



Lettings Policy

Approved by Directors/Governors: March 2017

Review date; March 2019

National Teaching School
designated by

**National College for
Teaching & Leadership**



Chipstead Valley Academy Trust, an Exempt Charity, Registered in England, Company Limited by Guarantee No. 08891864 Registered Office: Chipstead Valley Primary School, Chipstead Valley Road, Coulsdon, Surrey. CR5 3BW. Chipstead Valley Primary School is a Business Name of Chipstead Valley Academy Trust.

Table of Contents

1. Introduction	2
2. Purpose	2
3. Guidelines for Schools.....	2
4. Lettings categories	3
5. Charges.....	4
6. Legislative considerations	4
Appendix 1	5
Terms and Conditions of School hire	5
Appendix 2	13
Terms and Conditions for Swimming Pool Hire	13
Appendix 3	15
Lettings Booking Form	15
Appendix 4	16
Charges for Chipstead Valley and New Valley Primary Schools	16
Appendix 5	17
Hirers Induction	17

1. Introduction

Chipstead Valley School Trust is an integral part of the local community. As such the Trust is open to hire of the school sites for the benefit of the larger community. This policy sets out the facilities available, the charges and the responsibilities of the Trust and the hirers.

2. Purpose

- To integrate the schools within the Trust into the local community;
- To increase the opportunities for physical, educational and community activities within the wider community by providing facilities for hire which are welcoming and accessible to all members of the community;
- To set clear guidelines and manage the use of the Trust's premises;
- To confirm the charges and generate an income to the Trust.

3. Guidelines for Schools

- i. The Trust has devolved responsibility to the Head Teacher/Head of School whom controls the use of school premises during and outside school hours and ensures that any Letting is for a fit and proper purpose. Lettings will not be made to persons under the age of 18, or to any organisation or group or individual with an unlawful or extremist background. The Head Teacher/Head of School has the right to refuse a Letting of the school.
- ii. Alcohol must not be sold or consumed within the school's premises or grounds, without the permission of the LGB. If permission is given, alcohol may not be sold on the premises without a magistrate's licence. It is the responsibility of the hirer to show the licence to the Head Teacher/Head of School in advance of the Letting.
- iii. The Head Teacher/Head of School/LGB will ensure that Lettings do not discriminate against disabled people.
- iv. The Head Teacher/Head of School /LGB will ensure Lettings do not adversely affect the day-to-day use of school's facilities by pupils.
- v. Any Lettings will initially be referred to the Head Teacher/Head of School who will advise the LGB of any new Lettings at the next LGB meeting.
- vi. The Finance and Audit Committee of the Trust will review and set charges for Lettings on an annual basis.
- vii. All Lettings will be made through a central booking system that is maintained by the School Business Manager, including ensuring all: Terms and Conditions, booking forms are signed, relevant licenses and policies are returned to the School.
- viii. The School will ensure that all hirers produce a certificate of Public Liability Insurance with a minimum cover of £5 million, employer liability to £10 million and accidental damage insurance.
- ix. The Site Manager/Caretaker will be informed of all Lettings on School premises.

- x. The Site Manager/Caretaker will be paid for opening, closing and securing the premises and for any additional time spent on-site with the exception of School Lettings such as Governor Meetings or PTFA events.
- xi. The Trust requires all hirers to provide evidence that they have appropriate policies and procedures in place in regard to safeguarding children, child protection and prevention of terrorism and radicalisation, and to demonstrate that they understand the requirement to liaise with the school on these matters where appropriate. The Designated Safeguarding Lead for each school is detailed in the Trust Early Help and Safeguarding Policy a copy of which will be sent to hirers on confirmation of the let. If hirers do not have their own policies, they may adopt the school policies after consultation with the Head Teacher/Head of School.
- xii. All hirers must adhere to the Trust's Health and Safety Policy and Procedures. The Site Manager/School Business Manager is responsible for ensuring the hirer is fully aware of these.
- xiii. Hirers of the swimming pool must adhere to the procedures outlined in the Chipstead Valley Pool Normal Operating Procedures. N.B. The swimming pool is only available for regular hire for the purpose of swimming instruction. One-off lettings may be considered by activity groups such as Scouts and Guides.

4. Lettings categories

School Letting

This category covers Lettings to Trust organisations such as the PTFA or Governors and takes precedence over all other Lettings. The school will, however, take care to ensure that these events or meetings take place at times other than those of the regular Lettings by external organisations or the local community. No charge is made for such lettings.

School Community Letting

This category covers Lettings by the Trust or its Staff for community activities that provide direct or indirect benefit to the school. The Trust recognises the benefit of these Lettings and therefore only levies a nominal charge or a donation, provided that;

- No extra cleaning is required
- A member of staff closes and secures the premises
- No charges will be made for these letting where they are only open to children within the school community and the children access the activity at a reduced rate.

Extended Community Letting

This category covers Lettings for Extended Schools and Community Groups,

- Where the charges made by the group cover only costs and there is no profit made from the activity.
- Where profit is made but the activity is solely for the benefit of children within the school community.

The Head Teacher exercises sole discretion when approving hirers and the School reserves the right to refuse approval without explanation; where upon "Private Letting" will apply.

Private Letting

This category covers Lettings made by individuals or groups. The Site Manager/Caretaker must be fully briefed of the type of activity to be undertaken during the Letting and ensure that the relevant risk assessment has been made. No lettings will be made for parties or weddings.

Authority to let the school premises is at the Head Teacher/Head of School or Governors' discretion whom reserve the right not to let without explanation.

Private lettings will be considered upon application to the Head Teacher/Head of School.

5. Charges

Charges will be set by individual schools. See Appendix 3.

The following applies throughout the Trust:

- Charges will be levied in advance for "one off" Lettings;
- Regular Lettings will be invoiced on a monthly or termly basis;
- New Lettings will be required to pay the first month's charges in advance;
- A Letting will be cancelled if the charges remain unpaid after the third reminder for a single payment has been issued

Lettings and licenses agreed prior to the school becoming part of the Trust will remain in place until renewal date. Agreements will then be reviewed in line with the Trust policy.

6. Legislative considerations

The Sex Discrimination Act 1985 and Race Relations act apply throughout this policy and will be adhered to throughout Lettings of the Trust sites.

Having regard to the Trust's duty under the Race Relations Act 1976 (but without prejudice to our duties under the Representation of the People Act 1983) the Trust will not let the school sites to organisations whose purpose is, amongst other things, to encourage racial discrimination and/or disharmony between persons of different racial groups, or are otherwise involve in activities prejudicial to good race relations.

In deciding whether or not to let our site, the Trust will also consider any effects on neighbouring premises that may arise as a result of accepting the booking.

The Trust will consider letting to any group able to comply with the terms and conditions outlined in this policy. The terms and conditions will be sent out with all application forms.

Appendix 1



CHIPSTEAD VALLEY ACADEMY TRUST

Terms and Conditions of School hire

1. The use of the Trust premises is permitted on the understanding that the following rules are adhered to at all times. Failure by the hirer to comply with any of the following regulations where applicable, whether intentionally or not, may be deemed by the Trust to be just cause for the immediate cancellation of any lettings or series of lettings.
2. The person by whom the form of application for the hiring is signed shall be deemed to be the Hirer and such person shall be personally responsible for the payment and other charges payable in respects of the hiring and for the observance and performance in all respect of the conditions and stipulations herein contained and on the part of the Hirer to be observed and performed.
3. For the purposes of this agreement the School means the Employees and representatives of the School premises together with all employees, agents and representatives of Chipstead Valley School Trust.
4. All applications for hire must be provisionally agreed with the Head Teacher/Head of School and will not be confirmed until payment of a returnable deposit has been made. The hirer and those attending must not enter parts of the site other than those included in the lettings agreement.
5. All charges are required to be paid at least one month in advance of the event and (subject to condition 6) no booking will be accepted later than 14 days (5 weeks where a licence is required under statute) prior to the date required.
6. The Hirer will be required to pay a deposit of £200 at the time of booking for one off events. All other room bookings may be required to pay a deposit of 20 per cent in addition to the hire charges, which may be applied in whole or in part to make good any damage, in accordance with Condition 21.
 - a. The deposit will be returned between 7 to 10 school days after the event subject to these Conditions being adhered to.
7. Where the Hirer is hiring the facilities less than one month before an event, he/she must pay the deposit and the hire fee at the time of booking by debit and credit card, BACS or cheque. The Trust will not accept payment by cheque for bookings less than 14 days before an event.
8. The School may at any time cancel, postpone or delay any booking, in which case the Hirer will be reimbursed the appropriate amount of the hire charge made. If the School finds it

necessary to postpone or cancel a booking, as much notice as possible will be given. The School will not accept liability for any loss arising from any such postponement or cancellation.

9. Hirers will be allowed to cancel or postpone a booking on condition that, if one month's notice is given before the event the whole deposit will be repaid, if 3 weeks' notice is given, half the deposit will be repaid, if two weeks' notice is given, 25% of the deposit will be repaid and if no notice is given, the deposit will not be repaid to the Hirer.
10. Long term lets must give 6 weeks notice in writing of termination of the hire.
11. The School reserves the right to refuse to grant a hiring without giving a reason.
12. The School shall resolve conflicting requests for the use of the premises with priority at all times being given to the School.
13. Intoxicating liquor shall not be sold, supplied or consumed on School premises without the prior written consent of the School and subject to any necessary licence having been obtained by the Hirer – and copy supplied to the School at least 7 days prior to the event.
14. Smoking is not allowed anywhere on the School's premises including outside spaces.
15. The Hirer and/or his/her named representative or the responsible person(s) whose name(s) and address(es) must have been supplied to the School before the date of the hiring, must be in attendance at the premises throughout the period of the hire. If the Hirer leaves the event before it finishes, a named representative must be nominated to remain until all the guests have left the School premises.
16. The School's Caretaking Staff will be on duty at all times, unless agreed otherwise by the Head Teacher/Head of School. If the School's caretaking staff are onsite the Hirer (or named representative) must report to the Caretaker at the end of the event, who may inspect the site for signs of damage or loss of property. (Failure to do so will lead to a delay in return of deposits).
17. The Hirer shall, if called upon to do so, furnish for approval a copy of the programme of any entertainment (the "Programme") to be given by the Hirer. In such a case no entertainment shall be given except in conformity with the Programme which has been approved by the School.
 - a. In the event that the School does not approve the Programme the Hirer will be allowed to cancel the hiring on payment of the appropriate fees under Condition 8.
 - b. The School cannot be used for political purposes or the public exhibition of films.
18. A draft copy of any literature proposed for distribution which contains any reference to the School or School Trust must be sent to the School for approval at least 10 days prior to distribution.
19. Neither the School nor their representatives shall be liable for any injury (including injury resulting in death) or damage to or loss of property whatsoever which shall or may occur to or be sustained by the Hirer, his/her assistants, servants or agents or others entering on the

property in the exercise or purported exercise of the hiring (except such injury or damage as may occur by reason of the neglect of the School or their representatives, servants or agents acting within the scope of their authority).

20. The Hirer will indemnify and keep indemnified the School and/or its representatives and servants and agents from and against all claims and liability in respect of such injury or damage and all actions, proceedings, costs, damages and expenses in regard thereto and also from and against all other liability claims, demands, proceedings, costs, damages and expenses in respect of injury to persons whomsoever (including injury resulting in death) and damage to or loss of property whatsoever which may arise out of or in consequence of the exercise or purported exercise of the hiring (except as aforesaid).
21. The School shall not be responsible for:
 - any indirect or consequential damage arising from any breach of this agreement by the School;
 - any loss or damage to any article of any kind brought to or left on the School's premises; or
 - any loss due to acts or omissions of third parties or for any loss due to equipment breakdown, failure of the electricity supply, leakage of water, flooding, terrorism, fire, government restriction, act of God or any event which is beyond the School's control which may cause the premises to be temporarily closed or the hiring to be interrupted or cancelled.
22. The School will not be held responsible for the loss, damage or theft of any cars or other vehicles parked on its premises.
23. The Hirer will keep the School and its officers, servants and agents fully indemnified from and against all losses or damages incurred by the School or any claims made against the School (including legal fees) as a consequence of the Hirer's hiring of the premises.
24. The Hirer must immediately inform the School should any matter arise which impinges upon the security or health and safety of people present on the School's premises. Hirers must comply with all relevant Health and Safety legislation in force from time to time.
25. Subject to clause 24, the Hirer, with the approval of the School, shall make good any damage to the property of the School which can be attributed to the Hirer's use of the premises.
26. In the event of any such damage under Condition 20, the School may decide to make it good and the Hirer, by the acceptance of the hiring subject to these conditions, will thereby be deemed to have undertaken to pay the cost of such reparation as certified by or on behalf of the School.
27. The Hirer shall not infringe any subsisting copyright or performing right, and hereby indemnifies the School against all sums of money which the School may have to pay by reason of an infringement of copyright or performing right occurring during the period of hire.

28. Members of the School reserve to themselves and their officials the right to enter the premises hired at all times on producing evidence of their identity. Stewards (if used) should be advised of this Condition accordingly by the Hirer.
29. Entrance to the premises will be through the main entrance which will be opened by the School at an agreed time. It will be the responsibility of the Hirer to ensure that the premises are secure during the Hire Period. Admission to the School will not be allowed until the time specified on the booking form.
30. The Hirer is responsible for the preservation of good order and the School reserves the right to levy an additional charge to cover the cost of repair of damage to the School premises or equipment howsoever occasioned except insofar as the Hirer satisfies the School that such damage or loss was caused by any act or default of the School or of any employee of the School in the performance of his/her duties as such employee.
31. The Hirer shall ensure that events are properly supervised, with sufficient stewards if so required. Suitably qualified instructors must be used where appropriate to the activity e.g. sporting or dance activities. The Hirer must ensure that risks associated with activities are properly controlled during the Hire Period. The School is not responsible for undertaking risk assessments for the Hirer's activities. The School reserves the right to terminate this agreement if the Hirer fails to ensure suitable arrangements are in place for safeguarding children and/or vulnerable adults.
32. The Hirer must ensure that any noise or music played does not interfere with other activities within the premises and cannot be heard from any neighbouring houses. Any request to turn the music down by the Caretaking staff must be adhered to. The Hirer should ask its guests to leave the School premises quietly at night time to avoid disturbing its neighbours. All emergency exits and vehicular exits are to be kept clear at all times.
33. No nails, tacks, screws etc. shall be driven into or adhesives fixed to any of the walls, floors, ceilings, furniture or fittings. Decorations must only be fixed into place with blu tack. Decorations in the dining hall (if applicable) can only be tied to tables and pillars and the use of any form of adhesive is not permitted.
34. Any setting up and clearing out in the facilities must be carried out within the Hire Period unless otherwise agreed with the School in writing before the event.
35. Subject to the provision of the next paragraph, the Hirer shall vacate the premises by the times agreed when hiring the premises unless written authority from the School (showing the time of extension) has been obtained and shall leave the premises, fixtures, furniture and other property therein in as good order as they were at the time of entry. If the premises are not vacated at the agreed time or if additional cleaning beyond that which would normally be required has to be undertaken, a further charge at the full hourly rate will be made against the Hirer which will be deducted from the Deposit in the first instance with the Hirer being liable to meet the cost of any outstanding amounts owing to the School.
36. The Hirer shall ensure that caterers, contractors and others supplying or serving refreshments, or providing decorations etc. comply with all current legislation relating to food hygiene, health, welfare and safety matters and remove from the School premises all their articles, property refuse, decorations, sets, props, equipment and other items by end of the Hire

Period and shall observe and carry out any instructions which may be given to him/her in this regard. Any items left behind will be stored at the Hirer's expense. The School reserves the right to dispose of any items left in the premises at the end of the Hire Period but will make reasonable efforts to notify the Hirer before doing so.

37. The Hirer is responsible for any damage caused by any act or neglect of the Hirer or anyone who the Hirer allows onto the premises.
38. The Hirer will be responsible for the proper use of fixtures and fittings and must take reasonable steps to ensure that there is no damage to the fixtures, fittings, School equipment or to the building.
39. The seating accommodation provided is limited to the number of chairs that are on the School premises on the day of hire and is arranged so as not to affect the means of escape from the premises and to accord with any approved layout which exists for the premises. Subject to approval, further provision may be made by the Hirer at his/her own expense.
40. Lettings must not exceed the maximum criteria of people for the premises, check with the individual School, and the Hirer shall ensure that the number of people admitted to the function does not exceed the maximum number stated in the Booking Form. The Hirer must ensure that no unauthorised entry is made to the premises during the Hire Period.
41. The School reserves the right to ask the Hirer to keep a register of those attending the School's premises as a result of the hiring of the premises.
42. School furniture shall not be moved except by prior arrangement with the site manager/caretaker.
43. The Hirer shall not discriminate against any individual or group in any activity taking place at the School.
44. The Hirer shall ensure that no act is done on the premises, during his/her use of the premises, which contravenes the Equality Act 2010.
45. The Hirer may make reasonable use of the School's toilet facilities.
46. Any equipment required including pots and pans are to be supplied by the Hirer and use of the kitchen area will be by prior agreement between the School and the Hirer.
47. Any alteration or addition to the electrical lighting or heating systems is strictly forbidden, except with the prior written approval of the School which may be given subject to conditions which the Hirer will be required to observe. Such approval may also be subject to the oversight of a technical officer acting on behalf of the School and where necessary, the consent of the electricity supply undertakers.
48. All mains powered electrical equipment brought on to the premises by the Hirer must be safe and in good condition. Evidence of valid inspection certificates may be required.
49. The use of portable cooking stoves of any description are strictly prohibited.

50. PA systems, sound equipment, projectors, computers and screens are not to be used unless prior permission has been sought. If any stage lighting, spotlights, screen or sound equipment are required, it is to be clearly stated on the application form. An extra charge may be made for this service and any operation of such equipment shall be carried out by a competent person named and approved by the School in advance.
51. Additional special conditions shall also apply when the use of School grounds is permitted for activities of a hazardous nature.
52. The Hirer must not bring on to the premises anything which may endanger the premises, its users or which may adversely affect any insurance policies.
- 53. It is the duty and responsibility of the Hirer, or his/her representative, to be aware of the evacuation procedures of the premises in the event of an emergency. Those procedures are enclosed with these Conditions of Hire and are prominently displayed in the School. It is also the duty of the Hirer to ensure that these emergency procedures are brought to the attention of all people, both participants and spectators, as part of the Hirer's general responsibility for the Health and Safety of everyone present on the site arising as a result of the hiring of the premises.**
- 54. The Hirer is strongly advised to appoint fire marshals to assist in the evacuation of the premises and the checking of attendance registers to ensure everyone is accounted for. The Hirer is responsible for keeping passages and fire exits clear. During the Hire Period it is the responsibility of the Hirer to ensure safe evacuation of the premises via the nearest fire exit. In the event of fire, the Hirer shall call the emergency services.**
55. Suitable organised supervision must be maintained of all people engaged in or associated with the activity e.g. young children require continuous supervision in the changing areas and corridors to avoid possible unruly behaviour. The Hirer must ensure that a qualified person or persons are available on site, commensurate with the risks of the activity pursued, to administer first aid if necessary. **The School takes no responsibility for the provision of first aid during the Hire Period.**
- 56. Any organisation submitting a lettings request for an activity or event involving children and/or young people under 18 years of age must submit to the School a signed copy of their current child protection policy which must be compliant with current legislation and include reference to prevention of terrorism and radicalisation. Where appropriate, the Hirer warrants that it has obtained all relevant Disclosure and Barring Service ('DBS') checks for individuals connected with the activity to be carried out by the Hirer before the start of the Hire Period. The School reserves the right to cancel or delay the booking if the Hirer fails to provide DBS checks to the School's satisfaction before the start of the Hire Period.**
57. If a particular letting involves direct or indirect contact with the School's pupils, all of the Hirer's personnel involved in the activity must be checked against the Children's Barred List.
58. The School reserves the right to prevent any individual from entering onto the School site.
59. The wearing of footwear which might cause damage to floors is not permitted.
60. No gratuities must be offered to any members of staff.

61. No animals other than guide dogs are permitted on the premises without the prior written approval of the School.
62. Parking is at the risk of the vehicles' owner, is only allowed on hard surface. The hirer must ensure control in the parking area. The hirer must maintain safe entry and exit from the premises and provide and maintain clear access for emergency and service vehicles.
63. When using the sports facilities:
- No alcohol can be consumed;
 - Non-marking trainers must be worn at all times;
 - No markings can be applied to the floor; and
 - All equipment must be put away.
64. The Hirer shall not sub-let, share or assign any part of the premises and shall not use it for any other purpose than that for which it has been hired.
65. The Hirer agrees to comply with all laws, statutes, regulations and notices and consents pertaining to its event or the use of the School premises.
66. The land (including any building or structure therein) is made available in its existing state and condition and neither the School nor their representatives warrant or represent that it is safe and suitable for the holding of the function or for the admission of the public. The Hirer shall not publish or say anything tending to lead any person to believe otherwise.
67. Hire of premises relates to the area of the building/grounds that has been booked for hire. Other areas of the School are not to be used. A hiring is the non-exclusive use of the area of the building/grounds in question. No legal or equitable estate or interest is granted or implied by any hiring subject to these Terms and Conditions of Hire.
68. The School reserves the right to ask the Hirer to obtain public liability insurance with a minimum indemnity of £2 million to cover legal liability for incidents resulting in injuries to persons and/or damage or loss of property arising out of the hiring of the School premises **and to produce evidence of the insurance to the Head Teacher/Head of School or School Business Manager before the hiring commences.**
69. The Hirer must not use the facilities for any unlawful or immoral purpose.
70. The premises hired shall not be used for any licensable activity unless the Hirer has obtained any necessary licence from the relevant licensing authority for such use. A copy of the Licence is to be given to the School prior to the event.
71. The Hirer shall not use the premises or permit them to be used for gaming or wagering other than lawful gaming carried on in accordance with the provisions of the relevant Gaming Acts 2005, or any subsequent Act which in whole or in part replaces it.
72. If Door Supervisors are used by the Hirer on the premises, then the Hirer must ensure that any necessary licenses have been obtained and are in force during the term of the licence and comply with any legislation or codes of conduct concerning the regulation of such Door Supervisors.

73. The Hirer is required, where appropriate to his/her hiring and where the premises hired are licensed as described above, to ensure compliance with the conditions and regulations subject to which the premises hired are so licensed.
74. The Hirer must leave the School site as found, removing all rubbish from the site on departure.
75. If the Hirer commits a breach during the hiring of any of the conditions attaching to any such licence, or of any other conditions, including these Terms and Conditions of Hire then, without prejudice to the right of the School, acting by itself or through any other appropriate body on its behalf, to enforce any liabilities already incurred by the Hirer under these conditions, the School reserves the right themselves or acting as aforesaid to immediately terminate the hiring, if still continuing and to retain all sums paid by the Hirer and to refuse to grant any further application from him/her for the hire of School premises.
76. References to the School in these Terms and Conditions of Hire shall include references to its representatives (including School employees) where appropriate.
77. The School reserves the right to amend the Conditions and Agreement at any time.

On behalf of the Hirer, I confirm that I have read and accept the Terms and Conditions of Hire:

Name _____

Position _____

Signed _____

Date _____



CHIPSTEAD VALLEY ACADEMY TRUST

Terms and Conditions for Swimming Pool Hire

1. These provisions are applied in the instance of the Hirer Agreement being used for the use of the Swimming Pool Facilities of the School and are to be used alongside and subject to the Hirer Agreement.
2. The below requirements are especially regarding indemnity and insurance, health and safety with Swimming Pool Hires.
3. All references to include: the pool, poolside areas, changing room and showers. The use of any other of the School's leisure facilities will be at the discretion of the School.
4. The hirer must bring with them any equipment they wish to use during the hire period, and this must be taken away at the end of the hire period. The School's equipment will only be used at the School's discretion and approval, which can be withheld without justification.
5. There is to be no alcohol consumed before and during the hire of the swimming facilities. As above the use of illegal drugs and smoking are not permitted on any part of the School premises.
6. The School will not provide first aid or life guard facilities; it is the hirer's responsibility to make the provision of first aid training and provisions of first aid equipment. All staff provided by the hirer are to be qualified and certificated to current standard and in attendance for the period of the hire.
7. It is the hirer's duty to make sure that there is a correct ratio of qualified professional to students. This ratio will be governed by any current legislation or guidance that is in at the time of hire.
8. Qualified professional will be defined as coaches with the correct qualifications to teach, lifeguards with current qualification. There must be the correct ratio of lifeguards on duty during the hire period.
9. At no time will there be more than the permitted amount of people in the pool. The School reserves the right to check numbers of the attendees at the activity and cancel immediately if these numbers are exceeded this can include vacating the pool and cancelling the event with immediate effect.
10. The hirer will make sure all qualified professional provide certification proof 14 days prior to any hire period and provide a current DBS certificate as detailed in the Hire Agreement. Failure to provide will result in the hire agreement been cancelled and no entitlement to refund. The hirer will also obtain an insurance agreement as per the Hirer Agreement and this will be provided to the School with copies of all necessary qualifications when requested.

11. It will be the duty of the hirer to follow and obey all rules put in place by the School with regard to correct and safe procedures of pool use. **Hirers must sign and return a copy of the Normal Operating Procedures prior to commencement of letting period.**

12. The Swimming pool and surrounding areas must be left as found; excess water on floors removed, equipment tidied, pool cover on, cleaned and ready for use.

On behalf of the Hirer, I confirm that I have read and accept the Terms and Conditions of Hire:

1. Name _____

2. Position _____

3. Signed _____

4. Date _____

Lettings Booking Form

School:.....

Name of Hirer:	Organisation:
_____	_____
Address of Hirer:	Contact No.
_____ _____	_____
Date(s) of Hire:	To:
From: _____	_____
Special Instructions e.g. every Sunday:	Total Days:
_____	_____
Exact Times Required:	AM/PM To: AM/PM
From: _____	_____
Accommodation Required:	Maximum Attendees:
_____	_____
Information for School Business Manager/Site Manager/Caretaker	
E.g. furniture required _____	
Purpose of Hire (brief description): _____	

Total Cost:*	Deposit (returnable, less additional costs):
_____	_____
* To be paid in full at least two weeks prior to the function.	
<ul style="list-style-type: none"> • I confirm I/my group of whom I am a nominated representative, have a certificate of Public Liability Insurance with a minimum cover of £5 million. Please provide evidence to School Business Manager. • I confirm that I have read and will abide by Chipstead Valley School Trust's Health and Safety Policy. • I confirm that I/my group of whom I am a nominated representative, will follow Chipstead Valley School Trust Safeguarding Policy or I have provided a copy of our Child Protection Policy to the school office. (please delete as appropriate) • I agree to abide by the terms and conditions of hire. 	
Signature of the Hirer:	
I have read through the "Conditions of Hire" with the hirer.	Date:
Signature of the School Business Manager and/or the site manager:	Date:
Signature of Headteacher:	Date:

Appendix 4

Charges for Chipstead Valley and New Valley Primary Schools

Type of Letting	Charge
School Lettings	No charge
School Community Lettings	No charge or nominal donation to the school
Extended Community Lettings	Nominal donation to the school suggested minimum £20 per hour
Private Lettings	£25 per hour, per room plus Site Manager overtime costs where necessary
Outside Activities with restricted access to use toilet facilities only	£25 per hour plus Site Manager overtime costs where necessary
Swimming Pool Hire	£35 per hour plus Site Manager overtime costs where necessary

Charges for Beecholme Primary School

Charges for hire of facilities at the school are: £27.07 minimum of 2 hours (between 5.30 – 9pm, thereafter £54.50 per hour)

Type of Letting	Charge
School Lettings	No charge
School Community Lettings	No charge or nominal donation to the school
Extended Community Lettings	Nominal donation to the school suggested minimum £20 per hour
Private Lettings	<p><i>During school hours;</i> 7.30am-5.30pm, M-F, £9.81 per hour</p> <p><i>Out of school hours;</i> 5.30pm – 9.00pm, M-F, £25.07 9.00am – 9.00pm, Saturday £54.50</p> <p><i>Unsocial hours;</i> 8.00pm – 11pm, Monday –Saturday £54.07 9.00am – 11.00pm, Sunday, £54.07</p>
Outside Activities with restricted access to use toilet facilities only	£25.07 per hour plus Site Manager overtime costs where necessary

Appendix 5



CHIPSTEAD VALLEY ACADEMY TRUST

Hirers Induction

1. Health and Safety

There is no public telephone near the school: Hirers are required to have access to a mobile phone during the letting.

If you require emergency services, the school addresses are:

- Chipstead Valley Primary School, Chipstead Valley Road, Coulsdon, Surrey CR5 3BW
- New Valley Primary, Old Lodge Lane, Purley, Surrey CR8 4AX
- Beecholme Primary, Edgehill Road, Mitcham, CR4 2HZ

2. First Aid

There are NO first aid kits or First Aiders officially on site during lets. If a hirer thinks they need access to first aid they must provide the equipment and personnel themselves.

3. Fire Evacuation

If the Fire Alarm should sound the hirer is responsible for ensuring that everyone involved in their activity leaves the building by the nearest fire exit and assemble at the assembly point.

Details of fire exits and assembly points are by exits and on the wall of each hall and class room.

Site staff or emergency services will advise when it is safe to re-enter the building.

If you discover a fire immediately raise the warning by operating the nearest fire alarm. Call the Fire Brigade.

4. Safeguarding and Child Protection

Hirers are responsible for the safeguarding of all children/young people for whom they are providing activities while they are on the Academy premises.

Hirers Induction – Signed confirmation

I confirm that I have been advised of emergency procedures as set out above in the event of fire and of my responsibility for first aid.

I confirm that I have understood the Academy's requirements as set out above in respect of safeguarding children and young people.

Signed:..... Date:

Name (Printed):.....

On behalf ofOrganisation