Commercial Users		Availability
	Evening Rate (inc VAT)	Weekend Rate (inc VAT)	Evening Rate (inc VAT)	Weekend Rate (inc VAT)	
Minterne Juniors Large Hall	£18	£20	£20	£25	Weekdays 17:00 – 23:30 Weekends 08:30 – 23:30
Minterne Juniors McGrory Hall	£15	£18	£18	£20	Weekdays 17:00 – 23:30 Weekends 08:30 – 23:30
The Oaks Large Hall	£18	£20	£20	£25	Weekdays 17:00 – 23:30 Weekends 08:30 – 23:30
Minterne Sports/Football pitches	£12	£15	£15	£18	Weekdays 17:00 – 23:30 Weekends 08:30 – 23:30



Appendix 4: Lettings Hire Agreement Letter

Date

[Full name and address of Hirer]

Dear [Hirer name]

LETTING OF SCHOOL FACILITIES

Thank you for the lettings request. I can offer the following as shown on the enclosed Hire Agreement Form.

[Give details of WC's, car parking, items, equipment included in the let etc. and the day, date and times from start to finish (not times of function but to include preparation and cleaning up time – e.g. when the caretaker or authorised school staff member is needed)]

Charge(s)

As shown on the enclosed Hire Agreement Form. [Or £xxx for use of the facilities plus £xxx for specialist equipment e.g. stage lighting, VAT charge £xxx (if applicable).]. Payment must be made in full at least two weeks prior to the hire. Payable by dd/mm/yyyy date.

A fully refundable security deposit of £75 is required for all bookings

Insurance

Either

As yours is a commercial organisation you will need proof of your insurance cover from your insurer or broker as per the conditions of hire.

Or

You will be covered by the Trust's insurance. Please refer to Section X in Conditions of Use.

Risk Assessment (optional paragraph if appropriate)

The activity you will be carrying out requires risk assessment to be completed by you. Please complete the HSE's 'Five Steps' form or other suitable pro forma and return to me with the signed Hire Agreement Form (or by dd/mm/yyyy).

Agreement

Your use of the school facilities is subject to the Terms and Conditions of Use as attached. Please sign and return the Hire Agreement Form and Risk Assessment (if applicable) as soon as convenient.

If you have any problems or questions or wish to arrange a visit please contact me.

Yours sincerely

Trust Accounts Manager

Potential in Everyone Academy Trust

Attached: Hire Agreement Form and Conditions of Use

Appendix C: Hire Agreement Form

From Trust Accounts Manager		HIRE AGREEMENT No:
Name of School		
Name of Hirer:		
<i>Further to your application I am pleased to offer the following facilities:</i>		
Room/Area		
Furniture/Equipment to be provided by the school		
Use to be made of premises		
Date(s) & Time(s)		
Charge		
Insurance arrangements		
Caretaking arrangements		
Risk Assessment required	Yes / Not required (delete as appropriate)	
Trust Accounts Manager Signature:	Date:	
Your use of the school facilities is subject to your agreeing to the Terms and Conditions of Use as attached. Subject to your agreement would you please sign and return the form as soon as possible		

Return acceptance

From Trust Accounts Manager		HIRE AGREEMENT No:
Name of School		
<i>I am satisfied with the details shown above and in the letter and confirm that we accept the <u>Conditions of Use</u>. We have the appropriate insurance cover/am not a commercial hirer so no insurance is required (delete as appropriate)</i>		
Name:		
Organisation:		
Address:		
Risk Assessment: (if required)	Attached / Not required (delete as appropriate)	
Signature:	Date:	