

**COMMUNITY BUSINESS
LETTING OF SCHOOL PREMISES**

Name and address of applicant:

.....

.....

Date(s)

Times: Entry Departure:
(see paragraph 2.1)

Organisation represented:

Purpose for which premises are required:

Is a charge to be made for admission: YES / NO

Rooms & equipment required: *(please state how many)*

Cloakroom		Hall		Classroom		Football pitch <i>(indicate sport)</i>	
Flipchart holder		Laptop		Projector		Flipchart & pens	
Chairs (state number required)				Room set up e.g conference style			

Do you have any catering requirements? Yes / No

If yes, please describe briefly what these may be:

.....

.....

TO BE COMPLETED ONLY IF PORTABLE ELECTRICAL EQUIPMENT IS TO BE USED

A

Bridgnorth Endowed School has a responsibility under the Health & Safety at Work Act to establish that any equipment brought onto school property is safe for use. It is essential that electrical equipment is tested periodically by an approved electrical contractor. Confirmation is required before a letting is approved that any equipment to be used is tested and safe. Contractors should be members of National Inspection Council for Electrical Installation Contracting or the Electrical Contractors Association. Details of testing procedures are set out in Guidance Note 23 available from the Health & Safety Executive.

I on behalf of certify that the electrical equipment to be used on Bridgnorth Endowed School premises has been tested recently by a registered contractor and has been passed as safe for use.

The equipment is to be used at **Bridgnorth Endowed School** on

Date Signed

TO BE COMPLETED ONLY IF MUSIC IS TO BE PERFORMED OR RELAYED

B

I hereby acknowledge that, as the hirer of the above premises on the date and for the purposes indicated, I am responsible for the making of all arrangements with the Performing Rights Society Ltd and, if records are relayed, also with the Phonographic Performance Ltd for obtaining licences and for paying royalties in respect of works performed, and I HEREBY UNDERTAKE to indemnify Bridgnorth Endowed School against any actions or claims in respect thereof.

Date Signed

C

TO BE COMPLETED BY ALL USERS – FIRST READ THE CONDITIONS OF LETTING OVERLEAF – PLEASE NOT PARTICULARLY SECTION 2.4

I declare that I have studied the conditions laid down on the reverse of this form and guarantee that they will be observed. I undertake to pay on demand (a) the charge at least one week before the date of booking as assessed and (b) the cost of making good any damage which may have been done to the School buildings or furniture or other property of the school during or in consequence of the proposed occupation.

I declare that I have public liability insurance to the minimum value of £5,000,000 and will provide proof of insurance with this application.

Date Signed

TO BE COMPLETED BY THE DIRECTOR OF BUSINESS & FINANCE

I have seen and attach a copy of proof of public liability insurance to the minimum value of £5,000,000.

D

Date Signed

I agree to this application being granted and will give the necessary instructions to the site manager. The site manager will / will not be required to be in attendance for the full period of the letting.

Date Signed

While every attempt will be made to make the desired premises available on the occasions required, or to provide a suitable alternative, it must be recognised that circumstances may occasionally arise which could necessitate the use of the accommodation by the School. In such circumstances alternative times and dates may be offered in lieu.

The School reserves the right to vary the conditions of letting.

FOR OFFICE USE

	Premises Rent		Additional		Total	
	£	P	£	P	£	P
Classroom						
Hall						
Sports pitches						
Chairs						
Weekend rates						
Projector						
Flipchart etc						
Total charge to be paid to the school				£		

CONDITIONS OF LETTING**1. PREMISES**

- 1.1 The following parts of the school premises shall not be used unless special permission has been obtained: teachers room, playing fields, gardens, science, domestic science, craft or handicraft rooms, laboratories, dining rooms, kitchens, libraries.
- 1.2 Medical rooms shall not be used by any outside individuals or bodies for any purpose whatsoever.
- 1.3 The lessee shall be held responsible for the security of the premises for the full period of the letting and for making good any damage done to the school premises, furniture, equipment or material.
- 1.4 Detailed arrangements for the use of the premises shall be made by the organiser with the Director of Business & Finance, including where necessary, arrangements for the erection and dismantling of stages.
- 1.5 The meeting or function shall close not later than 10.30 p.m. unless special permission has been obtained beforehand.
- 1.6 School premises shall be left in order for re-opening at the usual time of the next school session. Cleaners will have prepared the school for the next school session. Lessees must ensure that the premises are in the same clean condition when they leave. Any furniture used must be returned to the rooms from which it was borrowed, unless other arrangements have been made.

2. BOOKING

- 2.1 The letting form must show the actual period of the letting, to include time for preparation and for clearing up afterwards. It is essential that the times of entry and departure are strictly observed.
- 2.2 Where extra cleaning or moving of furniture is necessary, a separate account will be rendered. This will include PTA functions.
- 2.3 In the event of the cancellation of a booking, no monies already paid shall be refunded.
- 2.4 The school reserves the right to cancel any letting on one weeks' notice subject to repayment of monies already paid, but no other liability shall be attached to the school by virtue of the cancellation.
- 2.5 continuous tenancies will be terminable by written notice of one calendar month on either side.

3. RULES

- 3.1 **No smoking is permitted on any part of the Bridgnorth Endowed School premises.**
- 3.2 No gambling shall be allowed on the premises.
- 3.3 Sub-letting is forbidden.
- 3.4 The parking of motor-cycles, cars or lorries etc on the school's premises, where suitable accommodation is available, shall only be permitted on condition that persons bringing such vehicles on to the school premises do so at their own risk, and that they accept responsibility for any damage or injury to the property or to

any persons, whether connected with the school or not, caused by such vehicles or their presence on the school's premises.

- 3.5 When school premises are let on a regular basis, any abuse of privilege on the part of the hirer(s) will lead to immediate cancellation of the letting.

4. SAFETY

- 4.1 Floors shall not be treated in such a way as to render them dangerous for school purposes. Letting for dances is not generally encouraged by the Governors.
- 4.2 For any public entertainment the organiser shall be responsible for the prevention of overcrowding such as to endanger public safety and for keeping clear all gangways, passages and exits.
- 4.3 If any portable electrical equipment is to be used, the safety certificate confirming that the equipment has been tested must be completed.
- 4.4 In the case of film shows, only non inflammable films shall be used, and adequate fire extinguishers shall be provided by the organisers.
- 4.5 For the use of sports pitches: The person whose signature appears in Section C must take note of the condition of the pitch before use. If they see anything which would lead to an injury of a player or spectator and which they cannot remedy themselves, they must deem the pitch unfit for use and abandon the match. The responsibility for the match going ahead lies with the signatory.
- 4.6 Hirers of any part of the School premises must make their own arrangements regarding evacuation of the School in the event of a fire. Should they wish to follow procedures adopted by the school, on hearing a fire alarm, groups should move quickly and carefully to the assembly point next to the all weather sports pitch. On hearing the alarm, the Leisure Centre will automatically telephone the Fire Brigade.

5. LICENCES

- 5.1 The organisers shall be responsible for obtaining any licences or consents required for the purpose of the letting including:
- a. liquor licences
 - b. entertainment licences
 - c. copyright licences
 - d. licences for performances by children (Children and Young Persons Act 1933)
 - e. no play shall be performed or film shown which is any way offensive to public feeling or detrimental to the public interest
- 5.2 Where organisers wish to serve alcoholic drinks they shall first obtain the permission of the Head / Director of Business & Finance.

6. GENERAL

- 6.1 The lessees shall be held responsible for any claims for personal injury except where this is due to negligence by Bridgnorth Endowed School or its employees.
- e. No liability shall attach to Bridgnorth Endowed School for the loss of personal belongings or for injuries sustained during the letting period, and users will be expected to take out such insurance cover as appropriate.

7. CARETAKERS

- 7.1 The Head / Director of Business & Finance is responsible for deciding whether or not the caretaker is required to be on site for the full period of the letting.
- 7.2 The Director of Business & Finance will inform the caretaker as to the use of the premises, and the caretaker will be responsible for opening rooms for the meeting and for locking up the school after the meeting is over. No payment for the caretaker's services may be made direct to the caretaker by the person(s) using the premises or the Director of Business & Finance.
- 7.3 The erection or dismantling of stages, except where required for school functions, is not regarded as within the normal duties of a school caretaker, but when required arrangements should be made between the parties concerned.