



**APPLICATION FOR LETTING OF SCHOOL PREMISES**

**This form must be completed and returned to the Finance Office, at least 14 days before the date of the proposed letting.**

Are you a group affiliated to a league?                      Yes                       No

Group Name: .....

Purpose of Group: .....

Accommodation Required: .....

Date(s) Required: .....

Time(s) Required: .....

Maximum Number of Persons Using the Premises: .....

**Name and address of person to be invoiced:**

Name: .....

Address: .....  
.....  
.....

Telephone No: .....

**Insurance :**

I will arrange my own insurance cover for damage/liability    Yes                       No

**Please attach a copy of your insurance policy for our records**

OR

Please add 10% premium to my invoice                      Yes                       No

***I understand that I am acting as the hirer and I agree to abide by the conditions laid down by the School Governing Body for the letting of the school premises. All adults working with children have DBS checks and also appropriate coaching qualifications if these are required for the activity taking place.***

Signed (applicant): ..... Date: .....



<b>Monday to Friday Rates</b>	
Sports Hall	£28.00 per hour
Gymnasium	£25.00 per hour
Dance Studio	£18.00 per hour
Drama Studio	£15.00 per hour
Classroom / meeting room	£15.00 per hour £100.00 per day
3G pitch (Half pitch)	£40.00 per hour
3G pitch (Full pitch)	£80.00 per hour
Saturday match rate (Full pitch)	£160.00 per 3 hour session
Grass pitch (Half pitch)	£28.00 per hour
Grass pitch (Full pitch)	£50.00 per hour

**For office use only:**

Insurance Checked: .....

Invoice Issued: .....

Signed (school): .....

## **SPORT LETTINGS**

### **VAT**

Lettings for non-sporting activities are an exempt supply as are lettings for sports with no equipment (goals, nets, posts, mats) other than floor markings.

Otherwise, the letting of school premises is at a standard rate of supply, if there is no educational aspect, and it is a single let for less than 24 hours.

However, if **all** the following criteria are met then the supply will be exempt:

- There is a series of lets which consist of ten or more sessions
- Each session is in the same place
- The interval between each session is at least one day and not more than fourteen days apart (unless due to unforeseen circumstances)
- The series has to be paid for in full and there is written evidence to this
- The let must be to a school, club, association or an organisation representing affiliated clubs or constituent associations (such as a local league)
- The person to whom the facilities are let has exclusive use of them during the sessions.

### **CHARGING POLICY**

It is the policy of the Governors to make available to the community the facilities and expertise of Fred Longworth High School. This will be done for the benefit of the students and the community so far as it does not hinder the work of the school.

All lettings will be in line with the adopted policy and customs and follow the standard conditions of hire listed below (1 – 24).

Lettings charges will be broadly in line with those of the Local Authority reflecting the different categories of uses; commercial/business, private/social, charitable and those catering for children on a non profit making basis.

Lettings charged will have the flexibility to cater for those who use the premises for a large booking or over a long period of time. Favourable rates will also be offered to help worthwhile enterprise become established or help to maintain activities in times of difficulty.

The charging policy will be reviewed annually and adjusted to suit changing circumstances.

**STANDARD CONDITIONS OF HIRE FOR SCHOOL PREMISES AND SCHOOL SPORT PITCH(ES) – ADOPTED BY FRED LONGWORTH HIGH SCHOOL**

1. **THE HIRER:** Will, during the period of the hiring, be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage however slight or change of any sort and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car-parking arrangements so as to avoid obstruction of the Highway or any playgrounds.
2. **THE HIRER:** Shall not use the premises for any other purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or any insurance policies in respect thereof nor allow the consumption of alcoholic liquor thereon without written permission.
3. **THE HIRER:** Shall be responsible for obtaining such licenses as may be needed whether for the sale or supply of intoxicating liquor (an application for which license cannot be made if the deed Prohibits the consumption of alcohol liquor), from performing Right Society, or otherwise and for the observance of the same.
4. **THE HIRER:** Shall comply with all conditions and regulations made in respect of the premises by the Fire Authority and Local Authority, the Local Magistrates, Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays.
5. **THE HIRER:** Shall be liable for the cost or repair of any damage done to any part of the property including the curtilage thereof or the contents of the buildings which may occur during the period of the hiring or any costs incurred as a result of the hiring.
6. **IF THE HIRER:** Wishes to cancel the booking before the date of the event and the Governing Body is unable to conclude a replacement booking, the question of the payment or repayment of the fee shall be in the discretion of the Governing Body.
7. **AT THE END:** Of the hiring, the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise the Governing Body will be at liberty to make an additional charge.
8. **THE GOVERNING BODY RESERVES:** The right to cancel this hiring in the event of the facility being required for use as a polling station for Parliamentary or Local Government election or by election or Parents Evening and Open Evening, in which case the Hirer shall be entitled to a refund of any deposit already paid.
9. **IN THE EVENT:** Of the facility or any part thereof being rendered unfit for the use for which it has been hired the Governing Body shall not be liable to the hirer for any resulting loss or damage whatsoever.
10. **THE HIRER:** agrees and undertakes to indemnify the Governing Body against all losses claims demands actions proceedings damages costs or expenses or other liability arising in any way from this agreement or any breach of any of the obligations on the part of the Hirer contained in this agreement.

11. No more than the number of persons stated in the model agreement shall be allowed to use the premises at any one time.
12. No bolts, nails, screws, bits, pins, spikes or other objects shall be driven into the fabric or furnishings of the premises. No articles may be fixed thereto and there shall be no structural alterations.
13. No slogans, advertisements, flags, emblems or decorations shall be displayed outside the premises.
14. No exits may be blocked or chairs or obstructions placed in corridors or fire appliances removed or tampered with and the Hirer shall ensure that users of the premises are aware of the locations of emergency exits and that Hirers staff know the location of fire fighting equipment.
15. Any lights or other electrical apparatus which shall be connected to the electrical installation in the premises shall be properly insulated and used and electrical plugs and sockets shall not be overloaded.
16. All scenery and costumes used for stage performances and the like must be fireproofed.
17. All functions must be open for inspection by Officers of the Local Authority and the Police.
18. If the hiring includes the use of the School Kitchen, the Hirer shall comply with such conditions as the Governing Body may prescribe at the time of the hiring.
19. The Hirer shall make such provision for such Insurance cover as the Governing Body may require and shall pay all premiums due thereunder, and produce the policy or policies of insurance 48 hours before the time of the hiring.

#### **ADDITIONAL REQUIREMENT FOR SPORTS PITCH(ES)**

20. Where changing and shower facilities are provided the Hirer will be responsible for their cleanliness and also for any damage sustained whilst being used by them. The Governing Body accepts no responsibility for personal belongings left in changing rooms during the period of hire. Dressing room accommodation must only be used by teams playing on the pitch(es) and not by teams playing elsewhere.
21. Sports pitch(es) may only be used by the Hirer for official fixture and cup matches and must not be used for training, friendly or practice matches without prior written consent of the Governing Body.

The Hirer shall indemnify the Governing Body against any accident or injury arising from the Hirers use of the pitch(es).

22. The Hirer must keep strictly to the sports pitch(es) allocated and must not transfer to adjoining vacant pitches (or grounds) without first obtaining the necessary authorisation of the Governing Body. The Hirer will run the risk of losing its pitch allocation if found defaulting.

- 23.** Where the Hirer shares the pitch(es) with another Hirer it is either the Hirer or League Secretary's duty to arrange fixtures accordingly. Any duplication of home fixtures will be resolved by the respective Hirers. Hirers League Secretaries must provide a list of all home fixtures to the Governing Body on either monthly or weekly basis.
  
- 24.** When exceptionally bad weather prevails the decision of the Governing Body on the suitability of the using the sports pitch(es) shall prevail and be final.