

## Lettings Policy Appendix B

### Terms and Conditions for hire of the School Premises and Facilities

1. All lettings are made at the discretion of the School Business Manager / Headteacher
2. The hirer will be a named individual, giving a permanent private address. The hirer is responsible for the behaviour of those authorised to use the premises.
3. The hirer will be responsible for arranging Police Check on all adults who have access to children during the let.
4. The hirer must not sub-let to another party.
5. No intoxicants may be brought onto the premises or consumed on the premises without the approval of the Headteacher.
6. Smoking is not permitted anywhere within the boundary of the premises and grounds.
7. Animals are not permitted anywhere within the boundary of the premises and grounds.
8. Hirers are required to ensure there is no infringement of copyright, performance rights etc.
9. Hirers must provide proof of insurance at the start of a letting (or renewal). Neither the school, nor the governing body will be responsible for any injury to persons or damage to property arising out of the letting. (Insurance can be arranged through the London Borough of Sutton – see the School Business Manager)
10. Furniture and fittings shall not be removed or interfered with in any way. No fittings or decorating of any kind using nails, screws, and hooks are permitted. In the event of any damage to premises or property arising from the letting, the hirer shall inform the School Business manager/Site Manager immediately and shall pay the cost of any reparation required.
11. Outside play equipment and other indoor school equipment can only be used if requested on the initial application form and agreed by the School Business Manager. The hirer is responsible for any damage, loss or theft of such school equipment and for the equipment's safe and appropriate use.
12. Electrical equipment brought by the hirer onto the school site MUST comply with safety standards. The intention to use any electrical equipment must be notified on the application form.
13. The car park (5 cars) may be used at own risk, subject to arrangement and availability. No vehicles to be brought onto the playground areas under any circumstances.
14. The hirer must make arrangements for first- aid. The school's resources are not available.
15. Promotional literature circulated by the school must be sanctioned by the Headteacher.
16. The premises must be left in good order and vacated not later than the time booked.
17. All rubbish must be removed from site by the hirer.
18. Charges are levied in line with the school's policy. Fees are payable termly in advance for regular bookings and monthly in advance for single lets. Single lets will attract VAT.
19. The charge for a letting will only be refunded if notice of cancellation is received at least one month before commencement of the booking.
20. Lettings on a long term basis are subject to one term's notice by either party, unless otherwise agreed.
21. The school reserves the right to:
  - Cancel a booking where unavoidable problems have arisen;
  - Refuse entry to persons considered unsuitable
22. The school shall give hirers reasonable notice wherever possible in the event of premises being unavailable.