



Lettings of School Facilities Policy

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1. Introduction

- 1.1 The Trust Board will make every reasonable effort to enable school buildings and grounds to be used as much as possible by the local community.
- 1.2 The Trust Board welcomes the opportunity to work with partner organisations in extending the range of opportunities to help pupils achieve their full potential by engaging with local groups and services meeting the wider needs of our pupils, families and the local community. However, the overriding aim of the Trust is to support the schools in providing the best possible education for its pupils and any lettings of the premises to outside organisations will be considered with this in mind.
- 1.3 The Trust's policy is for charges for the use of school facilities to cover the costs of hire and, where appropriate, raise additional funds for the school.

2. Definition of a letting

- 2.1 A letting may be defined as "any use of the school premises (buildings and grounds) by either a community group (such as a local music group or football team), or a commercial organisation (such as the local branch of 'Weight Watchers')". Lettings can be single use i.e. on one occasion or regular use i.e. the same day and time each week.
- 2.2 A letting must not interfere with the primary activity of the school, which is to provide a high standard teaching and learning environment for all its pupils.
- 2.3 Care will be taken to ensure that any lettings are consistent with the Trust's and school's values. Lettings will not be permitted for any activities or events which might bring the Trust or school into disrepute.

3. Areas available for hire

- 3.1 The letting agreement will define the areas available and the hirer shall confine their activities to the accommodation and equipment hired and is not to use any other part of the school or grounds and play areas except insofar, as is necessary for access purposes.

4. Equal opportunities

- 4.1 The Trust consider the schools to be a vital resource for the local communities and individuals and groups who wish to make appropriate use of the school facilities are able to do so wherever this is reasonably possible.
- 4.2 The Trust positively encourages individuals or groups who wish to make reasonable use of the school facilities, regardless of their race, gender, disability, sexuality or religion.
- 4.3 The schools within Extend Learning Academies Network will not consider applications for letting from people under 21 years of age. The hirer will accept responsibility for using the facilities, being in charge of the facilities let and for ensuring that all conditions of the letting agreement are observed, particularly those relating to management and supervision of the facilities.

5. Roles, responsibilities and administration of lettings

5.1 The Trust is responsible for:

- Developing and monitoring a suitable Lettings Policy
- Ensuring the implementation of the policy
- Developing and agreeing the Terms and Conditions that support the Hire Agreement for Lettings (Appendix A)
- Protecting the interests of schools within the Trust with additional appropriate procedures and documentation
- Ensuring the correct control of hire for each letting
- Evaluating the costs and inflation that may impact the costs associated

- Reviewing the criteria of usage
- Reviewing licences associated with lettings
- Considering other policies that ensure the safe procedures in lettings e.g. Health and Safety and any other which may in future apply
- Reviewing the VAT on School lettings in line with ESFA requirements
- Ensuring the premises provide a safe environment for the purpose of lettings
- Reviewing, monitoring and evaluating the policy on a biennial basis or when required (in line with changes to legislation)

The Trust delegates the operational management of lettings to the headteacher. The headteacher may delegate the day-to-day administration of any lettings to school lettings administrators but retains overall responsibility for the lettings process. The headteacher will ensure staff are trained to implement the procedures around lettings.

If the headteacher has any concern about whether a particular request for a letting is appropriate or not, they will consult with the CEO. The headteacher will advise the CEO if there are any issues with the working practice of the Policy, Terms and Conditions and control and usage of hire. The CEO will determine any issues on behalf of the Trust Board.

5.2 The Trust Chief Executive Officer (hereafter known as the CEO) is responsible for:

- Ensuring headteachers are aware of their responsibilities relating to this Policy.

5.3 Headteachers are responsible for:

- Determining the hire charges for the letting of premises, in consultation with the Trust's Chief Finance Officer, and for reviewing them regularly.
- The management of lettings, in accordance with the policy. The headteacher may delegate all or part of this responsibility to other members of staff (e.g. person with responsibility for school lettings/finance), whilst still retaining overall responsibility for the lettings process.
- If the headteacher has any concern about whether a particular request for a letting is appropriate or not, they will consult with the CEO.
- Ensuring that staff are trained to implement the Trust's lettings procedures.

5.4 School lettings staff are responsible for:

- Ensuring that the lettings procedures are followed.

5.5 Hirers are responsible for:

- Adhering to the procedures and Terms and Conditions of Hire.

5.6 All schools within the Trust are responsible for:

- Managing the day-to-day lettings of the premises and ensuring effective communication between all parties concerned.
- Maintaining accurate records of all bookings.
- Confirming bookings and providing hirers with the 'Information for Hirers' form and Terms and Conditions.
- Checking and filing insurance and safeguarding documentation provided by hirers
- Arranging duty site staff for lettings.
- Ensuring facilities are as required by hirers.
- Ensuring appropriate training for hirers or ensuring that an appropriate member of staff is present when any specialised equipment or accommodation is hired.
- Monitoring all hirers to ensure all aspects of the contract are being adhered to and that facilities are left ready for academy use.
- Raising invoices and chasing any outstanding payments for primary academies.

6. The administrative process

- 6.1 Organisations seeking to hire the school premises should approach the headteacher or school lettings administrator who will identify their requirements and clarify the facilities available.
- 6.2 An Initial Lettings Request Form (Appendix 1) should be completed at this stage. The starting and finishing times on the booking form should be such, to allow time for any setting up and clearing up respectively. The headteacher has the right to refuse an application and no letting should be regarded as “booked” until approval has 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 formally confirmed in writing.
- 6.3 Once a letting has been approved, confirmation will be sent to the hirer, setting out full details of the letting and enclosing a copy of the terms and conditions and the Hire Agreement (Appendix A and Appendix B). The letting should not take place until the signed agreement has been returned to the school.
- 6.4 The person applying to hire the premises will be invoiced for the cost of the letting as appropriate in accordance with the current scale of charges. Payment must be made as directed by the school.
- 6.5 Schools must seek payment in advance to reduce any possible bad debts. For individual bookings, all charges must be paid in advance on the date and by the method indicated on the booking confirmation. For recurring bookings, an invoice will be issued to the hirer and payment must be made within 30 days of the invoice date. We reserve the right to suspend bookings for failure to pay the invoice in full within 30 days.
- 6.6 The hirer should be a named individual and the agreement should be in their name, giving their permanent private address. This avoids any slight risk that the letting might be held to be a business tenancy, which would give the hirer security of tenure.

7. Charges and bookings

- 7.1 The Trust is responsible for setting the minimum charges for the lettings of school premises. Charges for lettings will be reviewed by the Trust on an annual basis; however, the Trust reserves the right to amend charges at any such time if the letting is incurring a net cost for the school.
- 7.2 The headteacher of each school has the discretion to set charges above the minimum where appropriate.
- 7.3 A charge will be based on the following:
 - Heating and lighting
 - Staffing (additional security, caretaking and cleaning) - including “on-costs”
 - Administration
 - Cost of “wear and tear”
 - Cost for use of school equipment (if applicable)
 - Local market rates
- 7.4 The charges review will take place during the spring term, for implementation from the beginning of the next financial year, with effect from 1st September of that year. Current charges will be provided to hirers in advance of any letting being agreed.
- 7.5 All bookings will be made directly with the school, recorded locally and supported by a copy of the booking terms and conditions signed by the hirer.
- 7.6 In considering a request for lettings the following will apply:
 - whilst the school will try to accommodate all requests, the school and current hirers will be given priority
 - other considerations include the type of event, site supervision availability, the number of other lets coinciding and the suitability of the school’s accommodation.
- 7.7 The Trust and school reserve the right to decline any applications at their discretion, in particular where the organisation does not uphold the values of the school, or reputational damage may occur.
- 7.8 The Trust and school will not display political favour considering applications from political parties.

8. Public liability and accidental damage insurance

- 8.1 All hirers, whether groups or individuals, are responsible for arranging their own public liability insurance and for ensuring the insurance covers all their legal liabilities for loss, damage, injury or death arising out of the use of the premises for no less than **£5 million**.
- 8.2 The hirer shall supply the school with a renewal of certificate 1 week prior to the date of expiry.
- 8.3 The headteacher should ensure that school lettings administrators have a procedure that ensures the most up to date certificate is obtained.
- 8.4 A copy should be taken and held on file for every hirer.
- 8.5 If the school is unable to obtain the certificate at renewal it should be brought to the attention of the headteacher.
- 8.6 The Trust reserves the right to request production of a receipt of payment for the insurance from the hirer to verify the certificate has not been subject to cancellation.
- 8.7 The hirer shall indemnify the Trust and school from and against:
 - any damage to the school premises, facilities or equipment;
 - any claim by any third party against the school; and
 - all losses, claims, demands, fines, expenses, costs (including legal costs) and liabilities, arising directly or indirectly out of any breach by the hirer of the licence or any act or omission of the hirer or any person allowed by the hirer to enter the premises.

9. Security

- 9.1 The headteacher or designated member of school staff, has delegated authority to determine the security risk for each letting and will be responsible for allocating a continuous security presence or other appropriate control measure.
- 9.2 The hirer will be required to ensure that they have sufficient measures in place at the entry point of the event to prevent unauthorised persons from entering the premises and to ensure that all attendees are restricted to the area hired for the function.
- 9.3 The Trust/school reserves the right to have a representative present at any function.

10. Safeguarding and the prevent duty

- 10.1 The headteacher will ensure procedures are in place to undertake due diligence for all those wishing to hire the school building. The procedures will request appropriate copies of insurance, information about how they intend to safeguard children and other vulnerable people if applicable, Disclosure & Barring checks (DBS) and references if deemed appropriate. The school lettings administrator will process the due diligence and take copies of any supporting documentation.
- 10.2 Safeguarding and child protection is at the forefront of all our operations, and our responsibilities are first and foremost to ensure the safety of all pupils on school premises.
- 10.3 Any organisation submitting a lettings request involving working with children and/or young people must submit to the school a signed copy of their current Child Protection Policy.
- 10.4 All hirers must state the purpose of the hire. Each application will be vetted by the school lettings administrator and any concerns will be reported to the headteacher prior to approval.
- 10.5 An application will not be approved if it contravenes the statutory Prevent duty, involves the dissemination of inappropriate materials or is likely to cause offence to public taste and decency.
- 10.6 When determining whether to approve an application, the headteacher or person with designated responsibility will consider the following factors:
 - The type of activity
 - Possible interference with school activities
 - The availability of facilities and staff
 - Safeguarding and health & safety considerations
 - The school's duties with regard to the prevention of terrorism and radicalisation
 - Whether the letting is deemed compatible with the ethos of the school

An application will not be approved if it:

- Is aimed at promoting extremist views
- Involves the dissemination of inappropriate materials
- Contravenes the statutory Prevent duty
- Is likely to cause offence to public taste and decency (except where this is, in the opinion of the headteacher, balanced or outweighed by freedom of expression or artistic merit).

10.7 The headteacher will report to the CEO if they have reason to believe that a letting has been used for political purposes not previously authorised, the dissemination of inappropriate material or any other purpose that contravenes the Prevent duty.

10.8 Where an individual or group is found to be promoting views in contravention of the school's Prevent duty, the person or group is guilty of an offence, under the Education Act 1996, and liable on summary conviction to a fine. In addition, the school will contact the police who will remove the person or group from school premises.

11. Health and safety considerations

11.1 Smoking is not permitted in any part of the school at any time including the school grounds.

11.2 Under no circumstances should alcohol be brought onto the premises or grounds without prior written confirmation from the Trust. It is the responsibility of the hirer to obtain any licence for the sale of drinks.

11.3 No animals or pets of any kind, **except** assistance dogs are allowed on the premises.

11.4 The hirer must familiarise themselves with the emergency procedures for fire, first aid, accidents and defects reporting and carrying them out to the best of their ability.

11.5 The hirer is responsible for ensuring that the number of people attending any meeting or function does NOT exceed the maximum occupancy of the room or hall hired as laid down by the Trust.

11.6 In the event of a fire alarm, the hirer will be responsible for the immediate and safe evacuation of all persons connected with the booking. The hirer is required to inform all persons of the location of fire exits and the assembly point before the commencement of the function.

11.7 The hirer must ensure first aid provision for the booking. Extend Learning Academies Network accepts no responsibility in this respect.

11.8 A qualified person must be present during all sessions that are considered to be of a hazardous nature, e.g. karate, gymnastics, judo etc. or where the club/organisation is a youth group. It is the responsibility of the hirer to check the qualifications of those supervising such activities.

11.9 The hirer is responsible for the adequacy, suitability and safety of all equipment brought onto the premises.

11.10 All Fire Escape routes and Exits must be kept clear at all times. No Fire Exit or Fire Doors should be propped open.

12. Cancellations

12.1 The Trust reserves the right to cancel permission granted for the use of the premises in the following circumstances

- If the hirer has breached the Terms and Conditions of the Hire Agreement
- If any damage has been caused to the premises or property
- If any person or child has been put at risk as a result of the hirer's activities
- If any information has been withheld as to the nature of the hire prior to hire and the Trust deems the nature of the hire inappropriate for a school premises

- If the hirer defaults on payment for the hire
- The hirer goes bankrupt

12.2 Cancellations by the Hirer: Cancellations should be made in writing giving 5 days' notice, otherwise the hirer will still be liable for the standard charges. In the event of a cancellation being made at the appropriate time, the school will credit the hirer for a free booking the following term, if applicable, or refund the fee if no further bookings are required.

12.3 Cancellations by the School: If the school finds it necessary to cancel a booking, as much notice as possible will be given, generally not less than 24 hours and, where possible, alternative accommodation will be offered. If this is not possible, a refund will be made. The Trust and the school will accept no liability in respect of commitments incurred by the hirer due to such cancellations.

13. Review

13.1 This policy will be reviewed every 2 years and at any other time as may be deemed necessary.

APPENDIX A: Terms and Conditions of hire of Extend Learning Academies Network Premises

The person signing the application form shall be considered the hirer and must be over 21 years of age. The hirer accepts responsibility for paying all charges including any extra charges arising under this contract. The hirer may not transfer their rights under this contract to any other person or organisation.

Payment

For individual bookings, all charges must be paid in advance on the date and by the method indicated on the booking confirmation.

For recurring bookings, an invoice will be issued to the hirer. Payment must be made to the address shown on the invoice within 30 days of the date of the invoice. If you do not pay the invoice in full within 30 days, we reserve the right to suspend bookings.

Cancellation

Booking cancellations must be made in writing to the school giving 5 days' notice. No cancellation takes effect until written notice of the cancellation is received.

Failure to do so will incur a charge of the full amount of the session cancelled.

Changes or Cancellation by us

We reserve the right to alter or cancel any booking if the facilities are needed for an event, school use, or essential maintenance. If we cannot keep to the terms of a booking for reasons beyond our control it may not be possible to give notice of cancellation.

Extend Learning Academies Network will not be liable for any losses incurred by the hirer due to cancellation.

Reasons beyond our control include, but are not limited to, the failure of electricity, heating systems, water supplies, fire or flooding. If this happens we will make reasonable efforts to offer you an alternative. We cannot accept responsibility if we cannot provide rooms or other facilities for reasons beyond our control.

Access to Premises

Access to the premises will only be made available for the time agreed when booking.

If an extension is required, the hirer must agree the extension with us in advance and agree to pay any additional charges.

Additional charges may apply if access to the premises is required outside of the premises' normal hours of opening during, prior to or after your event or booking.

We reserve the right to refuse entry to our premises to any person without giving any reason.

The hirer and their guest/participants must vacate the premises and remove all belongings and equipment by the time agreed in the booking. We reserve the right to remove all such property

without liability to the hirer or the owner and to recover all our costs from the hirer.

Conduct

The hirer must ensure that there are sufficient stewards located in areas which will prevent unauthorised persons from entering the premises and to ensure that attendees are restricted to the area hired for the function.

The hirer is responsible for the orderly and safe conduct of the booking and for ensuring employees, contractors; agents, guests and other participants do not interfere with any other person's use and enjoyment of Extend Learning Academies Network premises.

Extend Learning Academies Network reserves the right to have sight of DBS (Disclosure & Barring Service) certificates for every user including their employees, contractors, agents, guests and other participants.

Authorised representatives of Extend Learning Academies Network shall be entitled to enter at any time the hired room or hall and require the function or meeting to end if, in their opinion, the continuance of the function or meeting could lead to violence or damage to the Trust's premises or reputation or staff or in any way contravenes either this agreement, or health and safety regulations.

Health & Safety and First Aid

The hirer must familiarise themselves with the emergency procedures for fire, first aid, accidents and defects reporting and carrying them out to the best of their ability.

The hirer is responsible for ensuring that the number of people attending any meeting or function does NOT exceed the maximum occupancy of the room or hall hired as laid down by the Trust.

In the event of a fire alarm, the hirer will be responsible for the immediate and safe evacuation of all persons connected with the booking. The hirer is required to inform all persons of the location of fire exits and the assembly point before the commencement of the function.

The hirer must ensure first aid provision for the booking. Extend Learning Academies Network accepts no responsibility in this respect.

A qualified person must be present during all sessions that are considered to be of a hazardous nature, e.g. karate, gymnastics, judo etc. or where the club/organisation is a youth group. It is the responsibility of the hirer to check the qualifications of those supervising such activities.

The hirer is responsible for the adequacy, suitability and safety of all equipment brought onto the premises.

All Fire Escape routes and Exits must be kept clear at all times. No Fire Exit or Fire Doors should be propped open.

Damage

The hirer shall be responsible for all damage or loss to any fixtures, fittings, sports or other equipment or property occurring during the period of the hire.

The hirer will be required to repay to Extend Learning Academies Network on demand the cost of

reinstating and replacing any part of the premises and any furniture, equipment, or other property belonging to the Trust which shall be damaged, destroyed, stolen or removed during the period of hire or prior or subsequent thereto if in relation to or by reason of the hiring or occupation.

The amount of the cost shall be certified by the Trust whose certificate shall be final.

Alcohol and smoking

Under no circumstances should alcohol be brought onto the premises or grounds without prior written confirmation from the Trust. It is the responsibility of the hirer to obtain any licence for the sale of drinks.

Smoking is not permitted in any part of the premises or grounds at any time.

Disabled Access

The school will take all reasonable steps to ensure disabled access to the venue. The hirer should advise the school in advance if they are aware that disabled users are attending the meeting or function.

Electrical equipment

The hirer is responsible for ensuring that any equipment brought into the school has been properly checked and inspected (e.g. Portable Appliance Testing for electrical equipment) and this should be discussed with the school at the time of application.

It will be the responsibility of the hirer to obtain adequate insurance to cover the use of any electrical appliances brought in to the building which must be shown to the school upon request.

Performing Rights and Phonographic Performances

The hirer will be responsible for complying with the requirements of the Performing Rights Society and of Phonographic Performances Ltd, and be responsible for the payment of any taxes or royalties chargeable or payable in respect of any musical works performed at the hiring whether by live musicians or by records, compact discs and/or tape recordings.

Television or radio recordings, broadcasts or interviews may only take place in the building or its grounds with the express permission of the Trust.

Animals & Pets

No animals or pets of any kind, **except** assistance dogs are allowed on the premises.

Liabilities

Extend Learning Academies Network accept no responsibility for loss or damage to property (including personal property) brought on to the premises. Extend Learning Academies Network shall not be liable for any consequential loss of any other loss, or any damage or injury (except personal injury or death caused by our negligence), which may arise out of or in connection with the use of the Trust's premises by the hirer or any member of their party, however the loss is caused or the damage or injury is sustained.

Where available, limited car parking may be provided, but it is strictly at the owner's own risk. All roadways must be kept clear and any 'No Parking' signs must be respected.

The hirer agrees to accept full responsibility for and to indemnify Extend Learning Academies Network, its officers and servants against all or any claims in respect of all or any accidents, loss or damage (including personal injuries) howsoever caused in connection with any business or meeting conducted or carried out by you on your behalf.

Extend Learning Academies Network does not accept liability for personal injury to, or the loss or damage to clothing, equipment or other property belonging to persons using the premises. However, nothing in this clause shall exclude the Trust's liability for its own negligence.

Insurance

It is the responsibility of the hirer to be fully insured against all losses or liabilities that may arise out of the event and will provide Extend Learning Academies Network written evidence of a current Public Liability insurance with a limit indemnity of £5,000,000.

It is the responsibility of the hirer to inform the Trust if there is any reason to believe that the event is going to raise any security or safety issues. The hirer will be in breach of the conditions of booking if they fail to inform us of any such issue or reason. The hirer must indemnify the Trust against all damage or liability we suffer or incur as a result of any such issue or reason.

STATUTORY REQUIREMENTS

The premises hired shall not be used for any "licensable activity" under the Licensing Act 2003 unless the hirer has obtained any necessary licence from the relevant licensing authority for such use.

"Licensable activity" includes:

- a) the sale by retail of alcohol,
- b) the supply of alcohol by or on behalf of a club to, or to the order of a member of the club,
- c) the provision of regulated entertainment i.e.
 - i. the performance of a play,
 - ii. the exhibition of a film,
 - iii. an indoor sporting event,
 - iv. a boxing or wrestling entertainment,
 - v. a performance of live music,
 - vi. any playing of recorded music,
 - vii. a performance of dance,
 - viii. anything of a similar description to vi, vii, or viii abovewhere that entertainment takes place in front of an audience with the purpose or including the purpose of entertaining that audience.
- d) the provision of entertainment facilities i.e.
 - i. making music,
 - ii. dancing,
 - iii. entertainment of a similar kind to i or ii above.

- The hirer shall not use the premises or permit them to be used for gaming or wagering other than lawful gaming carried on in accordance with the provisions of the Gaming Act 1968, or any subsequent Act which in whole or in part replaces it.
- If a Door Supervisor or Door Supervisors are used by the hirer on the premises then the hirer must ensure that any necessary licence or licences have been obtained and are in force during the term of the licence.
- The hirer is required, where appropriate to their hiring, and where the premises hired are licensed as described above, to acquaint themselves with the conditions and regulations subject to which the premises hired are so licensed.
- If the hirer commits a breach during the hiring of any of the conditions attaching to any such licence, or of any, including these, regulations, then, without prejudice to the right of the County Council, acting by itself or through any other appropriate body on its behalf, to enforce any liabilities already incurred by the hirer under these conditions, the Trustees reserve the rights themselves or acting as aforesaid to determine the hiring, if still continuing, forthwith, to forfeit all sums paid by the hirer and to refuse to grant any further application from them for the hire of school premises.
- No person shall give any exhibition, demonstration or performance of hypnotism on any living person at or in connection with an entertainment to which the public are admitted, whether on payment or otherwise, in the said premises.
- The hirer is required to comply with the terms of s.12 Children and Young Persons Act 1933 (as amended) and in particular:
 - (a) where there is provided in any building an entertainment for children, or an entertainment at which the majority of the persons attending are children, then, it is recommended that the hirer ensures at least two responsible adults are present and in charge throughout the whole period of hire. It is recommended that one adult is a qualified first aider. It shall be the duty of the hirer to station and keep stationed, wherever necessary, a sufficient number of adult attendants, properly instructed as to their duties to prevent more children or other persons being admitted to the building or to any part thereof, than the building or part can properly accommodate, and to control the movement of the children and other persons admitted while entering and leaving the building or any part thereof, and to take all other reasonable precautions for the safety of the children (*Children and Young Persons Act 1933 (as amended)*).
 - (b) If any person on whom any obligation is imposed by s.12 fails to fulfil that obligation, they shall be liable, on summary conviction, to a fine not exceeding level 3 on the standard scale, and also, if the building in which the entertainment is given is licensed under the Licensing Act 2003, the licence shall be liable to be revoked by the Licensing Authority (*Children and Young Persons Act 1933 (as amended)*).
 - (c) A constable may enter any building in which they have reason to believe that such entertainment as aforesaid is being or is about to be, provided, with a view to seeing whether the provisions of this section are carried into effect, and an officer authorised for the purpose by an authority by whom licences are granted (*Children and Young Persons Act 1933 (as amended)*).

APPENDIX B: BOOKING FORM

Lettings Application Form

Lettings Ref: _____	NOTE TO APPLICANT: BEFORE COMPLETING THIS FORM, PLEASE READ CAREFULLY THE NOTES 'TERMS & CONDITIONS OF HIRE' OVERLEAF.
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Area and facilities required	Purpose of hire	Dates required		Times required	
		From	To	From	To

Name of organisation / applicant:

.....

Address:

.....

.....

Postcode:

Telephone: Mobile:

I personally agree to be responsible for the fees charged in respect of this letting and I will observe the regulations, which I have read.

Signature of applicant:

.....

Name (print): Date:

Public Liability Insurance

Public Liability Insurance of £5m is a requirement of Extend Learning Academies Network for organisations that use of the Trust's facilities, and a **copy as evidence** of such insurance needs to be provided.

For school use only

HEADTEACHER APPROVAL I recommend that this application is approved / not approved . Comments: Signed: Name: Date:	CARETAKER DUTY Caretaker name: Date informed: Expected overtime required (hours): Comments.....
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Letting fees:	
Total Letting Fee £.....	Date paid:
Deposit required? Y / N	Deposit amount: £..... Date paid:
Details of any deposit deduction: Deposit deducted: £.....	Refunded deposit: £..... Date refunded:

Health & Safety Checklist:			
			Comments
1	Person in charge has own telephone	YES / NO	
2	Hirer has own qualified First Aider	YES / NO	
3	Hirer has own First Aid equipment	YES / NO	
4	Hirer has own arrangements and equipment for cleaning	YES / NO	
5	Hirer has own £5m Public Liability Insurance	YES / NO	
6	Hirer has undertaken risk assessment	YES / NO	
7	Emergency evacuation procedure agreed	YES / NO	
8a	Inspection of any school equipment before use performed by:		
8b	Date of inspection:		
9	Entry/exit procedures during let agreed	YES / NO	

Above checklist completed by: Date:

Other Notes

APPENDIX C – INFORMATION FOR HIRERS

Content to be amended for individual schools

Lettings Ref: _____	Date/time from-to _____	
School: Address: Postcode:		
School Contacts		
Post	Name	Contact Phone Number (During Working Hours)
Lettings Coordinator		
Headteacher		
Site Manager		
Out of hours emergency contact number		

Emergency Action	Evacuate the building when pulsing alarm sounds
ON DISCOVERING A FIRE Break the glass on the nearest fire alarm call point Call Emergency Services 999	
ON HEARING THE ALARM Leave the facilities by your nearest exit route Do not stop to collect personal belongings Do not attempt to tackle the fire unless trained and safe to do so Make your way to the assembly point Do not re-enter the any building until authorised to do so by the Fire and Rescue Service	
CONTACTING THE EMERGENCY SERVICES If calling the emergency services, the school's address and postcode is <div style="background-color: yellow; display: inline-block; padding: 2px;">xxx</div>	
The school grab bag is located <div style="background-color: yellow; display: inline-block; padding: 2px;">xxxxx</div> and includes details of the school plans and services to be provided to the emergency services	