

Boxgrove Primary School Hiring and Community use of Educational Premises Policy

The Governing Body at Boxgrove Primary School have adopted the policy below for the hire and community use of the school premises. The Governing Body recognises that the community may have a desire to use the school buildings and grounds (which are owned by London Borough of Royal Greenwich Council) and has prepared this policy having regard to the desirability of making the premises available for community or public use.

The Governing body will make every reasonable effort to ensure the school building and grounds are available for community use. However, the overriding aim of the Governing Body is to support the school in providing the best possible education for its pupils. Any hire of the premises to outside organisations will be considered with this in mind.

In preparation for an increase in school use, the Governing Body has developed a bookings procedure that takes into account the following:

- A fair process of bookings to allow all potential users access to hiring
- Transparent charging
- A swift response to enquiries
- A variety of activities for local children
- Sufficient time to book premises manager and support staff as required
- Priority for long established, community users that provide services for children e.g. local Mother Tongue Group

The promotion of equality and the community cohesion of the local area are also important considerations that will be taken into account by the Governing Body in determining any agreed hire.

A hire may be defined as:

“Any use of the school buildings and ground by parties other than the school and its partners. This may be a community group (such as a local music group or football team), or a commercial organisation (such as the local branch of ‘Weight Watchers’)”.

The following activities fall within the corporate life of the school. These activities are not considered to be lettings and costs arising from these uses are therefore a legitimate charge against the school’s delegated budget.

- Governing body meetings
- Extra-curricular activities for pupils organised by the school
- School performances
- Family learning

- Parents' meetings
- Meetings of the PTA
- PTA/ School organised events such as Summer Fayre etc.
- Services provided by partner organisations such as Kidbrooke Park Primary School, Kidbrooke Park Learning Centre or the Royal Borough of Greenwich.

Priority for hiring

The Governing Body will generally consider hire of the school premises where such provision furthers any charitable purpose for the benefit of: (a) pupils of the school or their families; or (b) people who live or work in the locality in which the school is situated. The Governing Body is mindful of the needs in the local area and has carried out an assessment of local needs. This information has been used to assess the priorities for hire.

The following is especially encouraged:

- Hire to ethnic minority groups such as mother tongue or supplementary schools
- Educational activities open to school pupils and their families
- Recreational activities open to school pupils and their families
- Activities organised by local community groups for the benefit of the local community
- Hire to parents attached to the school
- Hire to people living in the school's local community
- Hire to voluntary organisations
- Hire to parent support groups
- Hire to self-help groups
- Faith groups
- Hire to women's groups
- Hire to people with a disability
- Hire to low income groups
- Hire to children's groups
- Hire to youth groups

Where there are competing hire requests the Executive Head Teacher, on behalf of the Governing Body, will in her complete discretion determine priority having regard to the overriding aim specified above, the order in which requests are made and a general view that School Hire should take priority over Community Hire which should take priority over Commercial Hire.

The following activities are not considered to be appropriate for hire as they are either well provided for in

the local area; are not deemed to be compatible with the ethos of the school or are not able to be accommodated within the schools facilities.

- Commercial activities with little potential to generate income or support for the school.
- Events selling alcohol.
- Activities promoting gambling.
- Any activity that may pose a risk, exposure or harm to children.

Types of hire

The Governing Body has agreed to define hire under the following categories:

- School hire for activities for pupils or their parents and carers that provide educational benefit to pupils.
- Community hire for other community activities which should be made on the basis of full cost recovery.
- Commercial hire will be charged on a cost plus an income margin for the school.

No residential use was what so ever will be permitted.

Charges

The Governing Body is responsible for setting charges for the hire of the school premises. A charge will be levied which covers the following:

- Cost of services (heating and lighting);
- Cost of staffing (additional security, caretaking and cleaning) and on-costs;
- Cost of administration;
- Cost of “wear and tear”;
- Cost of use of school equipment (if applicable);
- Profit element (if appropriate).

See Appendix A

Where multiple organisations may hire at the same time, the costs for services and staffing will normally be shared between the organisations involved. The organisation hiring the premises will be informed in advance of the charge to be levied.

The scale of charges will be reviewed annually by the Governing body for implementation [from the beginning of the next financial year, with effect from 1st April of that year]. Details of current charges will be provided in advance of any hiring being agreed.

For the purpose of charging, the Executive Head Teacher is empowered to determine to which group any particular individual or organisation belongs. They are also able to offer any discounts or agree a subsidy for any hire, as they deem appropriate. The basis of charging will be determined by the purpose for which a hire is arranged.

The school is constrained by law to apply value added tax to all transactions where this is appropriate. The hire of rooms for non-sporting activities is exempt of VAT, whereas sports lettings are subject to VAT.

The minimum hire period will be one hour. The school 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 their incurring additional cost for cleaning, caretaking or other expenses.

The school will seek to recover any cost incurred by the school that are unavoidable and result directly from the cancellation of the hire. The timescale and charges for cancellations are set out in the Terms and Conditions of Hire Appendix B.

Marketing

The school will be responsible for the marketing and promoting the use of the premises and the Sports Facilities (Kidbrooke Park Primary School) in accordance with the agreed aims and targets. A marketing strategy will be prepared and implemented and reviewed on an annual basis.

Applying to the use the school facilities

Applying to use the school premises should be made to the Executive Head Teacher and the Initial Request Form (Appendix D) should be completed and returned at least two calendar months before the event.

The Executive Head Teacher will resolve any conflicting requests for the use of the premises, with school functions always receiving priority.

The Executive Head Teacher is responsible for the management of hiring, in accordance with this policy. If the Executive head Teacher has any concerns about the appropriateness of a particular request for hiring she will consult the Chair of Governors, who has the authority to determine the issue on behalf of the Governing Body.

The Governing Body has the right to refuse an application and no request should be regarded as 'booked' until approval have been given in writing. No public announcement of any activity or function taking place should be made by the organisation concerned until the booking has been confirmed in writing.

Hire times, available facilities and equipment

The following times, facilities and equipment available are agreed as follows:

- Large hall
- Small hall
- All outside areas including toilets
- Toilets off the large hall (classroom 12)
- Car park at rear of the school, (or at the front of the school at the premises managers discretion)
- Access to the premises will be permitted from 4:30pm – 7pm term time only. From 8am – 4pm outside term times.

For the organiser of the group, access will be via the main entrance (both during and out of term time). People attending the group may be asked to use an alternative entrance to be arranged and agreed by the premises manager

- During term time facilities will be available from 4:30pm
- Outside of term time and weekends times of use will be negotiated by the Executive Head Teacher, Premises Manger and the organisation wishing to hire.
- All requests for use of school equipment will be negotiated by the Executive Head Teacher, Premises Manger and the organisation wishing to hire.

Variations to these facilities and times will be subject to the approval of Executive head Teacher and Head of School.

Conduct of users

This is set out in the Terms and Conditions for Hire of school premises. See Appendix B.

Security

The Executive Head Teacher has delegated authority to determine the security risk for each hire and will be responsible for allocating a continuous security presence or other control measure, as requested.

Management of hire

The Governing Body has delegated day-to-day responsibility for lettings to the Executive Head Teacher in accordance with the Governing Body's policy. Where appropriate, the Executive head Teacher may delegate all or part of this responsibility, such as security, child protection to other members of staff, whilst still retaining overall responsibility for the lettings process.

Management facilities

Boxgrove Primary School will be responsible for the management and up keep of the school and its facilities.

- (a) Resource, control and routinely ensure the maintenance of the school and its facilities in a manner that will allow achievement of the agreed aims,
- (b) Ensure provision of heat, light and water and such other amenities as required for their intended use.
- (c) Ensure the school and its facilities comply with all legislation and guidance in force at the time of this policy relating to access for disabled users

Considering applications for hire

Organisations seeking to hire the school premises should approach the Executive Head Teacher. Details of policy, charges and conditions of use should be given or referred to. An Initial Request Form (Appendix D) should be completed at this stage and submitted. A record of all enquiries should be kept on file.

The Executive Head Teacher will decide on the application with consideration to:

- the priorities for the hire agreed by Governors and set out in the school's hiring policy
- the availability of the facilities and staff
- the schools equal opportunities, health and safety, child protection policies
- the health and safety considerations such as numbers of users, type of activity, qualifications of instructors etc.

Issuing a hire agreement

Once the hire has been approved, a letter of confirmation will be sent to the hirer, enclosing a copy 'Terms and Conditions of Hire' (Appendix B) and the 'Hire Agreement' (Appendix C).

The Hire Agreement (Appendix C) should then be signed and returned to the school, along with a deposit if required. It should be signed by a named individual and the agreement should be in their name, giving their permanent private address. The school shall be in receipt of these signed copies 10 days before the hire takes place. The person applying to hire the premises will be invoiced for the cost, in accordance with the Governing Body's current scale of charges. We will seek payment in advance in order to reduce any possible bad debts and/or a deposit to cover damage. A guarantee card should support cheques wherever possible.

An official receipt will be issued for all payments received. All hire fees received will be paid into the school's individual bank account. The income and expenditure relating to hire should be clearly recorded by the school and reported under the guidelines for Consistent Financial Reporting.

The Head teacher on behalf of the Governing Body has the right to refuse an application, and no hire should be regarded as "booked" until approval has been given, and the Hire Agreement has been signed and payment received in full. The reason for refusals should be recorded on the bottom of the written communication and fully explained to the enquirer.

As a general rule, the premises will not be available for public meetings with political, religious, or any other content where the matters for discussion are, in the Governing Body's opinion, obscene, sexist, homophobic, racist, offensive, controversial or sensitive in any way or which may breach community cohesion. In order to make informed judgments, the Governing Body reserves the right to ask for an agenda to be made available at least 14 days before the scheduled date of the meeting. The organization will also provide details of any speakers or performers at least five days prior to the event. If this information is not received, the Governing Body will refuse/cancel the booking.

Financial matters

The school endeavors to ensure that any costs gained from the hiring of the school facilities will be fully covered by the income from such use and any surplus will be utilised to:

- (a) Contribute to a contingency or sinking fund for major maintenance, repairs and ultimately renewal of fixed life elements of the school and its facilities;
- (b) Increase the use of the school premises and facilities by staging special promotions or by offering discounted rates of hire;
- (c) Improve and increase the stock of sports and other equipment for use by the school and organisations hiring the facilities.

Termination of hire agreement

The Executive Head Teacher or the Chair of the Governing Body, has the immediate power to terminate any hire agreement relating to the hire of the school premises and equipment, in accordance with the terms and conditions.

Safeguarding and Data protection

The school shall ensure that where a hiring involves activities aimed predominantly at children, and/or the activity is positively supported by the school for the attendance of children, they have the appropriate safeguarding policies and procedures in place and that they, themselves and those likely to have contact with children, have been subject to Enhanced Disclosure and Barring Service checks. The Governors reserve the right to require evidence that enhanced DBS checks have been carried out on all persons and to review safeguarding policies and procedures and to impose any additional requirement they consider appropriate in connection with hiring. If for any reason the Governors are not satisfied then they reserve the right to cancel any hiring and there shall be no liability to the school other than to refund any hire fee or deposit paid.

The company or organisation will agree to comply with the General Data Protection Regulations (GDPR) to ensure all personal information is kept confidential.

Monitoring and review

An annual report on all hirings will be made to the Governing Body and will include information on users, finances, incidents and accidents, enquiries, and any hires refused.

The school shall undertake an assessment of the adequacy of the implementation of this Agreement in relation to:

- Hours of use;
- Pricing;
- Compliance with targets and aims of this agreement;
- Marketing
- Financial performance of the previous year;
- Maintenance.

In the event any significant changes are required to this agreement as a consequence of any annual review prior written approval of each of the parties to this agreement shall be required.

No Variations

This agreement may only be varied in writing by a document executed by all the Governing Body.

No Agency

Nothing in this agreement shall be construed as creating a partnership, a joint venture, a contract of employment or a relationship of principal and agent between the parties.

Severability

If any term condition or provision contained in this agreement shall be held to be invalid unlawful or unenforceable to any extent, such term condition or provision shall not affect the validity legality or enforceability of the remaining parts of this agreement.

Waiver

No term or provision of this agreement shall be considered as waived by any party to this agreement unless a waiver is given in writing to the party.

Non-assignability

This agreement is personal to the parties and none of them shall assign sub-contract or otherwise deal with their legal rights or obligations without the prior written consent.

APPENDIX A

Charges

Insert table of costs Summer and Winter.

APPENDIX B

TERMS AND CONDITIONS OF HIRE OF THE SCHOOL PREMISES

These terms and conditions must be complied with.

The 'hirer' shall be the named individual on the hire agreement and this person will be personally responsible for payment of all fees or other sums due in respect of the hire.

1. STATUS OF THE HIRER

Hire will not be made to persons under the age of 18, or to any organisation or group with an unlawful or extremist background.

The hire agreement is personal to the hirer only, and nothing in it is intended to have the effect of giving exclusive possession of any part of the school to them or of creating any tenancy between the school and the hirer.

2. DISCLOSURE AND BARRING SERVICE CHECKS

It may be necessary for the hirer to undergo a disclosure and barring services check via the Disclosure and Barring Service (DBS). If a particular letting involves contact with children and young people, it is the responsibility of the hirer, as advised by the Executive Head Teacher, to ensure that they have complied with the DBS Code of Practise.

When there is a requirement for DBS checks to be undertaken, the hirer must keep appropriate records in line with the DBS Code of Practise and report to the school any safeguarding concerns which may arise.

The hirer will be required to provide evidence that DBS checks have been carried out on request.

3. INDEMNITY AND INSURANCE

Lettings are made on the agreement that the Governing Body are indemnified by the hirer against any loss, damage, costs and expenses during the use of the school premises by the hirer except where such loss, damage costs and expenses are directly attributable to the negligence of the employees of the Governing Body.

The hirer shall insure, with a reputable insurance office, against such funds as the hirer may become liable to pay as compensation, arising out of bodily injury or illness (fatal or otherwise) to any person and/or costs, fees, expenses, loss or damage caused to property or the premises by any act or neglect of himself, his servants, agents, or any person resorting to the premises by reason of the use of the premises by the hirer.

The hirer shall produce the policy of insurance and receipts for the current premium or premiums upon request by the Executive Head Teacher or Governing Body within seven days of a request.

Neither the school nor the Local Authority shall be responsible for any injury to persons or damage to property arising out of the letting of the premises.

4. STATUTORY REQUIREMENTS

The hirer must not do or permit any act, matter or thing which would, or might, constitute an illegal or immoral activity affecting the school premises or which would, or might, vitiate in whole or in part any insurance affected in respect of the premises from time to time.

5. LICENSES AND PERMISSIONS

The hirer shall be responsible for obtaining any public licenses necessary in connection with the booking and should confirm with the school the licenses they hold.

Permission or license must be obtained from the copyright owner, the owner of the sound recordings (if appropriate) and the publisher for any public performance of music, musicals, operas, or stage plays. The borrowing of music scores or plays from a local library does not constitute permission to perform.

Regulated entertainment, public music, singing and dancing can only take place on premises which have a Premise's License authorising entertainment, or by applying for a Temporary Event Notice.

Hirers are reminded that it is illegal to photocopy music or plays without the express permission in writing of the copyright holder except in certain circumstances. Any infringement of this is liable to prosecution.

The hirer shall indemnify the governors against all sums of money which the governors may have to pay by reason of an infringement of copyright or performing right occurring during the period of hire covered by this agreement.

6. PUBLIC SAFETY

All conditions attached to the granting of the license, stage play or other licenses and the school's health and safety policy shall be strictly observed. Nothing shall be done which will endanger the users of the building, or invalidate the policies of insurance relating to it and its contents. In particular:

- a) Obstructions must not be placed in gangways or exits, nor in front of emergency exits, which must be available for free public access and exit at all times
- b) Fire fighting apparatus shall be kept in its proper place and only used for its intended purpose
- c) The fire brigade shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to the Executive Head Teacher
- d) The hirer is responsible for familiarising his/herself with the procedure for evacuation of the premises, the escape routes, assembly points, and shall be familiar with the fire-fighting equipment available
- e) Performances involving danger to the public shall not be permitted
- f) Highly flammable substances shall not be brought into, or used, in any part of the premises. No internal decorations of a combustible nature (e.g. polystyrene, cotton, hay, etc.) shall be undertaken or erected without the consent of the Governing Body
- g) No unauthorised heating appliances shall be used on the premises
- h) All electrical equipment brought into the building shall be subject to regular PAT testing and certification provided in evidence. The intention to use any electrical equipment must be notified on the hire application form. The Governing Body disclaim all responsibility for all claims and costs arising out of or in any way relating to such equipment
- i) Adequate supervision must be provided to maintain order and good conduct, and, where applicable, the hirer must adhere to the correct adult/pupil ratios at all times when these are specified for particular activities, e.g. by national governing bodies of sports, scouts etc.

7. THE HIRER'S RESPONSIBILITIES

The hirer must inform the school of any fault, damage or other problems with the premises or equipment encountered during the letting immediately.

No part of the premises is to be used otherwise than for the purpose of the premises requested.

No part of the premises requested is to be used for any unlawful purpose or in any unlawful way.

7.1 OWN RISK

It is the hirer's responsibility to ensure that all those attending are made aware of the fact that they do so in all respects at their own risk.

7.2 FIRST AID FACILITIES

It is the responsibility of the hirer to make their own first aid arrangements, such as the provision of a first aid kit, and the provision of first aid training for supervising personnel, particularly in the case of sports lettings. There is no legal requirement for the school to provide first aid facilities and use of the school's resources is not available.

7.3 FURNITURE AND FITTINGS

Furniture and fittings shall not be removed or interfered with in any way. Nor shall they be rearranged except by prior agreement and will be subject to reinstatement at the end of each session of use. No fittings or decorating of any kind necessitating drilling, or the fixing of nails or screws into fixtures which are part of the school fabric, is permitted. In the event of any damage to premises or property arising from the letting, the hirer shall pay the cost of any repair required.

Hall floors are used by children for physical education and no substance is to be applied to floors to prepare them for dancing or any other activity. No footwear liable to damage floors may be worn in school buildings. If activities involve outdoor use, participants should ensure footwear is cleaned before re-entering the building.

7.4 FOOD AND DRINK

No food and drink may be prepared or consumed on the property without the direct permission of the Executive Head Teacher in line with current food hygiene regulations.

7.5 KITCHEN/FOOD PREPARATION, FACILITIES AND EQUIPMENT

Third parties shall only be permitted to share use of kitchens and/or equipment where a member of the school's staff is available to supervise such use and subject to reimbursement of the resultant staff costs.

7.6 INTOXICATING LIQUOR

No intoxicating liquors are permitted to be bought, sold or consumed on any part of the premises without the permission in writing of the Executive Head Teacher/Governing Body, whose written consent must also be obtained prior to seeking any Temporary Event notice for the sale of alcoholic liquor from the local Licensing Authority. All evidence of intoxicating liquor must be removed from the premises at the end of the letting.

7.7 SMOKING

The whole of the school premises, which includes the grounds, is a non-smoking area, and smoking is not permitted.

7.8 BETTING, GAMING AND LOTTERIES

Nothing shall be done on, or in relation to, the premises in contravention of the law relating to betting, gaming and lotteries, and the persons or organisations responsible for functions held in the premises shall ensure that the requirements of the relevant legislation are strictly observed.

7.9 NUISANCE/DISTURBANCE

Hirers and organisers of events in the school premises are responsible for ensuring that the noise level of their function does not interfere with the other activities within the building nor to cause inconvenience for the occupiers of nearby houses or property.

7.10 DISPOSAL OF WASTE

The hirer must comply with the school's arrangements for disposal of any rubbish or waste materials.

7.11 ANIMALS

Except in the case of trained guide dogs for the blind and hearing dogs for the deaf, animals shall not be permitted on the school premises.

7.12 RULES

The hirer shall comply with any rules and regulations which the Governing Body shall make from time to time.

7.13 CHARGES AND CANCELLATIONS

The hirer acknowledges that the charges are as set out in the hire agreement, including any review arrangements specified. The letting may be cancelled, provided that in each circumstance at least 28 days notice either way is given. It is the hirer's responsibility to notify people appropriately of any changes in dates or venues at least a week in advance. Unless the terms and conditions have not been followed, or due to a breach of the policy, in which the Executive Head Teacher has the right to cancel the hire with immediate notice.

The Governing Body will not accept any responsibility for any loss, or other expenses however incurred by the hirer, in the event of a cancellation by the Governing Body as a result of circumstances beyond its control (including, without prejudice to the generality of the same, industrial action by its employees, or others, oil shortage, failure of electricity/gas supply).

The decision of the Governing Body as to whether the hire should be cancelled shall be binding on the hirer.

Where payment for the hiring of the school facilities is not reached by the prescribed deadlines, and/or without prior agreement by the Executive Head Teacher the Governing Body reserves the right to terminate the hire with notice of one week. The Governing Body will not accept any responsibility for any loss, or other expenses, however incurred by the hirer, in the event of the cancellation as a result of the circumstances described above. The decision of the Governing

Body as to whether a hire should be cancelled shall be binding on the hirer.

It is the hirer's responsibility to notify its club members appropriately of the withdrawal of the school facilities in the event of a cancellation for the reason outlined above

7.14 SUB-LETTING

The hirer shall not sub-let the premises, underlet or share possession with any other parties.

7.15 STORAGE ANCILLARY TO THE LETTING

The permission of the Governing Body/Executive Head Teacher must be obtained before goods or equipment are left or stored on the premises, except that the Executive Head Teacher is authorised to grant permission for the overnight storage of goods and equipment brought to the school for a particular event.

7.16 LOSS OF PROPERTY

The Governing Body cannot accept responsibility for damage to, or the loss or theft of, hirer's property and effects. It is the responsibility of the hirer to make his/her own insurance arrangements if required.

7.17 CAR PARKING

Cars shall not be parked so as to cause an obstruction at the entrance to, or exits from, the school. In particular the hirer must ensure that access to the school by emergency vehicles is not obstructed or delayed. Where parking accommodation is available, this must be used, and users of the school should avoid undue noise on arrival and departure.

7.18 TOILET FACILITIES

Access to the designated school's toilet facilities is included as part of the hire arrangements.

7.19 RIGHT OF ACCESS

The Governing Body reserves the right of access to the premises during the letting for emergency or monitoring purposes (the Executive Head Teacher or members of the Governing Body from the Finance Committee may monitor activities from time to time).

7.20 VACATION OF PREMISES

The hirer shall ensure that the premises are vacated promptly at the end of the letting session. The hirer is responsible for supervising any children taking part in an activity until they are collected by a responsible adult.

APPENDIX C

Hire Agreement

Confirmation of agreement to the above Terms and Conditions

Please complete and return to the school at least 10 days before the event. We will confirm the booking and notify you of the charges. You will need to send copies of any licenses required on confirmation.

Name of hirer _____

Signature of hirer _____ Date _____

Executive Head Teacher's acceptance of booking
(The approval of the Chairman of Governors must be obtained where the hirer requires alcohol to be brought onto the school premises).

Name _____ Executive Head Teacher

Signed _____ Date _____

Name _____ Chair of Governors

Signed _____ Date _____

LETTINGS INDEMNITY FORM

INSURANCE COVER – To comply with the conditions of the hiring agreement.

I hereby indemnify the school against any claims made against it arising from the use of hired premises. In addition I accept responsibility for any claims the school may have for any damage to its property arising from its use during my hire.

I maintain a Public Liability Insurance Policy, the details of which are as under:

Policy Number _____ Expiry Date _____

Name and Address of Insurance Company: _____

Indemnity Limit: _____

Signature: _____ Date: _____

SAFEGUARDING

The hirer agrees that systems are in place with regards to safeguarding measures as per the lettings policy:

Name: _____

Name of Organisation: _____

Purpose of Letting: _____

Date: _____

Signature: _____

DECLARATION (Please read before signing)

I have received a copy of the Hire Policy and Terms and Conditions for the hire of the school premises and agree to be bound by them. Any licenses necessary and the Theatres Act 1968 and the Cinematograph Acts 1909 and 1952 have been or will be observed and any requirements of the Licensing Justices, where necessary, have been or will be met. I agree to pay the charges due as required and hereby certify that the premises and grounds will be used only for the purpose stated.

I am over 18 years of age.

Signature _____ Date of application _____

NAME (BLOCK CAPITALS) Mr/Mrs/Ms/Miss _____

(Please be aware of the school's emergency evacuation procedure, which is attached for your information)

Please pass this form to the establishment, do not complete anything below this line

It is confirmed that the accommodation required is available for the time and date(s) requested. The head of the establishment has been informed, that where necessary the hiring has been approved by or on behalf of the governors and that the applicant has been informed accordingly.

Signature: _____ Date: _____ Executive Head Teacher

Signature: _____ Date: _____ Chair of Governors

APPENDIX D Initial request for hire of school premises and facilities

(Please complete this form in block capitals)

Please complete and return to the school at least 21 days before the event. We will confirm the booking and notify you of the charges. You will need to send copies of any licenses required on confirmation.

Accommodation and
Facilities required _____

Other requirements
(e.g. chairs set out, equipment, etc) _____

Dates and times _____

Purpose of letting _____

Name of organisation _____

Will alcohol be brought
onto the premises _____

Are you obtaining a license
for sale of alcohol _____

Have you insurance to
cover the event _____

Full name of hirer Mr/Mrs/Miss _____

Address of hirer _____

Contact Number _____

Signature of hirer _____ Date _____

Dear _____

Thank you for your interest in the hire of Boxgrove Primary School premises and facilities.

After careful consideration it has been decided by the Executive Head Teacher to grant your request.

Please read and sign the enclosed documents and return to the school along with a deposit of £ _____ at least 10 days before the event.

Yours sincerely

Ms Holly Broughton

Executive head Teacher

Dear _____

Thank you for your interest in the hire of Boxgrove Primary School premises and facilities.

After careful consideration it has been decided by the Executive Head Teacher to decline your request.

Below are the reasons for the refusal. Please do not hesitate to contact the school if you have any further questions.

Yours sincerely

Ms Broughton

Executive Head Teacher
