

Parkfield Primary School



PARKFIELD SCHOOL
felicitas per ardua

Letting Policy 2024 2025

Links to:

- Finance Policy

	Contents	Page
1	Introduction	3
2	Definition of a letting	3
3	Charges for a letting	3
4	VAT	4
5	Management and administration of lettings	4
6	Child protection and prevent duty	4
Appendix I	Hire of educational establishments conditions of hire	8
Appendix II	Initial hire request form	15
Appendix III	Hire agreement	17

Introduction

This sets out the arrangements for the use of the school premises by groups, individuals or organisations.

It should be read in conjunction with Somerset County Council's advice and guidance on Lettings and Lettings Insurance. Refer to websites for information on extended schools via Somerset Learning Platform or DfE.

All hirers of the school premises will be made aware of the hire costs, terms and conditions, including insurance requirements, before the hire and the agreement is signed (see Appendix II and Appendix III). Fees will be charged in advance; only in exceptional circumstances will invoices be raised after the event.

Hire charges, where set, will be reviewed annually by the Headteacher and Governors. The charges will cover any costs incurred, ie heat and lighting, wear and tear on fixtures and fittings, staff costs and insurance. A charge will normally be levied to meet the additional costs incurred by the school in respect of any lettings of the premises. As a minimum, the actual cost to the school of any use of the premises must be reimbursed to the school's budget where those activities are not directly aimed at raising pupil attainment and achievement.

Charges to children and youth groups may be subsidised if funds are available for this purpose. This is to be agreed on individual circumstances by the Headteacher and Governors.

There is currently no charge for the use of the premises by The Friends of Parkfield School.

Definition of a letting

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 sports group), or a commercial organisation (such as the local branch of 'Weight Watchers')".

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.

Use of the premises for activities such as staff meetings, parents' meetings, Governing Body meetings, out of school hours learning / study 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.

Charges for a letting

Hire charges for the letting of the school premises will be reviewed annually by the Headteacher and Governors. A charge may be levied in order to cover the following:

- Cost of services (heating and lighting)
- Cost of staffing (additional security, caretaking and cleaning) - including "on-costs"
- Cost of administration
- Cost of "wear and tear"
- Cost of insurance - Public Liability insurance (to cover the hirer's liabilities) is added to the hire charge at the current rate of 12% (issued by Somerset County Council's Insurance Section).

- Cost of use of school equipment (if applicable)
- Number of rooms and any equipment hired
- Profit element (if appropriate)

Where there are multiple lettings taking place at the same time, the costs for services and staffing will normally be shared between the organisations/partners involved.

There is currently no charge for the use of the premises by The Friends of Parkfield School.

The specific charge levied for each letting will be reviewed no less than annually by the Finance Committee. This review will preferably take place during the spring term, for implementation from the beginning of the next financial year, with effect from 1st April of that year. Current charges will be provided in advance of any letting being agreed. A Charging Tariff may be established to ensure that access is affordable for particular individuals and groups.

VAT

In general, the letting of rooms for non-sporting activities is exempt of VAT, whereas sports lettings are subject to VAT (although there are exemptions to this under certain circumstances).

Insurance

The County Council requires that any individual or organisation hiring Somerset County Council schools and other premises on a casual basis has insurance for their own legal liability to third parties arising from their use of the premises.

Subject to the Exclusions below the County Council is able to offer Hirers' Liability insurance to any Hirer that cannot provide evidence of other insurance.

This insurance indemnifies the Hirer against their legal liability to pay damages or compensation arising out of or from:

- a) personal injury to any person (other than personal injury to an employee of the Hirer arising out of or in the course of employment by the Hirer);
- b) damage to the premises (including contents therein) hired from the County Council;
- c) damage to any other property not belonging to or in the custody of the Hirer or any person in the Hirer's service;

occurring during the period of the hire and arising out of the activities of the Hirer for which the premises were hired.

This insurance is subject to a limit of indemnity of £5,000,000 and the Hirer will be required to pay the first £100 of each claim.

It is a requirement of the insurance that the Hirer must take all reasonable precautions to prevent accident, loss, damage or injury.

The premium for the insurance is added to the hiring charge. The insurance is also available to hirers where the County Council makes no charge, although it is expected that outside organisations eligible for free use of premises will normally make their own insurance arrangements. If insurance is required in the absence of a hiring charge the County Council will calculate a premium equivalent to that payable on a chargeable letting for a similar period of hire.

The County Council does not offer insurance for other risks associated with hire of premises, such as loss of money or tickets or cancellation of events due to adverse weather.

This document is a summary of cover. Full details of the insurance are available from the Insurance Department, Finance and Performance, County Hall, Taunton, TA1 4DY. Email: insurance@somerset.gov.uk

Exclusions

These insurance arrangements are not available to commercial organisations such as exhibition promoters or professional entertainment companies, as we expect those types of hirer to have their own insurance.

The insurance will not apply to the extent that the Hirer is indemnified under any other policy of insurance.

The insurance excludes any claim for personal injury or damage arising out of the use of the premises for:

- a) meetings organised by political parties;
- b) professional entertainment purposes;
- c) commercial or business functions which involve bringing into the premises equipment which operates by means of the application of heat;
- d) martial arts activities;
- e) any sporting activity but only in respect of personal injury or damage suffered by one participant that was caused by another participant.

Claims

All claims under these insurance arrangements must be made to the Insurance Department, Finance and Performance, County Hall, Taunton, TA1 4DY.

Preliminary information should be telephoned to the Insurance Department on 01823 359862, when advice on further action will be given.

Management and administration of lettings

The Headteacher is responsible for the management of lettings, in accordance with the Governing Body's policy. The Headteacher may delegate all or part of this responsibility to the School Business Manager, whilst still retaining overall responsibility for the lettings process.

If the Headteacher has any concern about whether a request for a letting is appropriate or not, s/he will consult with the Chair of the Finance Committee who has been given delegated authority to determine the issue on behalf of the Governing Body.

Organisations seeking to hire the school premises should approach the School Business Manager who will identify their requirements and clarify the facilities available. An Initial Request Form (Appendix III) should be completed at this stage. The Headteacher will consider the booking request and put his/her recommendations to the Chair of the Finance Committee. The Governing Body has 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. No public announcement of any activity or function taking place should be made by the organisation concerned until the booking has been formally confirmed.

Once a letting has been approved by the Chair of the Finance Committee on behalf of the Governing Body, a letter of confirmation will be sent to the hirer, setting out full details of the letting and enclosing a copy of the terms and conditions (Appendix II) and the hire agreement (Appendix IV). The letting should not take place until the signed agreement has been returned to the school. The person applying to hire the premises will be invoiced for the cost of the letting as appropriate in accordance with the Governing Body’s current scale of charges. The school will seek payment in advance in order to reduce any possible bad debts.

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.

All lettings fees, which are received by the school, will be banked as income, and used to offset the costs of services, staffing etc (which are funded from the school’s delegated budget). Income and expenditure associated with lettings will be regularly monitored and reported to the Finance Committee.

Child Protection and Prevent Duty

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.

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

- The type of activity
- Possible interference with school activities
- The availability of facilities
- The availability of staff
- Health and 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).

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 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.

APPENDIX I

SOMERSET COUNTY COUNCIL

HIRE OF EDUCATIONAL ESTABLISHMENTS

CONDITIONS OF HIRE

In these conditions,

- (a) “the Authority” means the Somerset County Council;
- (b) “the Establishment” means the school premises;
- (c) “the Facilities” means the premises and/or equipment forming part of or belonging to the establishment which the Hirer has identified on his/her application form;
- (d) “the Hirer” has the meaning defined at Clause 2 below;
- (e) “the Hire Period” is the period or periods of hire set out in the application form and agreed by the Headteacher;
- (f) “the Responsible Body” means the establishment’s Governing Body, its management committee or any other body charged with responsibility for the use of its premises by the community;
- (g) “User/Users” are those people using the Facilities as members of the Hirer’s party.

The Hirer

- The Hirer is the person (whether acting as an individual or on behalf of a club or organisation) hiring the Facilities.
- The person signing the application form shall be deemed to be the Hirer and must be over 18 years of age.
- Where the person who signs the form indicates that he or she signs the application form for or on behalf of any club or organisation, that club or organisation shall also be deemed to be the Hirer and shall be jointly and severally liable with the person who signs this agreement for any breach or non-observance of these conditions and that person warrants that he/she is the duly authorised representative of the club or organisation concerned and has the necessary authority to sign this agreement on its behalf.
- Should there be any default of payment by the club or organisation, the person signing the form shall be deemed personally liable.

Application for Hire

- All applications for the hire of the Facilities must be in writing, or by e-mail, using the printed form.

The Facilities will be used solely for the event described on the application form.

- If this booking relates to a regular and continuing booking this one undertaking shall be binding for all occasions when the Facilities are used, but a regular booking shall not create or cause a periodic tenancy in respect of the Facilities.
- The information given by the Hirer in the booking form shall not imply that the Authority considers the Facilities are suitable for the purpose(s) for which they are to be hired or are adequate accommodation for the number of people attending, and the Authority gives no warranty that the Facilities are legally or physically fit for the purpose(s) for which they are hired.
- The Headteacher or his/her representative may enter the Facilities at any time during the Hire Period to ensure that the terms of this agreement are being fulfilled, and the Hirer shall not at any time be entitled to exclusive possession as against the Authority or its duly authorised representative(s).
- The Headteacher, or his/her representative, may refuse admission to any person without giving any reason for doing so and may similarly require any person to leave the premises.
- Authority to accept or decline or postpone a booking shall rest with the Headteacher of the establishment or his/her representative whose decision shall be final.

Access to the Facilities

- Provided the Hire Period has been agreed by the Headteacher, the Hirer and the Users will be provided with keys and instructions on how to access the premises.
- The hirer will have a key to unlock the premises at the beginning of the hire and to lock up at the end of each hire. This will include turning off the school's intruder alarm at the start of each hire and setting the intruder alarm again at the end of each hire. The code to the alarm will be given to the person signing the hiring agreement and must not be shared with any other person without the agreement of the Headteacher.
- The keys will be returned to the school on the school's request. In the event of the keys being lost by the hirer, the cost of changing locks and cutting the necessary number of replacement keys will be paid by the hirer.
- The hirer will have received contact numbers for the Headteacher and School Business Manager for use in an emergency – these must not be shared
- Details of the company monitoring the intruder alarm will be given to the person signing the hiring agreement and these must not be shared with any other person without the agreement of the Headteacher.
- In the event of the alarm being activated by accident the hirer must contact the intruder alarm monitoring company at the first available opportunity to prevent a false activation call out being instigated.
- In the event of a false activation call out taking place as a direct result of the incorrect operation of the intruder alarm by the hirer, the cost of the false activation call out will be passed directly on to the hirer.

- It is the responsibility of the Hirer, prior to departure from the premises to secure the building.
- The Hirer will ensure that the Premises are vacated in accordance with the times set out in the booking form and the terms of this agreement.
- The Hirer shall ensure that no animals (including birds) except guide dogs or hearing dogs are brought on the school site, other than for a special event agreed in advance by the Headteacher.

Hirer's Responsibilities and the Safety of Users

- The Hirer is responsible for the safe admission and departure of Users to and from the School and Facilities.
- The Hirer must ensure that any necessary Disclosure and Barring Service (DBS) checks have been carried out for those supervising children during the Hire Period.
- The Hirer is responsible for the behaviour and safety of the Users and must ensure that there is appropriate supervision levels at all times during the Hire Period.
- The Hirer is responsible for ensuring that all necessary written permission forms have been obtained from children's parents to enable them to participate.
- The Hirer must ensure that a qualified supervisor is present during all activities of a hazardous nature, i.e.: karate, trampoline, gymnastics, judo or where the hiring organisation is a youth group.
- The Hirer will be responsible for the provision of all such information, instruction and supervision as is necessary to ensure the safety of any activity for which the Facilities are used.
- The Hirer must have access to a mobile phone at all times in case of an emergency.
- The Hirer and the Users must participate in any evacuation drills or procedures operated by the School.
- It is the Hirer's responsibility to make their own First Aid arrangements, which may include the provision of first aid training for supervising personnel, and the provision of a first aid kit, particularly in the case of sports lettings. The hirer must have access to a mobile phone at all times throughout the letting to cover any emergency event.
- The Hirer must report all accidents involving injury to premises users to the Headteacher or School Business manager as soon as possible and complete the relevant paperwork for the school's accident reporting procedures.
- The Hirer is responsible for any special needs or requirements of the Users.
- The Hirer is responsible for the adequacy, suitability and safety of all equipment brought to the Facilities or hired from the school for use.
- Furniture and fittings shall not be removed or interfered with in any way. No fittings or decorating of any kind necessitating drilling, or the fixing of nails or screws into fixtures

which are part of the school fabric, are permitted. In the event of any damage to premises or property arising from the letting, the Hirer shall pay the cost of any reparation required.

- The Hirer shall not use the Facilities in such a way as to cause any nuisance, damage, disturbance, annoyance, inconvenience or interference to the Facilities or adjoining or neighbouring property, or to the owners, occupiers or users of such adjoining or neighbouring property.
- It is the sole responsibility of the Hirer to obtain any necessary licence for the sale of drinks for the performance of plays and similar productions and for the playing of pre-recorded music.
- No food or drink may be prepared or consumed on the property without the direct permission of the Headteacher, in line with current food hygiene regulations. All litter must be placed in the bins provided – with due regard being given to school recycling facilities.
- The Hirer must ensure that there are sufficient stewards to prevent unauthorised persons from entering the Facilities and to ensure that guests are restricted to the Facilities and to the necessary means of access thereto.
- The Hirer must ensure that all equipment is put back after use.
- The hirer should state on the hire agreement any equipment he/she intends to bring into school. The Hirer is responsible for ensuring the suitability of the equipment and for ensuring that it is in good order.
Any electrical equipment brought by the Hirer onto the school site **MUST** comply with the Local Authority Code of Practice for Portable Electrical Appliance Equipment and therefore electrical equipment must have a certificate (Portable Appliance Test) of safety from a qualified electrical engineer. The intention to use any electrical equipment must also be notified on the application.
- Any of the hirer's own equipment should be brought into / removed from school within the time booked.
- The Hirer must familiarise himself/herself with the emergency procedures for fire, first aid and accident reporting and carry them out to the best of his/her ability.
- If the intruder alarm system is activated during the Hire Period, due to misuse by Users or due to Users wandering into restricted areas of the building, then the Hirer will be responsible for any call out fee charged to reset the alarm.
- The Hirer must adhere to non-smoking legislation and the non-smoking policy of the School: The whole of the school premises is a non-smoking area, and smoking is not permitted within school buildings or on school grounds at any time.
- The Hirer shall be responsible for ensuring that the number of persons using the premises does not exceed that for which the application was made, and approval given.
- It is the Hirer's responsibility to ensure that all those attending are made aware of the fact that they do so in all respects at their own risk.

- Parkfield Primary School requires that all time the Hirer shall comply with all conditions and regulations made in respect of the premises by Somerset County Council, the school's Fire Risk Assessment and health and safety policy.
- The Hirer must undertake relevant fire safety training and must ensure that at all times they are familiar with:
 - The action to be taken in event of fire. This includes calling the Fire service and evacuating the building.
 - The location and use of fire equipment
 - The escape routes and the need to keep them clear at all times so they are free from obstruction and immediately available for instant exit
 - Method of operation of escape door fastenings
 - Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.
- The Fire Service must be called to any outbreak of fire, however slight, and details thereof shall be given to the Headteacher or School Business manager, in writing, as soon as possible.

Condition of Facilities

- The Facilities must be left clean and tidy after each Hire Period. If the Facilities are not cleaned to the reasonable satisfaction of the caretaker, the Hirer will be responsible for the cost to have them cleaned.

Payment

- From **September 23 to August 2024** the hire costs are as follows:

School Hall

£20 per hour – minimum 2-hour hire required

School Field and/or Playground

The playground or school field can be included as part of the School Hall letting for an additional charge of £10 per hour

Applications to hire additional rooms may be considered; the Headteacher will discuss and consider charges on an individual basis.

The hire charges will be reviewed annually by the Headteacher and the Governing body.

- In the case of a one-off hire, payment must be received by the school 2 weeks in advance of the hire unless otherwise agreed with the Headteacher in writing.
- If the hire is for a regular let, then the school will invoice the Hirer in advance on a termly basis. Payment must be received by the school 2 weeks in advance of the first hire date unless otherwise agreed with the Headteacher in writing.

- Payment must be made to the school office by cheque or by cash, a receipt will always be given.
- For all late payments an additional administration charge of £10 will be incurred in the first week. This charge will then increase by an additional charge of £25 in the following week if the payment has not been made. If payment has not been received before the booking then the booking will be cancelled, unless there is a previous agreement with the Headteacher.
- The Hirer shall be solely responsible for ensuring the agreed hire fee is paid. Failure to pay the agreed fee and penalties for late payments, may result in future bookings being refused and legal action being taken to recover the outstanding debt.

Cancellation by the School

- The Headteacher reserves the right to cancel an agreed booking for reasons including but not limited to: -
 - The School requires the use of the Facilities;
 - The School considers that the Facilities are unfit for use;
 - Any reason beyond the School's control.
- Any monies paid in respect of bookings cancelled in accordance with the above Conditions will be refunded to the Hirer. The Authority, the School and the Responsible Body will not be liable for any other expenditure incurred, or loss sustained directly or indirectly by the Hirer or the User, arising from cancellation.
- If the Hirer is in breach of these Conditions of Hire the Headteacher reserves the right to cancel a booking immediately and no refund will be given.

Cancellation by the Hirer

- If the Hirer cancels and:
 - More than four weeks' notice is given then a full refund will be given
 - Less than four weeks' notice is given then no refund will be given

Damage

- Any damage to the Facilities or the School should immediately be reported to the Caretaker.
- If any damage is done to the Facilities, School equipment or any part of the School by the Hirer or the Users, the School may at its discretion carry out the necessary repairs and the Hirer will undertake to pay the cost of such reparation.

Insurance

- It is a prerequisite of this Agreement that the Hirer has appropriate insurance cover.
- The Hirer is responsible for arranging appropriate insurance cover. Details of the insurance arrangements which Somerset County Council is able to offer is However, the Hirer must also consider taking out further cover for other risks not included such as cancellation.

- The Hirer agrees to provide the Headteacher with a copy of their insurance policy prior to the Hire Period and thereafter upon request.

Liability Generally

- Except in the case of death or personal injury caused by the negligence of the School or Somerset County Council, neither the County Council nor the Governing Body of the School shall be liable to the Hirer in contract, tort, negligence, breach of statutory duty or otherwise for any loss, damage, costs or expenses of any nature incurred by the Hirer.
- The Hirer shall indemnify and keep the Authority indemnified against all losses, claims, demands, actions, proceedings, damages, costs or expenses or any other liability arising in any way from this Agreement and any breach of any of the Hirer's undertakings/agreements contained in this Agreement.
- The Hirer shall not do or permit or suffer to be done by any act, matter or thing which would or might constitute a breach of any statutory requirement affecting the Facilities or which would or might vitiate in whole or in part any insurance effected in respect of the Facilities from time to time.

School Equipment

This can only be used if requested on the initial application form, and if its use is approved by the Headteacher. Responsible adults must supervise the use of any equipment that is issued and ensure its safe return. The Hirer is liable for any damage, loss or theft of school equipment they are using, and for the equipment's safe and appropriate use. Use of the schools resources, including telephones and photocopiers, is not included in a letting arrangement unless expressly agreed at the time of the letting. The school office is not available and will be locked. The Hirer must, at all times, have access to a mobile phone to cover the event of an emergency.

Toilet Facilities

Access to the school's disabled/visitor toilet facilities is included as part of the hire arrangements.

Car Parking

- The parking of vehicles within the School site in the car parking area, by the Hirer and the Users shall be subject to the agreement of the Headteacher and permitted only on condition that:
 - They park at their own risk and that they accept responsibility for any damage caused to their vehicles or any injury to any person or the property of the School by the vehicles or the presence of such vehicles at the School.
 - The Hirer shall maintain at all times adequate means of access for emergency vehicles.
 - Any entry fobs remain lent to the Hirer remain the property of the school and must be returned to the school at the end of each letting. Any entry fobs not returned will incur a charge of £5 for each one.

No assignment/sub-contracting

- The Hirer shall not be entitled to assign the benefit of, delegate the burden of, or sub-contract all or any of its rights and obligations under, these Conditions of Hire.

Suitable footwear

- Suitable footwear should be used. If activities involve outdoor use, participants should ensure footwear is cleaned before re-entering the premises

Promotional material

- A draft copy of any information proposed for distribution which contains any reference to the school must be sanctioned by the Headteacher at least one week prior to proposed distribution by the hirer.

Variation

- The Responsible Body reserves the right to vary these Conditions of Hire at any time or to make special arrangements in any particular case. .

The Headteacher will resolve conflicting requests for the use of the Premises, with priority at all times being given to school functions.

APPENDIX II

SCHOOL LETTING - INITIAL HIRE REQUEST

Name of Applicant:

Address:

.....

Telephone Number:

Name of Club/Organisation:

Activity of Club/Organisation:

Details of Premises Requested (Hall only, Hall with Playground and/or School Field):

.....

Day of Week Requested:

First choice:

Second choice:

Third choice:

Start Time:

Finish Time:

(please allow time for your preparation and clearing up)

Dates Required:

Use of School Equipment/Furniture (please specify your request):

.....

Details of any equipment to be brought into premises by hirer (including electrical equipment):

.....

Maximum Number of Participants:

Age Range of Participants:

Number of Supervising Adults:

Relevant Qualifications of Supervising Adults:

Where applicable have DBS checks been carried out?

.....

Does the Hirer have appropriate policies / procedures to ensure the safeguarding and child protection?

.....

Name of Club/Organisation Treasurer

.....

Address to which invoice should be sent:

.....

Telephone number:

Where possible, the dates during the year when the Hall will be unavailable due to school use or closure will be issued at the beginning of the school year in September. These dates may be subject to change, but where possible prior notice will always be given if the premises become unavailable due to unforeseen circumstances.

Any other relevant information:

.....

I confirm that I am over 18 years of age, and that the information provided on this form is correct.

Signed in a personal capacity and on behalf of:

Whose authority I have to bind them by signing this application

Signed:

Print name:

Position in Club/Organisation:

Date:

APPENDIX III

HIRE AGREEMENT

The Governing Body of Parkfield Primary School, Parkfield Road, Taunton TA1 4RT

The Hirer:

Address:

Telephone:

Areas of the School to be Used:

Specific Nature of Use:

Maximum Attendance:

Details of any School Equipment to be Used:

Date(s) of Hire:Period(s) of Hire:

Please attach a copy of your own Public Liability Insurance Policy to this application.

The Governing Body agree 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.

Please note:

- **The carpeted area off of the hall will have tables and benches in place – the hirer will need to move these before the area is used and to put them back in place each time the premises is used**
- **The music room will have chairs place – the hirer will need to move these before the area is used and to put them back in place each time the premises is used**
- **Where a classroom is used, all desks and chairs which are moved must be returned to their original places at the end of every session by the hirer.**
- **At the end of each session the hirer must wipe over all tables and chairs, leaving the area clean with no litter. All litter, used tissues etc must be removed by the hirer.**

The Hirer	The Responsible Body
<p>I have read and agree to be bound by the Conditions of Hire. Signed in a personal capacity and on behalf of whose authority I have to bind them by signing this application.</p> <p>Signed:Print name:</p> <p>Date:</p>	<p>We agree to let the Establishment as set out from the above information.</p> <p>The cost of the hire is:</p> <p>Signed: On behalf of the Governing Body (Headteacher)</p> <p>Date:</p>