



# Beaudesert Lower School

## Lettings Policy

|                       |                 |
|-----------------------|-----------------|
| <b>Date of Policy</b> | <b>May 2024</b> |
| <b>Review Date</b>    | <b>May 2026</b> |

# Contents:

## Statement of intent

1. [Legal framework](#)
2. [Definitions](#)
3. [Roles and responsibilities](#)
4. [Charges](#)
5. [Managing lettings](#)
6. [Safeguarding](#)
7. [Asbestos](#)
8. [Emergencies and health and safety](#)
9. [Using the site](#)
10. [Equipment](#)
11. [Data protection](#)
12. [Monitoring and review](#)

## **Appendices**

- a) [Premises Application Form](#)
- b) [Hire Agreement](#)
- c) [Model Terms and Conditions for Hiring the Premises](#)

## Statement of intent

Beaudesert Lower School recognises that its premises are valuable to the local community and as such, we are pleased to let the premises out to local organisations.

Though we let the premises out, the school is aware that this can pose certain concerns, such as in terms of safeguarding, so this policy is to be distributed to all organisations that wish to let the premises and the conditions outlined within it must be followed at all times.

There is also important information that this policy communicates to organisations who let the premises from the school, such as health and safety matters and insurance arrangements.

## 1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The School Premises (England) Regulations 2012
- Health and Safety at Work etc. Act 1974
- The Health and Safety (First-Aid) Regulations 1981
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Counter Terrorism and Security Act 2015
- The UK General Data Protection Regulations (GDPR)
- Data Protection Act 2018
- Education Act 1996
- DfE (2015) 'Advice on standards for school premises'
- DfE (2023) 'Keeping children safe in education 2023'
- DfE (2023) 'The Prevent duty: safeguarding learners vulnerable to radicalisation'
- DfE (2023) 'After-school clubs, community activities and tuition: safeguarding guidance for providers'

This policy operates in conjunction with the following school policies:

- Fire Evacuation Policy
- Health and Safety Policy
- Safeguarding Policy and Child Protection Policy
- Manual Handling Policy
- Asbestos Management Policy
- Data Protection Policy

## 2. Definitions

For the purpose of this policy, a **“letting”** is defined as any use of the premises by either a community group, e.g. a football club, or a commercial organisation.

The school will let out its premises; however, the letting arrangement will not interfere with the primary activity of the school, which is to provide a high-quality education and safe teaching environment.

Use of the premises for activities such as staff meetings, parents' meetings, governing body meetings, out of school hours learning support activities or any other extended services which support the raising of attainment and achievement, fall within the corporate life of the school. Costs arising from these uses are, therefore, a legitimate charge against the school's delegated budget.

### 3. Roles and responsibilities

The governing body will be responsible for:

- Ensuring any safeguarding risks associated with the letting are identified and addressed.
- Ensuring hirers have appropriate safeguarding and child protection policies and procedures in place.
- Ensuring hirers follow the DfE's 'After-school clubs, community activities and tuition: safeguarding guidance for providers.
- Communicating any relevant information to the hirer, e.g. fire safety precautions.
- Agreeing fair prices for the use of the premises; these will reflect the condition of the facilities but remain competitive enough to be accessible to the wider community.
- Working with the headteacher to ensure all relevant policies and procedures are implemented and made available to hirers.

The headteacher will be responsible for:

- Ensuring compliance with the premises licence.
- Acting as or appointing a designated premises supervisor.
- Reviewing and, where necessary, amending the school's Letting Premises Risk Assessment to help ensure the safety of the hirer and their visitors.
- Assessing whether the activities the hirer is requesting could result in disrupting any asbestos and taking the relevant safety measures as a result.
- Reviewing the relevant safeguarding checks carried out by the hirer to ensure they comply with the school's policies.

The School Business Manager will be responsible for:

- The overall oversight of the letting, handling any queries from the hirer
- Liaising with the Headteacher when reviewing the applications of a proposed letting arrangement and conducting a risk assessment to determine whether the arrangement would pose a risk to the primary activities of the school and its pupils.
- Liaising with the headteacher to establish whether or not the proposed activity is suitable for the premises.
- Ensuring that the school has the correct insurance in place for hiring out the premises
- Checking the hirer has the appropriate public liability insurance.
- Working with the site manager to ensure the premises are fit for use.
- Ensuring hirers familiarise themselves with the relevant school policies and procedures, e.g. the Fire Evacuation Policy and the Asbestos Management Policy.

The site caretaker will be responsible for:

- Ensuring the facilities and equipment requested are clean and in a good working condition for each hirer.
- Working with the hirers to ensure high levels of security are maintained.
- Organising any repairs and/or replacement of equipment.

- Notifying the hirer of any known asbestos in the school.

The DPO will be responsible for:

- Being the main point of contact for data protection enquiries from current and potential hirers of the school premises.
- Ensuring that the statutory privacy information is provided to the hirer.
- Assisting the hirer with any data breach investigation, where necessary.
- Ensuring that the school's Privacy Notice for Third Parties is kept up-to-date, and that it is published on the school's website.
- Ensuring that the hirer's information is stored in accordance with the Data Protection Policy.

Hirers will be responsible for:

- Ensuring the proper use of the facilities and equipment they have requested to use.
- Taking the necessary steps to ensure there is no damage to any equipment or furniture, or the building itself after use.
- Ensuring all related visitors and volunteers have signed in during their period of hire.
- Leaving the premises in a clean and tidy condition.
- Working with the site manager to ensure that the premises are secure after use.
- Obtaining adequate public liability insurance to a minimum of £5 million.
- Providing the headteacher with proof that they hold a current and relevant insurance policy.
- Obtaining all necessary safeguarding checks for all activities involving children, e.g. DBS checks, and providing proof of this to the headteacher.
- Reading the school's safeguarding policies and procedures and ensuring they understand the rules and procedures detailed within.
- Informing the governing body of the activities that will be undertaken on the premises.
- Adhering to the DfE's 'After-school clubs, community activities and tuition: safeguarding guidance for providers.

## 4. Charges

The governing body will be responsible for determining charges for the letting of the school premises – a charge may be imposed to cover the following:

- Costs of services (e.g. heating and lighting)
- Costs of staffing, including "on-costs" (e.g. additional security or caretaking)
- Costs of administration
- Costs of wear and tear
- Costs of insurance (if the school has arranged its own public liability insurance – see the hire terms and conditions)
- Costs of using the school's equipment, if applicable

The charge issued for each letting will be reviewed annually by the governing body.

The review of charges will take place in the spring term, for implementation in the beginning of the next academic year, taking effect from 1 September that year.

Current charges will be provided to the governing body in advance of any lettings being arranged.

A charging tariff may be established to ensure that access is affordable for particular individuals and groups.

Hirers will provide the school with at least ten days' notice before cancelling a booking for a full refund.

If hirers fail to provide sufficient notice, the school will keep the hirers payment.

If the whole fee has not been paid, the school reserves the right to refuse the hirer entry to the premises.

In the event any fees are outstanding after the hirer has used the premises, their organisation will be barred from using the school facilities until the full amount has been paid.

There will be a grace period of 30 days for payment to be made, after this period, if a payment hasn't been made, the school will seek additional legal advice for payment to be recovered.

## **5. Managing lettings**

The governing body will have overall responsibility for the management of lettings.

The headteacher will be delegated the day-to-day management of the lettings; however, they will not be responsible for the administrative roles, such as setting charges, this role stays with the governing body.

The headteacher may delegate aspects of the management of lettings to other relevant members of staff, such as the site manager.

If the headteacher has any concerns regarding the activities the hirers are conducting, they will consult the governing body and reach a decision together.

Organisations wishing to hire the premises will approach the headteacher, who will identify their requirements and clarify the facilities available.

School Business Manager and Headteacher will review the application; they have the right to refuse an application and interested parties should be advised that no letting should be regarded as "booked" until approval has been given in writing.

Once the letting has been approved, a letter of confirmation will be sent to the hirer, setting out the full details of the letting and enclosing the terms and conditions of the hire agreement.

The hirer will be invoiced for the cost of the letting as appropriate in accordance with the governing body's charges decision.

The hirer will be a named individual and the agreement should be in their name, giving their permanent private address.

All lettings fees that are received by the school will be paid into the school's independent bank account, to offset the costs of services, staffing etc., (which are funded from the school's delegated budget).

Fees can be paid by cheque, or bank transfer. The hirer will state how they intend to pay in their application form.

The SBM will provide the hirer with the relevant bank details.

Sub-letting of any kind is strictly prohibited. If the school receives any evidence pertaining to plans to sub-let, all bookings that the hirer has made will be cancelled.

## 6. Safeguarding

The school will ensure that appropriate safeguarding arrangements are in place when letting school premises or facilities that involve work with children. Organisations submitting a lettings request involving working with children and/or young people will submit a signed copy of their current safeguarding policy.

Where the hiring of school premises or facilities for work with children, regardless of whether the children are on the school roll, is directly supervised or managed by school staff, the hirer will abide by the school's safeguarding arrangements.

Where the services are provided separately by another body, the school will seek assurance that the body concerned has the appropriate safeguarding procedures in place. The school will inspect the provider's safeguarding policy prior to the commencement of the letting.

Hirers will be expected to adhere to the DfE's '[After-school clubs, community activities and tuition: safeguarding guidance for providers](#)'.

The school will ensure that safeguarding requirements are communicated with the hirer prior to the letting. This will be included in the school's hire agreement document.

Failure to comply with the school's safeguarding conditions will lead to the termination of the hire agreement.

Any safeguarding-related allegations against organisations or individuals who have hired the school premises will be managed in line with the school's Allegations of Abuse Against Staff Policy.

All hirers will state the purpose of the hire.

Each application will be vetted by the DSL and any concerns will be reported to the governing body prior to approval.

When determining whether to approve an application, the headteacher will consider the following factors:

- The type of activity
- Possible interferences with school activities
- The availability of facilities
- The availability of staff



- Health and safety considerations
- The school's duties with regards 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 the hirer's purpose:

- 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 trust, balanced or outweighed by freedom of expression of artistic merit).

If any members of staff have concerns regarding the purposes for which the hirer is using the facilities, they will contact the headteacher immediately.

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

Where an individual group is found to be promoting views in contravention of the school's Prevent duty, this will be managed in line with the school's Prevent Duty Policy.

All hirers will read and review the school's Safeguarding and Child Protection Policy.

## 7. Asbestos

The school's Asbestos Management Policy will be available to hirers.

The site caretaker will inform all hirers of any asbestos-containing materials (ACMs).

When approving the applications to hire the premises, the site manager and the headteacher will conduct a risk assessment to establish whether the requested purpose of use will disrupt any ACMs.

The known ACMs on the school's premises are low risk and contained within the Artex on ceilings and tiled flooring.

The site caretaker will ensure that the hirers have access to the school's asbestos management survey.

The site caretaker will ensure that the hirers have access to the school's Asbestos Management Plan.

If the school finds that there has been, or may have been, an unplanned disturbance of asbestos, the following action will be taken:

- The hirers will be informed by the Headteacher immediately
- All activities will stop, and everyone will be evacuated from the affected area
- Staff, pupils and visitors will not be allowed to re-enter the affected areas until any necessary remedial action has been taken
- Items, including equipment, books, or personal belongings, will not be moved from the area

- Advice will be sought from an asbestos expert regarding remedial action

Unless the incident is minor, the school will notify the HSE, as this is a legal requirement under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Hirers should have procedures in place to deal with the unintended or unexpected release of asbestos.

Anyone who has come into contact with asbestos, and is concerned about their exposure, will be advised to contact their GP.

The school's AMP will detail the procedures for staff to follow in the event of an incident, and this will be communicated to all staff and hirers.

## **8. Emergencies and health and safety**

The site caretaker and headteacher will undertake relevant risk assessments before activities are carried out on the premises to ensure the safety of the hirer and any additional visitors.

In case of an emergency, the on-site telephones can be used to call the emergency services.

The hirer is to bring their own first aid kits and ensure their stock levels remain high and, where necessary, restock the first aid kits with the relevant items.

A first aider (provided by the hirer) will be on site at all times.

Smoking is not permitted on the premises at any time.

The hirer familiarises themselves with the school's Fire Risk Assessment and other relevant risk assessments before using the premises.

The headteacher will make copies of the school's Fire Evacuation Plan available to the hirer on arrival at the school.

The hirer will be shown the school's fire exits and evacuation points by the site caretaker on arrival.

The hirer will be provided with a copy of the school's Health and Safety Policy and First Aid Policy and will be expected to act in accordance with it at all times.

## **9. Using the site**

The hirer will liaise with the site caretaker to ensure the school remains secure before, during and after use.

Hirers will be given an emergency contact number for the site caretaker in case of any security breach.

The school premises are closed after 8:00pm to avoid any noise complaints from neighbouring residents.

The site caretaker will return to site at 6:00pm to hand over control of the premises to the first hirer of the evening.

Keys and/or security codes will not be passed to any hirer or other person for non-curriculum lettings.

Keys and security codes for wrap around care providers will be at the discretion of the headteacher.

The site caretaker will return to the site before the last hirer leaves, to ensure the site is clean and secure ready for the next day.

The school uses a 'three strike' rule when handling noise complaints lodged against hirers.

- **Strike one** – hirers will receive a verbal warning about their conduct on the school property and be warned that repeated offences will result in their booking privileges being suspended.
- **Strike two** – hirers will receive a second verbal warning and a letter explaining that the school takes a zero-tolerance approach to any excess noise. This letter will outline that any fines for noise that the school is issued may be passed on to the hirer if there is sufficient evidence to do so.
- **Strike three** – the hirer will be barred from booking the school premises for any activity for a period of two months. The governing body also expects the hirer to issue an apology to the school and complainant in writing.

The use of public announcement systems and loudspeakers must be agreed with the headteacher and site caretaker, this agreement must include a maximum noise level which is not to be exceeded.

The school's car park is available to hirers during their time on the premises; however, the governing body and school will not accept responsibility for any loss, damage or accident that may occur whilst the car park is in use.

Hirers will only use the car parking spaces allocated and, should any additional spaces be required, then the hirers will be expected to park outside of the school grounds.

The site caretaker will ensure the school premises remain accessible to the emergency services, should they be required.

Alcohol will not be brought onto, or consumed on, the premises unless the school holds a licence to sell alcohol and this has been agreed in writing with the headteacher.

## 10. Equipment

Hirers will identify any equipment they require from the school and detail this in their application form; hirers must seek permission from the headteacher to use any additional equipment once the form has been submitted.

The site caretaker will conduct an inventory of all the equipment that the hirer requests, noting its condition. The site caretaker will review this inventory after the hirer uses the equipment to ensure its proper use.

Furniture and fittings will not be removed or interfered with in any way unless permission has been granted by the site caretaker or headteacher. Where permission has been granted, the site caretaker will oversee the move.

If a furniture move has been agreed, the hirer and site caretaker will negotiate restoring the premises back to its original state.

Any damage to equipment, furniture or the building will result in the hirer being charged the cost of any repairs or replacements.

Any seating provided is limited to the number of chairs on the premises.

Hirers are allowed to bring their own equipment on to the premises; however, they will be required to acknowledge this in their application form and provide evidence the equipment has been PAT tested. Equipment which has not been PAT tested will not be permitted in school.

The hirer will ensure that any equipment that they provide meets the relevant health and safety standards.

The school cannot be considered responsible if any of the hirer's equipment is damaged, stolen or lost whilst being used on the premises.

Hirers will report any stolen or missing equipment to the site caretaker immediately.

Risk assessments for manual handling will be carried out by the headteacher and site caretaker in accordance with the school's Manual Handling Policy.

Food and drink may be prepared on the premises; however, hirers must seek direct permission from the headteacher.

The hirer will prepare food and drink in line with current food and hygiene regulations.

## **11. Data protection**

The school will adhere to the Data Protection Policy at all times.

The DPO will undertake the requisite due diligence to ensure that the hirer is compliant with the relevant data protection legislation.

The DPO will provide hirers with the statutory privacy information in the form of the Privacy Notice for Third Parties.

The DPO will ensure that the hirer's information is processed in accordance with the UK GDPR and Data Protection Act 2018.

## **12. Monitoring and review**

This policy is reviewed annually by the governing body and the headteacher.

The scheduled review date for this policy is May 2025

Any changes made to this policy will be communicated to all relevant members of staff and all hirers.

## Premises Application Form

The school will process the data collected in this form in accordance with the UK GDPR and Data Protection Act 2018. For further information about how the school will process your data, please see our Privacy Notice for Third Parties, which can be accessed on the school website.

| Details  |  |
|--|--|
| Named individual   |  |
| Company name   |  |
| Address<br>(for invoicing purposes)                              |  |
| Contact number   |  |
| Email address  |  |
| Deposit amount   |  |
| Payment method   |  |
| Requirements   |  |
| Date of hiring   |  |
| Time of hiring   |  |
| Room(s)  |  |
| Equipment needed   |  |
| Details of any equipment<br>you will be using on the<br>premises |  |
| Purpose  |  |
| Details of the event   |  |
| Will you be working with<br>children and/or young<br>people?     |  |

|   |  |
|---|--|
| <b>If yes, have you attached a copy of your safeguarding policy?</b>  |  |
| <b>Start time</b>   |  |
| <b>End time</b>   |  |
| <b>Expected attendance</b>  |  |
| <p><b>By signing this document, I acknowledge that I have read, understood and agree to the terms of this Lettings Policy.</b></p> <p><b>I acknowledge that my signature confirms all the details in this application form are correct.</b></p> |  |
| <b>Signed</b>   |  |
| <b>Date</b>   |  |

## Hire Agreement

The school will process the data collected in this agreement in accordance with the UK GDPR and the Data Protection Act 2018. For further information about how the school will process your data, please see our Privacy Notice for Third Parties, which can be accessed on the school website.

|   |                  |
|---|------------------|
| <b>Beaudesert Lower School</b>              |                  |
| <b>Name of the hirer</b>                    |                  |
| <b>Hirer's address</b>                      | <b>Line 1:</b>   |
|   | <b>Line 2:</b>   |
|   | <b>Town:</b>     |
|   | <b>County:</b>   |
|   | <b>Postcode:</b> |
| <b>Hirer's Telephone</b>                    | <b>Landline:</b> |
|   | <b>Mobile:</b>   |
| <b>Areas of the school to be used</b>       |                  |
| <b>Specific nature of use</b>               |                  |
| <b>Maximum attendance</b>                   |                  |
| <b>Details of any school equipment used</b> |                  |
| <b>Date(s) of hire</b>                      | <b>Date 1:</b>   |
|   | <b>Date 2:</b>   |
|   | <b>Date 3:</b>   |
| <b>Period(s) of hire</b>                    | <b>Period 1:</b> |

|  |                                     |
|--|-------------------------------------|
|  | <b>Period 2:</b>                    |
|  | <b>Period 3:</b>                    |
| <b>Fee (specify per hour or per session)</b> | <b>£ _____ per hour/per session</b> |

The governing body agrees to hire the premises to the hirer on the date(s) and for the period(s) mentioned above, upon payment of the fee specified.

The hirer accepts all the conditions of hire as set out in the attached terms and conditions document.

The hirer's attention is specifically drawn to the indemnities contained in the hire conditions, and the need to ensure that suitable insurance cover is in place for any loss, damage or injury.

|                          |  |
|--------------------------|--|
| <b>Hirer's signature</b> |  |
| <b>Date</b>              |  |

|   |  |
|---|--|
| <b>Chair of the governing board's signature</b> |  |
| <b>Date</b>                                     |  |

|   |                     |
|---|---------------------|
| <b>Weekday Rates:</b>                   |                     |
| Facility Fee – between 3.00pm – 5.00pm  | £ 12.00 per session |
| Rate per hour – between 3.00pm – 5.00pm | £12.00 per hour     |
| Facility Fee – after 5.00pm             | £ 15.00 per session |
| Rate per hour – after 5.00pm            | £ 15.00 per hour    |
| Additional Rooms                        | £ 9.00 per hour     |
| Car Park                                | £ 13.00 per session |
| Playing Field                           | £ 30.00 per session |
| Caretaker on Site throughout session    | £ 20.00 per hour    |



Weekend lettings rates will be agreed based on application requests, timings and any additional requirements.

Rates for the use of equipment will be agreed upon request and at the discretion of the headteacher.

## **Model terms and conditions for hiring the premises**

The school requires the hirer to read and abide by these terms and conditions. Please read these terms carefully along with any other documents that are referred to throughout. These terms and conditions should be read alongside the school's Lettings Policy.

### **1. Terms of letting**

The school agrees to hire out the school to the hirer on the following terms. These terms are a formal contract between the school and the hirer which represent an agreement between the school and the hirer to use the premises as the school would expect.

In these terms:

- 'The school' is used throughout to refer to Beaudesert Lower School.
- 'The hirer' is used to represent the individuals who are bound by these terms.
- The 'application form' refers to the school's Premises Application Form which must be completed by the hirer prior to using the premises.

### **2. Application form**

All applications for the hire of the school premises shall be made to the headteacher via the school's application form. The person signing this form must be over 18 years of age and present on the day of the premises hire.

The headteacher reserves the right to refuse any application or cancel a letting without notice.

Applications must be made at least 20 days prior to the date of hire.

All applications will be considered within 10 working days – the hirer shall receive written confirmation of the outcome of their application within this timeframe.

No application will be considered for partially completed application forms.

### **3. Cost of hire**

The cost of hire shall be paid by the hirer prior to the use of the school premises. The cost to hire will be outlined to the hirer in the Hire agreement form which must be completed alongside the application form.

The school will issue the hirer with an invoice detailing what payments need to be made, the method of payment and the date by which the payment needs to be paid to the school.

The school may request a deposit to be paid by the hirer depending on the nature of the premises hire which will be returnable once the date of hiring has ceased and the school is

satisfied that the premises have been used appropriately. Deductions to any deposits paid may be necessary to cover the cost of any broken, damaged, lost or stolen items and additional cleaning fees.

## **4. Cancellations**

The headteacher reserves the right to cancel any booking where:

- The premises are required for unforeseen circumstances, e.g. the premises are being used in a parliamentary election as a polling station.
- It becomes apparent that the purpose for the letting will be undesirable, inconvenient or likely to cause disturbance.
- The original purposes for hiring the premises has changed to the extent that the premises would no longer be suitable for the requirements of the hirer.
- The premises become damaged or unfit for use.

In the event that the headteacher does need to make a letting cancellation, the hirer will be issued with a refund covering the cost of the letting; however, no compensation will be considered.

In the event that the hirer makes a cancellation, they must notify the headteacher in writing.

Following any cancellation by the hirer, the school will consider the refund the hirer is entitled to depending on the notice period served to the school.

The school will retain:

- 100 percent of the cost of letting for cancellations made less than 24 hours prior to the beginning of the agreed letting period.
- 50 percent of the cost of letting for cancellations made between 1 to 5 days prior to the beginning of the agreed letting period.
- 25 percent of the cost of letting for cancellations made between 5 to 10 days prior to the beginning of the agreed letting period.

A full refund will be provided if the cancellation is made with over 10 days' notice.

Where the hirer does not turn up on the agreed time or date, the school will keep 100 percent of the cost of hiring.

## **5. First aid and fire safety**

The hirer will be provided with the school's Fire Safety Policy and First Aid Policy – these policies should be read and understood by the hirer.

The hirer will be responsible for providing first aid cover for their cohort and should confirm that they have arrangements in place to cover first aid requirements.

The hirer will communicate fire safety and first aid requirements and procedures to their cohort.

All hirers must adhere to the school's Smoke-free Policy at all times.

Fire doors must be kept clear and remain closed at all times and only opened in emergencies.

## **6. Hirer's liability**

The hirer will recognise that the school cannot take responsibility for any injury, nor the loss, damage or theft of any items during the hiring period. The premises are used at the risk of the hirer who will remain liable for the property brought on to the school premises and persons under their supervision.

Any damage caused to school property will be reported to the headteacher who may need to inform the hirer that they are required to pay a sum to the school to reinstate, repair or replace property.

Any vehicles left in and around the school site are left at the owners' risk.

## **7. Improper use**

The hirer will not use the premises for any reasons other than those noted on the application form.

The hirer will be responsible for ensuring that the hiring period does not cause any nuisance to others on the school site or to local residents.

Hirers will keep noise levels to a reasonable level for the time of day and the purposes of their letting. Any hirers wishing to play music will be required to inform the headteacher to consult on acceptable noise levels and noise management.

## **8. Animals**

The hirer must notify the school if they intend to bring animals on to the premises – the decision on whether animals are permitted will lie with the headteacher.

Guide dogs are allowed; however, the headteacher must be informed.

## **9. Altering the premises**

The hirer will not be permitted to make any alterations to lighting, heating, fittings, fixtures or other items without the prior approval of the headteacher.

## **10. Leaving the premises in good condition**

Hirers will tidy the premises prior to leaving and will ensure that the premises are left as they were found.

Charges may be applied for any mess, spillages, waste or rubbish left by the hirer.

## **11. Modification to these conditions**

The headteacher reserves the right to modify or vary these conditions at any time where the nature of the application deems it necessary.

## 12. Hirer declaration

☐ I confirm that I have read and understood the above terms and conditions and will ensure that all conditions are abided by.

|               |  |
|---------------|--|
| <b>Name</b>   |  |
| <b>Signed</b> |  |
| <b>Date</b>   |  |