



Lettings Policy

ADOPTED: May 2017

REVIEWED:

DATE OF NEXT REVIEW:

1. Adoption

The Governing Body at their meeting on **Thursday 22nd October 2015** adopted the lettings policy set out below.

2. Introduction

The Governing Body regards the school buildings and grounds (which are owned by *Suffolk Local Authority*) as a community asset and will make every reasonable effort to enable them to be used as much as possible.

However, the overriding aim of the Governing Body is to support the school in providing 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.

3. Definition of a letting

A letting 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
- WSA organised events
- Services provided by partner organisations such as Parish Councils, Local Authority meetings and Suffolk District Council meetings or activities.

4. Priority for lettings

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 lettings.

The following lettings are especially encouraged:

- Lettings 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
- Lettings to parents attached to the school
- Lettings to people living in the school's local community
- Lettings to voluntary organisations
- Lettings to parent support groups
- Lettings to self help groups
- Faith groups
- Lettings to women's groups
- Lettings to people with a disability
- Lettings to low income groups
- Lettings to children's groups
- Lettings youth groups

The following activities are not considered to be appropriate for lettings 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

5. Types of Lettings

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

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

6. Charges

The Governing Body is responsible for setting charges for the letting of the school premises. The scale of charges will be reviewed *annually by the Governor's Finance committee* for implementation from 1st April for the next financial year. Details of current charges will be provided in advance of any letting being agreed.

For the purpose of charging, the 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 lettings, as they deem appropriate. The basis of charging will be determined by the purpose for which a letting is arranged.

The school is constrained by law to apply value added tax to all transactions where this is appropriate. The letting 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 a letting. The timescale and charges for cancellations are set out in the Terms and Conditions for Use of School Premises (Appendix 1)

7. Conduct of users

This is set out in the Terms and Conditions for Use of School Premises.

8. Security

The Head teacher has delegated authority to determine the security risk for each letting and will be responsible for allocating a continuous security presence or other control measure.

9. Management of lettings

The Governing Body has delegated day-to-day responsibility for lettings to the Head teacher in accordance with the Governing Body's policy. Where appropriate, the 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.

If the Head teacher has any concern about whether a particular request for a letting is appropriate or not, they will consult with the *Chair of Governors*.

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

11. Considering applications for lettings

Organisations seeking to hire the school premises should approach the Headteacher. Details of charges and conditions of use should be given or referred to.

An Application Form for the Use of School Premises (Appendix 2) should be completed at this stage. A record of all enquiries should be kept on file.

The Headteacher will decide on the application with consideration to:

- the priorities for lettings agreed by Governors and set out in the school's lettings policy
- the availability of the facilities and staff
- the school's 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.

12. Issuing a Lettings Contract

Once a letting has been approved, a Lettings Invoice (Appendix 3) will be sent to the hirer, enclosing a copy of the terms and conditions and the Lettings Contract (Appendix 4).

The Lettings Contract should then be signed and returned to the school. The school shall be in receipt of these signed copies before a letting takes place.

The person applying to hire the premises will be invoiced for the cost of the letting, 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 along with confirmation of the letting (Appendix 5). All lettings fees received will be paid into the school's individual bank account. The income and expenditure relating to lettings should be clearly recorded by the school and reported under the guidelines for Consistent Financial Reporting.

The Headteacher on behalf of the Governing Body has the right to refuse an application, and no letting should be regarded as "booked" until approval has been given in writing and payment received in full. The reason for refusals should be recorded on the bottom of the application for lettings form and fully explained to the enquirer.

GUIDANCE FOR SCHOOLS REGARDING LETTINGS

Policy Statement

The Directorate for Children and Young People's Services health and safety policy is that agreements with hirers should include the arrangements relating to health and safety. In particular, arrangements for fire safety procedures and emergencies should be covered in detail. Suitable insurances must also be in place.

Definitions

Those people making use of the premises hired under a letting agreement between the school and the hirer are known as users in this document. The person or organisation actually entering into the contract with the school is the hirer. There should be a person or persons 'supervising' or organising the users - in this document the term steward is used for these.

Points for schools to consider

- Lone working procedures need to be in place to cover the person locking up and other support activities. Separate guidance on [lone working](#) is available on the Schools Portal. The school should consider whether additional security is needed when letting the premises and detail this in the risk assessment. If the school allows the hirer to undertake the locking up after the letting, the hirer is responsible for the health and safety issues, not the school.
- Lettings may occur during the hours of darkness. Is adequate and sufficient lighting provided inside and outside the premises to assist with safe access and egress, including around the car park? If the hirer will be in control of such lighting, they must be shown where the switches are. Timed lights may need to be adjusted if not set up for the hours of the letting. If emergency /outside lighting is not in situ this should be made known to the hirers – the hirer should be advised to consider the provision of sufficient torches for stewards or users. If no permanent emergency lighting is installed, the stewards must have torches to assist in the event of an evacuation.
- Are procedures in place in the event of a fire alarm call point being set off accidentally?
- Are details of vehicle and pedestrian entrances and exits, parking facilities, toilets (if available), etc. made known to the user?
- Has the hirer been informed that parking is made available only on the basis that it is at the vehicle owner's risk? The school and county council will accept no responsibility for damage howsoever caused to vehicles and other property while the user is on the school site.
- Are the rooms that are made available to hirers checked periodically (not less than once per term) to ensure that they are in a suitable condition for the specific activity that any lettings will involve? Records of such inspections must be kept. The school is not responsible for the users' activities, but should assure themselves that the activity and the hired room/equipment available are compatible.
- Hirers may legitimately request to see the fire risk assessment. If applicable, different fire procedures needed for evenings or other times when lettings take place will need to be recorded in the fire risk assessment.

- Hirers may ask to see risk assessments for school use of equipment etc. There is no particular reason why these should not be made available, but the hirer must be advised that they cannot rely on the school's risk assessments for any activities carried out during the letting, because the school's risk control measures will be different to those in place during the hiring. The hirer is not automatically entitled to take copies of the school's risk assessments. The school may legitimately be asked to see maintenance records for equipment to be used during the letting.
- Any precautions required to ensure the users' safety when using equipment are the responsibility of the hirer. This includes, for example, the provision of information and training in the use of the equipment. Generally speaking, equipment should be provided by the hirer and not by the school. However, an exception may be that emergency stop buttons and key operated isolator switches (which may be found in woodworking and metalworking areas, for instance) must be available to hirers where the use of the equipment is an integral part of the hire of the premises.
- Information must be provided to hirers, users and stewards about any necessary health, safety or security arrangements relating to the premises and any equipment that may be used. It would be advisable to ask the hirer to sign to acknowledge receipt of the information (preferably as part of the hire contract).
- In the case of swimming pool hire, the hirer is responsible for pool water testing and maintenance, lifeguard provision and emergency procedures. The authority may require hirers to provide a copy of their standard operating procedures (SOP) and their emergency action procedures (EAP) for monitoring purposes.
- The governing body must ascertain that organisations and individuals providing out of school activities for children (whether or not from the school) have suitable child protection arrangements, and are suitably informed and vetted. The hirer and stewards must know what to do if they suspect, or are informed, that a child is being abused.

General Conditions that the Hirer should be aware of before entering into an agreement with the school

- The hirers must report to reception on arrival and sign in. Hirers are responsible for signing in and for monitoring persons on site, so that in the event of a fire alarm, all persons can be accounted for. If some other arrangement is agreed with the school the agreement must be recorded in writing.
- All statutory requirements, including those relating to health and safety matters, must be observed. School specific requirements must also be complied with. In all cases, the hirer must ensure that risks associated with the activity are properly controlled throughout the hire period and that the premises are returned to the control of the school in a clean and satisfactory condition. Any specialist cleaning or disinfection required as a result of the hirer's/user's activity in the premises will be the sole responsibility of the hirer (this applies in particular to animal and bird fairs, pottery work using high silica clays and more toxic glaze materials, etc).

- The cost of any maintenance or repair work which is necessary because of the hirer's/user's activities will be borne by the hirer.
- The school must ensure that hirers are acquainted with the emergency and evacuation procedures (which should be on display), including the location of the fire alarms, extinguishers and emergency exits and muster points. This can be done during a premises familiarisation session in advance of the actual hiring. Once completed the hirer takes responsibility for briefing other users associated with the hiring.
- It is the responsibility of the hirer to provide first aid equipment and trained personnel. They must also carry out their own fire drills and organise their own fire procedure, including calling the Fire Service if a fire is suspected or has been seen, identifying a muster point and carrying out a check of users.
- Fire appliances must not be removed or tampered with other than for fire fighting purposes.
- The hirer will ensure that the users' activity is not so loud or otherwise obtrusive as to render the fire alarms ineffective. Where a modern, electronic fire detection and warning system is not available in the school the hirer must provide the means for alerting the hirers of the need to evacuate. This is particularly important where the school's normal fire alarm system may not be suitable for those with special needs. For example, a fire alarm that provides an audible warning only may not be suitable for a deaf person and the hirer must make suitable compensating arrangements for all similar circumstances. The hirer is responsible for drawing up specific evacuation plans for any disabled people.
- The hirer must ensure that only that part of the building actually hired is used and must observe any instructions given by the site supervisor/ member of school staff concerning the area available.
- Smoking is not allowed in any part of the school premises.
- 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.
- Fire exits must not be blocked or locked, nor should furniture, equipment, or other obstructions be placed in corridors during the hiring.
- The hirer shall not allow so many users into the premises as to exceed the seating and/or dancing capacity of the premises declared in the hiring agreement. Even if the stated capacity is not exceeded, the hirer will not use the space provided in such a way as to create conditions of over-crowding or to impede safe and effective escape from the premises in an emergency.
- The hirer shall provide a sufficient number of stewards as may be necessary to ensure adequate and efficient supervision of the users during the letting. Attendants and stewards should ideally wear badges identifying them as such.

- The hirer is asked to arrange for users to park in designated areas only. Grass or roadways may be used with the school's expressed permission. This information must be conveyed to any person who may attend an event/activity
- All scenery, costumes and drapes used for stage performances or the like should be of a fire resistant material.
- The Headteacher reserves the right to have a member of school staff present throughout the letting and to put a stop to any event that is not properly conducted.
- The hirer is responsible for providing access to a mobile telephone for emergency purposes, but should the school wish to make a land-line available to the hirer during lettings, the agreement should be included in the hiring contract. The hirer must contact a representative of the school as soon as practicable in the event of an emergency that puts the premises or school property at risk. The school must provide a contact number for such emergencies.
- Should children be present, adults must directly supervise them at all times.
- Hirers must have regard to the national standards of qualification, experience and overall competence of instructors/supervisors/coaches for sporting and other activities. Where the hirer is providing a service endorsed by Suffolk County Council then national competence standards and the Children and Young Peoples Services Directorate's supervision requirements must be met in all cases.
- If coaching children or vulnerable adults, requirements on Criminal Record Bureau checks must be followed. The Safeguarding Vulnerable Groups Bill (March 2006) is likely to become law in 2006 and further guidance will be available from the government. Contact the county council for up to date advice if any doubt exists.
- The hirer is responsible for ensuring that premises are left in a clean and tidy condition, including replacing any furniture that may have been moved. Any additional expense incurred by the school in the moving and replacement of furniture and equipment, or extra cleaning that may be necessary in returning the premises to a satisfactory condition, shall be recharged to the hirer.
- When hiring the field or other outdoor services, the hirer should consider the need for changing facilities, toilets etc. and negotiate with the school about availability. Where practical, these will be made available.

Insurance

- It is the responsibility of the hirer to effect suitable public liability and other relevant insurance cover. As a general rule cover up to £5 million is required. However, schools do have the option of taking out the Hirers Liability insurance policy for non-commercial hirers. This insurance indemnifies the hirer and not the school, but for certain lettings it does relieve the school of the burden of checking that the hirer has suitable cover. The cost is 10% of the lettings charge. In case of query schools may contact the Insurance Section on 01473 265604.

In the event of an incident, fire or near miss:

- The school must ensure that County Council Incident Report forms are made available to the hirer who, in turn, must ensure one is completed whenever necessary. The school should follow up the report to ensure that it is completed correctly and that an investigation is undertaken. A review of the risk assessment for the activity will be required. If the hirer has produced a risk assessment then the hirer is responsible for undertaking the review and informing the school of any findings that may be relevant. Schools are NOT responsible for undertaking risk assessments for hirer's activity(ies).

In the event of the fire

- The Hirer will call the Fire Service (if school staff are not present and supporting the activity)
- 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.
- Fires must be reported using the County Council Incident Report form.

Licences

- The hirer is responsible for ensuring that any necessary licences required for a particular event have been obtained, such as theatre, performing rights or cinematograph licences. The school, where considered necessary, will normally obtain public entertainment licence for the premises.
- Under the Licensing Act 2003 schools are likely to need a premises licence.

BOOKING PROCEDURES CHECKLIST

1. Issue application + Conditions of Usage and Booking Procedures to the potential Hirer (as attached).
2. Receive completed application form (mark date of receipt).
3. Assess suitability of applicant.
4. Check availability of premises.
5. Check availability of caretaker.
6. Check availability of /notify caretaking/ kitchen staff, where appropriate.
7. Book let into diary with hirer's contact number.
8. Send permit and invoice for booking.
9. Receipt of deposit/payment in full.
10. Register Public Liability payment
11. Send receipt of payment to the hirer.
12. Receive any outstanding payment (where in two stages).
13. Confirm booking in diary, with caretaker
14. Send receipt to hirer and confirmation of booking.
15. Process payment
 - send payment.
 - log payment into lettings accounting system
 - confirm transfer of payment into school budget
16. If payment does not appear on school's budget print out at least 7 days prior to letting date, check if there is problem. If cheque has not been cleared, inform Hirer IMMEDIATELY that letting agreement will be cancelled unless full payment is received in cash within 24 hours.

N.B. If payments are not made into the school account via the local authority, please remember that all payments must be declared for VAT purposes.

TERMS AND CONDITIONS FOR USE OF SCHOOL PREMISES**BOOKING PROCEDURES**

1. Applicants should fill in an application/booking form and return to the main school office.
2. The person signing the application form (then known as “the Hirer”) is responsible for all aspects of the let.
3. By signing the application form, the person signing is acknowledging and agreeing to adhere to all aspects and conditions of our school’s lettings policy.
4. A signed application does not guarantee the booking will be granted.
5. Where the application for a let is accepted, the applicant will be sent a letter provisionally confirming the let and an invoice to cover the cost of the let and any additional returnable deposit required.
6. The hirer should then pay the booking invoice, in full, 28 days prior to the date of the let, and ensure that they receive a receipt of payment. This will then confirm the booking agreement. Any returnable deposit required (i.e. for special functions) must be paid immediately within 72 hours of the date the booking form was sent. Failure to pay the invoice and returnable deposit (where required) will result in the application for the let becoming void.
7. Where deposits are paid, the hirer must ensure that he/she meets the representative of the Governing Body (usually the caretaker) and signs for the conditions of the building on arrival. At the end of the hire period, the hirer is responsible for agreeing and collecting the Caretaker’s Certificate and Kitchen Certificate (where applicable).
8. Where applicable, the Caretaker’s Certificate and Kitchen Certificate should be presented to school at the main office, within 48 hours (72 hours if the let takes place at the weekend) after the let in order to claim back any refund. Failure to do so will mean that the deposit is not returnable.
9. Hirers will automatically be charged for public liability insurance at a cost of £2.50 as part of the booking charge unless proof of adequate equivalent insurance is shown to the school (a photocopy will be taken for the records).
10. Any requests for amendments to the booking must take place at least 14 days prior to the date of the let. Where amendments are agreed, an additional administration charge of £2.00 will be payable. The hirer must not presume that any amendment will automatically be agreed. Confirmation of any amendments will be sent to the hirer in writing.

BOOKING TIMES

1. There will be no access to the premises before the commencement of the period. Hirers must allow sufficient time for preparation before the event when booking the time of the let.
2. Hirers must have left the premises by the end of the booked period. Sufficient time must be included to allow for clearing away and for all participants to leave the premise by the end of the booked period.
3. Availability of premise is negotiable. Please contact the school to find out the current hours of access.

CANCELLATIONS

1. The Governing Body must be notified of any cancellation at least 4 weeks prior to the date of let. However, notification at the earliest possible time is appreciated.
2. Where notification is given to the Governing Body at least 4 weeks prior to the date of the let, the booking charge will be refunded in full apart from the set administration charge. Your custom will be welcomed again at any time in the future.
3. Where notification is given to the school between 2-4 weeks prior to the arranged date of the let, the hirer will be entitled to a 50% refund only.
4. Where notification of cancellation is given less than 2 weeks prior to the arranged date of the let, the hirer will not be entitled to any refund.
5. Where a cancellation is made by the Governing Body of the school, the hirer will be entitled to a full refund. The Governing Body will endeavour to notify the hirer at the earliest possible moment, however, no guaranteed period of notice can be offered. Regardless of when notification is given to the hirer, the hirer will not be entitled to any compensation.

Please note :

- a. The above conditions apply for cancellation of total or part of a booking.
- b. Where the Hirer makes a permanent cancellation during the course of a letting agreement, the Hirer will receive a refund for any outstanding sessions but no compensation will be available. The administration charge will still stand.

COMPLAINTS PROCEDURES

What if the school has a complaint about our group/organisation?

If the school has concerns about a let the following procedures will be followed :-

1. A representative of the Governing Body will verbally raise the concern with the named Hirer.
2. The situation will be monitored for two sessions to allow the issues to be addressed.
3. If the situation remains unresolved, the Hirer will receive written notification of the concern and a further two sessions will be given to allow the Hirer to address the situation.
4. If the matter remains unresolved, the Hirer will receive formal written notice of termination of the booking agreement. This will be implemented 72 hours from the date of the letter of notification.

Please Note: If the Hirer blatantly breaks the conditions of usage, the let can still be terminated immediately .

What if I, as the Hirer, have a complaint about my let or booking agreement?

If you as the Hirer, have a complaint or concern regarding your let, the following procedures should be followed :-

1. Talk to the named representative of the Governing Body and discuss the problem. Allow 5 working days for the situation to be resolved.
2. If still unresolved, the Hirer should notify the Governing Body through the Head Teacher in writing and allow 5 working days for the situation to be resolved.
3. If still unresolved, the matter will be placed on the agenda of the next appropriate committee of the Governing Body. (If the concern needs urgent attention, a special meeting of this group will be convened.)
4. If still unresolved, the matter will be taken to the next full Governing Body meeting and the Hirer will receive a written response from the Chair of Governors detailing the outcome.

What if a third party complains?

1. If the school receive a complaint from a third party the Governing Body will be notified of the complaint.
2. The matter will be investigated by a representative of the Governing Body and a written response will be sent to the complainant within 10 working days.

3. If any further correspondence is received, the matter will be placed on the agenda of the next appropriate Governing Body committee. A final response will then be sent by the Chair of the Governing Body explaining the final outcome.

APPEALS PROCEDURE

1. If a Hirer has a letting agreement withdrawn, they have a right to appeal to the Governing Body.
2. The appeal should be made in writing and will be presented at the next full meeting of the Governing Body.
3. The Hirer will be informed of any action and/or decision taken by the Governing Body.
4. The Governing Body's decision is final.

LETTINGS INVOICE

Date: _____

Dear

With reference to your application to let school premise dated _____ we are pleased to inform you that permission has been given to use the accommodation/facilities at our school, details as stated below. This permission is dependent on:

1. all regulations and conditions stated in our School Letting Policy being met
2. the receipt of payment of any deposit required within _____ days of the date of this invoice, and
3. the cost of your let (as stated below), being paid within _____ days of the date of this invoice.

ACCOMMODATION REQUIRED	TIME FROM TO	DATES	TOTAL HOURS	COST PER HOUR	TOTAL COST
ADMINISTRATION CHARGE					
PUBLIC LIABILITY INSURANCE					
RETURNABLE DEPOSIT					
TOTAL COST					

Yours sincerely

All cheques should be made payable to **“Suffolk County Council”** and returned to the school at the address shown above.

LETTINGS CONTRACT**To the Governing Body of Waldringfield Primary School**

I _____ (please print)

Of _____ Organisation

being over the age of 18 years, hereby apply for permission for the above stated Organisation to use the school premises as stated overleaf. I understand that if permission is granted, it will be subject to all conditions of usage within the school's letting policy. I have read this lettings policy and understand that the permission to use the school premises will only be effective provided the conditions and regulations stated in the school's letting policy are adhered to.

I, on behalf of my Organisation, hereby agree to follow all conditions of the school's letting policy should permission be granted to use the school premises.

I understand the school, through the Council, maintain a Policy of Insurance in respect of the use of the above accommodation which, subject to its terms and conditions, will indemnify the applicants against liability at law and claimant's costs and expenses in respect of:

1. Death of or bodily injury to or illness of any person (fatal or otherwise) or damage to property other than property belonging to the Council to a limit of £1,000,000 in respect of any one accident.
2. Damage to any property belonging to the Council to a limit of £25,000 in respect of any one incident, with an excess of the first £50 of any loss or damage in respect of each hiring.

provided that I, on behalf of my organisation, take out Public Liability Insurance at a cost of £2.50 per session, as a requirement of conditions to use the school premises within the school letting policy.

I am aware that paying this premium does not absolve myself and my organisation (as the Hirer) of the responsibility for injury or damage caused by our neglect during the hire.

I understand I must give immediate notice in writing, of any accident, damage or proceedings and no repudiation of liability negotiation or admission of liability shall be made to any Third Party. I will also give the same immediate notice, in writing, to the Chair of Governors of the School.

I, on behalf of my Organisation, agree to indemnify and keep indemnified the Governing Body and Council from and against all loss, damage, costs, claims, demands, expenses or charges which the Governing Body or Council may sustain or incur in respect of any matter arising out the use of the school premises or the conditions relating thereto insofar as the same are not covered by the said or any other policy of insurance effected by the Governing Body or Council or the obligation to give notice of any accident, damage, or proceedings as aforesaid is not fulfilled by us and to pay to the Governing Body or Council on demand at the school office or Council's offices all such sums as may be payable by reason of this indemnity.

Signature of Applicant (Mr, Ms, Mrs) _____

Occupation _____

I understand it is my responsibility, on behalf of my organisation, to ensure that any area of accommodation used in the course of the letting is left in the condition in which it is found. I must also ensure that my organisation leave the premises at the time stated on the Permit.

Address _____

Telephone No. (if any) Home _____ Work _____

Date _____

(Place on headed paper)

CONFIRMATION OF BOOKING TO LET SCHOOL PREMISES

Dear

This is to certify confirmation of your booking to let the school premises as detailed in the Letting Invoice dated _____ which was previously sent to you.

Please find enclosed a receipt for payment covering the cost of this let.

We hope you will find our premises a satisfactory venue for your let and will consider using us again in the future.

Yours sincerely

On behalf of the school.

(place on headed paper)

REMINDER RE: LETTINGS INVOICE

Dear

We note from our records that the balance of payment for the above letting is now due.

Please pay, by _____(date) the sum of £_____ which is the balance now due.

Cheques should be made payable to “Suffolk County Council” and returned to the school at the address as show above.

*We would also like to remind you that a deposit of £_____ is also due for payment now.

Failure to pay the amount due by _____(date) will mean that your booking to let part of the school premise will NOT be able to go ahead.

We thank you for your co-operation.

Yours sincerely,

On behalf of the School.

(*delete as appropriate)

(place on headed paper)

HIRER’S AGREEMENT WITH CARETAKER
(Caretaker’s Certificate)

This agreement must be signed by both the Hirer (or Agent) and the Caretaker.
This agreement calls for the Hirer (or Agent) and Caretaker to check the condition of the area and facilities covered by the Hirer’s booking at the beginning and end of the letting.

This agreement also covers any time which is spent by the Caretaker on duty beyond that of the Hirer’s booking.

We have agreed that the condition of the area is acceptable on taking charge of the hired area.

HIRER: Signature:

CARETAKER: Signature:

Date:

Time:

We have agreed that the condition *is/is not acceptable compared to that on taking charge of the hired area.

We are agreed that the Caretaker *was/was not/will be required to spend extra time on duty.

Estimated time required:

but should the time exceed this, the Hirer will be advised at the earliest possible opportunity.

HIRER: Signature:

CARETAKER: Signature:

Date:

Time:

(*Please delete as necessary)

CONDITIONS OF LETTING SCHOOL KITCHEN

THE KITCHEN MUST BE LEFT CLEAN AND TIDY AFTER LETTING

1. Ovens and cooker tops must be cleaned.
2. Sinks must be cleaned out and wiped dry.
3. All worktops must be wiped down.
4. Floor must be swept clean and mopped if necessary.
5. All utensils used must be cleaned, dried and returned to their original place.
6. Only adults preparing food are permitted access to the kitchen area.
7. NO SMOKING in the kitchen at any time.
8. NO CHILDREN in the kitchen at any time.

You are advised that you must adhere to the times agreed as stated in your letting agreement.

Please make sure adequate time is left before the end of your let to ensure the kitchen is left clean and tidy.

Please ensure the Kitchen Supervisor's Certificate has been signed by both yourself (the Hirer) and the Duty Kitchen Supervisor at the beginning and end of the letting.

