



LETTINGS APPLICATION FORM

This form is to be completed by the person responsible, on behalf of the Hirers. It is understood that this person will be responsible for the payment of all charges relating to this booking and will ensure that all aspects of the Lettings Policy are adhered to at all times.

NAME :

ORGANISATION REPRESENTED:	Charity Number:
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ADDRESS :

TEL No: Business/Home:	Mobile:
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E MAIL :

Purpose of Use: (please add more details on a separate sheet if necessary)

Limited to members?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Open to general public?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Is this activity chargeable to participants?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Do you request permission for alcohol to be consumed during this event	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If so will alcohol be sold? <i>(You will be required to obtain a magistrate's license)</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Do you need the school to arrange Public Liability Insurance for you? <i>If No, please provide a copy of your insurance certificate with this application form</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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FACILITIES REQUIRED	PLEASE TICK	Number required
MAIN HALL (Maximum 1)	<input type="checkbox"/>	
CLASSROOM (Maximum 9)	<input type="checkbox"/>	
CREATIVE CABIN (Maximum 1)	<input type="checkbox"/>	
MULTI-USE GAMES AREA (Maximum 1)	<input type="checkbox"/>	
PLAYGROUND (Maximum 2)	<input type="checkbox"/>	
SPORTS PITCH (Maximum 2)	<input type="checkbox"/>	
TOILETS (in school)	<input type="checkbox"/>	
TOILETS (in Creative Cabin)	<input type="checkbox"/>	

Occasional letting Day Month Year
Fr From am/pm To am/pm

OR

Regular letting Every From am/pm To am/pm



Starting From

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 Until

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I undertake to pay the approved charges. **I accept the terms and conditions of use which have been provided to me.**

Signature

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 Date

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School use: Date Form Received: _____ Application. No: _____ Head approval _____

Copy to be attached to application _____ form

Oakfield Junior School

BOOKING PROCEDURES

1. Applicants should fill in a Lettings Application form and return to the main school office with a copy of their Public Liability Insurance certificate if applicable.
2. The person signing the application form (then known as “the Hirer”) is responsible for all aspects of the let.
3. By signing the application form, the person signing is acknowledging and agreeing to adhere to all aspects and conditions of Oakfield Junior School’s Lettings Policy.
4. A signed application form does not guarantee the booking will be granted.
5. Where the application for a let is accepted, the applicant will be sent a letter provisionally confirming the let and an invoice to cover the cost of the let and any additional returnable deposit required.
6. The returnable deposit of £100 is required to be paid upon receipt of the invoice.
7. The Hirer should pay the booking invoice, in full, 14 days prior to the date of the let, and ensure that they receive a receipt of payment. This will confirm the booking agreement. Failure to pay the invoice and returnable deposit (where required) will result in the application for the let becoming void.
8. The Hirer must ensure that he/she meets the School Business Manager and signs for the conditions of the building on arrival. At the end of the hire period, the Hirer is responsible for agreeing the Lettings Certificate. If no official is present, the Hirer will be contacted within 48 hours to confirm that the condition of the area post letting is acceptable.
9. Hirers will automatically be charged for public liability insurance at 15% of the total hire cost (or a minimum of £5) as part of the booking charge unless proof of adequate equivalent insurance is shown to the school (a photocopy will be taken for the records). Public Liability will be set at £5 million cover.
10. Any requests for amendments to the booking should where possible take place at least 14 days prior to the date of the let. The Hirer must not presume that any amendment will automatically be agreed. Confirmation of any amendments will be sent to the Hirer in writing.

BOOKING TIMES

1. There will be no access to the premises before the commencement of the period. Hirers must allow sufficient time for preparation before the event when booking the time of the let.
2. Hirers must have left the premises by the end of the booked period. Sufficient time must be included to allow for clearing away and for all participants to leave the premise by the end of the booked period.

CANCELLATIONS

1. The Governing Body must be notified of any cancellation at least 4 weeks prior to the date of let. However, notification at the earliest possible time is appreciated.
2. Where notification is given to the Governing Body at least 4 weeks prior to the date of the let, the booking charge will be refunded in full apart from the set administration charge. Your custom will be welcomed again at any time in the future.
3. Where notification is given to the school between 2-4 weeks prior to the arranged date of the let, the Hirer will be entitled to a 50% refund only.
4. Where notification of cancellation is given less than 2 weeks prior to the arranged date of the let, the Hirer will not be entitled to any refund.
5. Where a cancellation is made by the Governing Body of the school, the Hirer will be entitled to a full refund. The Governing Body will endeavour to notify the Hirer at the earliest possible moment, however, no guaranteed period of notice can be offered. Regardless of when notification is given to the Hirer, the Hirer will not be entitled to any compensation.

And :

- a. The above conditions apply for cancellation of total or part of a booking.
- b. Where the Hirer makes a permanent cancellation during the course of a letting agreement, the Hirer will receive a refund for any outstanding sessions but no compensation will be available.

COMPLAINTS PROCEDURE

1. What if the school has a complaint about our group / organisation?

If the school has concerns about a let the following procedures will be followed:-

- i. A representative of the school or Governing Body will verbally raise the concern with the named Hirer.
- ii. The situation will be monitored for two sessions to allow the issues to be addressed.



- iii. If the situation remains unresolved, the Hirer will receive written notification of the concern and a further two sessions will be given to allow the Hirer to address the situation.
- iv. If the matter remains unresolved, the Hirer will receive formal written notice of termination of the booking agreement. This will be implemented 72 hours from the date of the letter of notification.

Please Note : If the Hirer willfully breaks the conditions of usage, the let will be terminated immediately .

2. What if I, as the Hirer, have a complaint about my let or booking agreement ?

If you as the Hirer, have a complaint or concern regarding your let, the following procedures should be followed :-

- i. Talk to the School Business Manager and discuss the problem. Allow 5 working days for the situation to be resolved.
- ii. If still unresolved, the Hirer should notify the Governing Body through the Head Teacher in writing and allow 5 working days for the situation to be resolved.
- iii. If still unresolved, the matter will be placed on the agenda of the next appropriate committee of the Governing Body. (If the concern needs urgent attention, a special meeting of this group will be convened.)
- iv. If still unresolved, the matter will be taken to the next full Governing Body meeting and the Hirer will receive a written response from the Chair of Governors detailing the outcome.

3. What if a third party complains?

- i. If the school receives a complaint from a third party the Hirer will be notified of the complaint and be expected to assist the school with their enquiries.
- ii. The matter will be investigated by a representative of the school and a written response will be sent to the complainant within 10 working days; a copy will be sent to the Governing Body and the Hirer.
- iii. If any further correspondence is received, the matter will be placed on the agenda of the next appropriate Governing Body committee. A final response will then be sent by the Chair of the Governing Body explaining the final outcome with a copy to the Hirer.

APPEALS PROCEDURE

1. If a Hirer has a letting agreement withdrawn, they have a right to appeal to the Governing Body.
2. The appeal should be made in writing and will be presented at the next full meeting of the Governing Body.

3. The Hirer will be informed of any action and/or decision taken by the Governing Body.
4. The Governing Body's decision is final.

To be attached to application form

Oakfield Junior School Lettings - CONDITIONS OF USE

1. Any movement of furniture required must be undertaken by the hirer under the direction of the School Business Manager. No furniture or apparatus is to be used without prior permission.
2. The authorised hirer is responsible for those attending the function and in particular for leaving the site in a quiet and orderly fashion by the time stated in the booking agreement.
3. Where car parking is required, the hirer must undertake the proper stewarding and control of the parking area in collaboration with the police where necessary. The hirer must maintain safe entry and exit from the premises and provide and maintain clear access for emergency vehicles and service vehicles.
4. No alcoholic drinks may be consumed or brought onto the premises unless written permission has been applied for and received from the Governing Body. Where a licence for the sale of alcohol is necessary for a function, the responsibility for obtaining such a licence is solely the hirer's. Safety regulations require that no alcoholic drinks are stored or consumed in the kitchen area.
5. The hirer is responsible for the protection of the premises from damage, for the good behaviour of all associated users, and ensuring that alcoholic drinks, where permitted, are consumed in moderation when brought onto the premise for a function.
6. Hirers will have access only to the particular room(s) let to them, including where it is practicable the use of toilet accommodation. In no case is access permitted to any other part of the premises including particularly accommodation set aside for specific use of staff.
7. The hirer is responsible for ensuring that all areas are left clean and tidy as found. This includes all outside areas as well as indoor areas. If this is not found to be the case the hirer will be charged a penalty sum to cover costs of any repairs or cleaning required.

8. No school staff are permitted to kind, at any time. accept hospitality gifts, either cash or in
9. No confetti or rice is to be thrown on the premises.
10. No use of the kitchen, or kitchen equipment, will be permitted.
11. The school's No Smoking Policy must be adhered to at all times. There is to be no smoking anywhere on the school premises - indoor or outdoor.
12. The hirer must report to the School Business Manager at the beginning of any indoor let to sign the Handover Certificate, accepting the condition of the premises as acceptable at the beginning and the end of the hire period.
13. The hirer shall pay to the school the cost of repair or replacement resulting from any loss or damage arising from the hiring however caused or of whatever nature to the school premises and all equipment or property thereon (whether provided by the School, Council or any other body or person). The hirer must take out public liability insurance cover with the Local Authority at a cost of 15% of the total cost or £5 minimum as part of their booking agreement unless proof of equivalent adequate insurance cover (liability up to £5 million) is shown to the school. Professional entertainer events and political party meetings are not covered by Local Authority insurance so these groups will need to provide evidence of their own insurance.
14. If the School Business Manager is in attendance and the hirer provides additional personnel to prepare for a letting, these personnel shall be subject to the general direction of the School Business Manager.
15. All children will be supervised at all times by their carers except where children are attending an organised group or care scheme. Where the latter applies, the group/care scheme will adhere to all regulations set out in the current Children Act, including those of registration with the relevant registering body. In addition the Governing Body requires that appropriate level of Disclosure has been obtained from the Criminal Records Bureau for the individuals working on school premises. It is the responsibility of the hirer to ensure that this is the case.
16. The hirer will adhere to all Health and Safety requirements, please ask for our policy. Where any accident occurs during the let, the hirer is required to complete an Accident Report Form obtainable from the School Business Manager the same day.
17. No stiletto heels or similar objects (such as rugby studs or tap shoes) are allowed in the gym/hall area.
18. No food or drink is allowed in any area except the designated appropriate lettings spaces, unless prior written permission has been granted.
19. Martial arts lets can only take place where independent verification of professional body membership and suitable professional liability insurance can be obtained by the school in advance.
20. Hirers of the Multi Use Games Area (MUGA) must respect all of the following requirements at all times with regard to care of the surface:
- a. Trainers or soft soled sports shoes only must be worn
 - b. No chewing gum is allowed
 - c. No smoking is allowed
 - d. No food is allowed
 - d. Ensure that mud is removed from shoes before entering the court area
 - e. Sports equipment must be checked for sharp edges which could damage the surface. Sports equipment must be carried or wheeled across the court and not dragged
 - f. Remove any litter
21. Power of revocation
- a. The Governing Body reserves the right to revoke without notice any contract for the hire of school premises
 - b. Governors, or any employee of the Council so authorised, are empowered to withdraw, without notice, permission to use school playing fields when such playing fields are unfit for use.
22. If at any time during the booking the school feels that satisfactory management procedures are not in place the school has the right to cancel the booking.



23. The hirer must not sub-let to another party.
24. The hirer will adhere to all aspects of the lettings policy at all times through the procedure of applying for and accepting a let on our premises.
25. The hirer's signature on the application form confirms their agreement of the above conditions of booking and all other aspects of our school Lettings Policy.