## 

## Appendix 2 – Lettings / School Hire Application Form

**STOCKSBRIDGE HIGH SCHOOL**

# Part A – Application for Use of School Premises/Facilities

This form must be completed by the person responsible for the proposed hire of school premises, you must provide as much information as possible. All paperwork must be returned **at least 3 days before** the first letting commences and returned, along with a signed copy of the agreement to **Keith Howson, Site Supervisor**.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Room/Facility**  **Required**  **(See Schedule of charges)** | **Time** | | **Date** | | **Total**  **hours**  **per week** | **Term time**  **only?**  **Yes/No** | **Reason for hire** |
| **From** | **To** | **From** | **To** |
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| **Equipment Required?**  **(please give detail)** |  | | | | | | |
| **Detail any equipment you own that you will use on the premises** |  | | | | | | |
| **The trust does not permit the use of cooking and catering facilities.** | | | | | | | |
| **Will you be working with children and/or young people?** | Yes/No | | | **If yes, have you attached a copy of your Child Protection Policy?** | | | Yes/No |

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| **ORGANISATION DETAILS** | | | | |
| **Name & Type of Organisation** |  | | | |
| **Lead Contact Name** |  | | | |
| **Address** |  | | | |
| **Telephone Number** |  | | | |
| **Email address** |  | | | |
| **Invoice email address** |  | | | |
| **Do you have Public Liability Insurance in place?** | Yes  (please attach a copy with your application) | | No  (please give reason in the line below) | |
|  | | | | |
| **Supervision and care** | | | | |
| **Is this a sporting activity?** | / | **Do you have a qualified first aider?** | | Yes/No |
| **Number of adults present**  **(estimate)** |  | **Number of adults supervising each session** | |  |
| **Number of children present** |  | **Please note children who are spectating must be remain under supervision by an adult at all times** | | |
| **Have appropriate DBS checks been carried out?** | N/A | **If you are unsure of the requirements, please check** <https://www.gov.uk/find-out-dbs-check> | | |

# PART B- Hire Agreement and Conditions of Hire

The letting is permitted by the trust and the school in line with the Trust Letting Policy and on the understanding that the following rules, procedures and any specific trust and school policies provided to you are adhered to at all times. The school reserve the right to refuse any application to hire facilities without reason to the hirer if they feel such a letting is not in the interest of the school or the trust. The person(s) signing the agreement on behalf of the hirer (‘hirer’) are personally responsible for ensuring these terms and conditions together with trust and school policies and procedures are fully complied with.

1. **Fire Safety**

* The Site Supervisor/Manager must induct the hirer to the school’s fire safety arrangements and other relevant risk assessments before using the premises, including:
  + Fire evacuation procedures and other relevant risk assessments
  + Location of fire doors and fire appliances
  + Location of telephones in the event of the hirer not having a mobile phone.
* The hirer is responsible for:
  + Undertaking a regular fire drill (where the hirer is a regular user) and informing the Site Supervisor/Manager for recording in the fire log book
  + Ensuring no unauthorised persons are in attendance
  + Calling 999 in the event of a fire and coordinating fire evacuation of the group
  + Undertaking the roll call for all persons under their supervision during the hire period.
  + Ensuring the number of persons stated in the application form is not exceeded.

1. **Flammable Substances**

Flammable substances and gases such as compressed gas cylinders, explosive including pyrotechnics are not permitted for use or storage on the school site without the express written permission of the Trust.

1. **Alcohol, Drugs, Smoking, Vaping and Gambling**

* The consumption of alcohol, drugs or smoking on school premises (anywhere within the school boundary) is not permitted.
* Alcohol must not be brought onto school premises.
* Where a school holds the relevant licence to sell alcohol, this is for specific school events only which must be approved in advance by the Trust.
* Gambling is not permitted on the school premises.

1. **Rights and Licenses**

It is the responsibility of the hirer to ensure compliance with appropriate laws in relation to performances and use of copyright material. <https://www.prsformusic.com/>

It is the responsibility of the hirer to ensure that all necessary licenses are acquired in advance of an event (e.g., car boot sale, music or singing event). <https://www.sheffield.gov.uk/home/business/licences-permits-registrations.html>

1. **Health and Safety**

The Headteacher will ensure a relevant risk assessment is undertaken to assess the suitability of the site before allowing activities to take place on the premises. This will ensure the safety of the hirer and any additional visitors.

* Hirers will conduct their own risk assessments for their activities and must share copies with the school in advance of any activity. This must include details of supervision, behaviour, and safety of those attending an event or activity.
* Hirers must have access to a mobile phone for emergencies and, the hirer must also notify the Site Supervisor/Manager.
* The Headteacher will ensure that routine checks are in place to ensure that first aid kits are restocked.
* The Site Supervisor/Manager will show hirers where first aid kits are, should they be required.
* Hirers will be responsible for ensuring they have a trained first aider on site during the times they use the premises.
* The use of school cooking and catering facilities are not permitted.
* Animals are not permitted anywhere on the school premises.
* The hirer will be responsible for the behaviour and safety of all those involved with and attending any meeting or event held during the period of hire.
* The hirer will provide adequate first aid provision/supervision and/or attendants.
* The hirer is responsible for ensuring he/she is familiar with how to raise the fire alarm and where the exits and evacuation points are.  These will be highlighted on the floor plan provided.  All fire exits and fire escape routes are to be kept clear at all times.
* Where the letting involves the use of facilities by children or babies the hirer must satisfy the Lettings Administrator that appropriate safeguarding procedures are in place.
* Hirers should ensure they undertake and provide to the school appropriate risk assessments and any other documentation required by the school in advance of the letting.

1. **Use of the premises and facilities**

* Sub-letting is strictly prohibited and will result in immediate cancellation of any bookings.
* Access roads must always remain clear for emergency services.
* The hirer will liaise with the Site Supervisor/Manager to ensure the school remains secure before, during and after use.
* Hirers will be given an emergency contact number for the Site Supervisor/Manager in case of any security breach or emergency.
* The hirer must vacate the school site (including car park) by no later than ten minutes after the end of their signed agreement time.
* The premises will not be available to hirers **after** **10:00pm**, to avoid any noise complaints from neighbouring residents.
* The site will be monitored by the designated site team member during the period of the hire and will ensure the premises are clean and secure ready for the next day.
* Keys or security codes will **not** be given to any hirer or other person.
* Complaints will be handled using the trust ‘three strike rule’. See the policy [Section 14: Complaints](#_14._Complaints) for further details.
* Premises must not be used for displays or posters be put up, for political purposes or for any other purpose which contravenes the trust or school policies.
* The use of public announcement systems and loudspeakers must be agreed with the Headteacher to mitigate against complaints regarding noise levels.
* The school car park is available for the period of the hire at the car owner’s risk. The trust 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. Where events require additional parking, the hirer must liaise in advance with the Site Supervisor/Manager.
* No storage facilities are provided unless otherwise stated in this agreement.  The school will not be held responsible for damage to or loss of hirer’s personal belongings or equipment.

1. **Charging Scheme**

* The school/trust will review the charging schedule annually and the hirers will be notified in writing.
* The school reserves the right to charge a minimum of a 10% deposit of the overall fee to be paid to secure a booking.
* The remaining amount is to be paid before or on the requested booking date.
* If the facilities are not available, for whatever reason, the school will try to offer an alternative venue/time/date by prior agreement with the hirer. The school/Trust will not be responsible for any loss sustained by the hirer in the event that the facilities are not available.
* Hirers should give the school **at least 5 days** notice if they wish to cancel a booking.
* If the school receives inadequate notice of cancellation, the school may keep the hirer’s deposit to account for any loss of earnings and overheads relating to the let.
* School staff, on behalf of the trust, reserve the right to refuse access to the premises hired if the whole fees have not been paid.
* In the event any fees are outstanding after the hirer has used the premises, their organisation will not be able to use any facilities controlled by the trust until they have paid the full amount.
* The trust reserves the right to take legal action should any outstanding fees remain unpaid for **30 days** after hiring.
* Should any equipment, including items that have not been requested, be damaged, lost or stolen whilst under the hirer’s care, the trust reserves the right to charge for repairing or replacing the equipment.

1. **Cleaning and security**

* Unless otherwise indicated on your letting agreement, it is the hirer’s responsibility to leave the facility clean and tidy. In the event that additional cleaning is required, we reserve the right to levy an appropriate charge for this, agreed in advance.
* Hirers are responsible for their own personal security and property. The school accepts no responsibility for items lost, damaged or stolen.
* Hirers must not compromise the security of the school building and must ensure doors, windows, gates etc. are kept closed and/or locked as instructed by the Site Supervisor/Manager.
* If you suspect that there are intruders on the school site, please contact the Site Supervisor/Manager without delay.
* The school reserves the right to periodically inspect any areas occupied by the hirer during the period of the hire to satisfy itself that all appropriate procedures are followed.

1. **Insurance**

* Minerva Learning Trust (School) does not insure hirers against personal injury, accident or loss or damage to personal property. The hirer is responsible for indemnifying the school by obtaining and paying for public liability insurance. You will be required to provide a copy of your insurance documents prior to your first session.
* The hirer will also be responsible for any damage or loss to school property, which may occur during the letting. Any damage should be reported immediately to the building supervisor.

1. **Safeguarding**

* Safeguarding is ensuring the safety and welfare of all students in the school.  We believe strongly in child-centered safeguarding systems, reflecting upon our practice and listening carefully to our partner agencies, parents and carers, colleagues and students.
* The Trust Board also has to ensure safeguarding requirements are included in any transfer of   
  control agreement (i.e. hire agreements) as a condition of use and occupation of the premises.
* Updates to the statutory safeguarding guidance Keeping Children Safe in Education 2022 requires schools to make checks to ensure those letting our premises have adequate safeguarding procedures in place if they work with children. Therefore, hirers must provide a copy of their safeguarding procedures/policies as soon possible which will then be reviewed by the school’s Designated Safeguarding Lead **Sarah Drayson.**
* We are aware that each hirer will have their own reporting systems in place.  However, if you wish to discuss any safeguarding concerns with the school’s DSL then please get in touch. e-mail
* Any concerns you have that a child has been harmed or is at risk of harm should be referred to social care (Sheffield Safeguarding Hub, 0114 273 4855).

1. **School Emergency Contact Information**

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| School Main Office | 0114 2883410 | Weekdays during term time, up to 16:00 hours (Mon – Thursday) and up to 15:30 hours (Friday) |
| Site Supervisor | 07378 256729 | Up to 16:00 hours weekdays |
| Caretaker | 07890 018899 | From 16:00 hours weekdays and weekends |

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| --- | --- |
| SIGNED ON BEHALF OF THE HIRER: | SIGNED ON BEHALF OF THE SCHOOL: |
| Signature | Signature |
| Full Name (print) | Full Name (print)  Keith Howson |
| Position | Position  Buildings Supervisor |
| Date | Date |

**Office Use**

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| --- | --- |
| WORKING WITH CHILDREN - SAFEGUARDING POLICY / PROCEDURES - document  provided?  **YES / NO** | |
| Date document received from Hirer: | Date: |
| Received by (staff name): | Signature: |
| Date reviewed by DSL: | Signature@ |