



# **KING'S OAK PRIMARY SCHOOL**

## **LETTINGS POLICY**

**May 2023**

**Policy prepared/reviewed by: Siobhan Vethanayagam**

**Policy reviewed and approved by: P&R Committee**

**Date of approval: May 2023**

**Date of next review: May 2024**

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment**

King's Oak Primary is a school at the heart of its community where the sense of wonder in each child is awakened, where each is valued as an individual and where gifts and talents are discovered and achievements are celebrated.

## **Introduction**

King's Oak Primary School ("the School") is keen that its premises, facilities and grounds ("Premises") are used for the benefit of the whole local community. The education of children is the prime purpose of our school; however, we believe education is a lifelong process which should be open and accessible to all. As such, it is the desire of the School that these facilities are made available to local individuals and groups ("Hirers") provided that this does not conflict with the work of the School, the interest of its pupils or the wellbeing and workload of its staff and that such lettings do not create a nuisance.

The School recognises and supports the following principles:

- The Premises represent a significant capital investment and should be fully utilised
- The Premises are a valuable community resource
- Use of the Premises for educational purposes should be given priority when lettings are considered
- Making a profit from private or commercial lettings is desirable, but is not the primary object when letting for educational activities
- Lettings will be considered for a wide range of activities including (but not necessarily limited to) community use for extra-curricular sports, recreation and teaching purposes, after-school and holiday clubs, children's groups, one-off birthday parties and other family-based party bookings

Any lettings of the Premises to outside organisations or individuals, with the exception of political or extremist groups, will be considered with these principles in mind. In this Policy "Premises" means the buildings, facilities and grounds of King's Oak Primary School and "Letting Facilities" means the parts of the Premises which are the subject of any particular Lettings Contract between the Hirer and the School.

## **Home / Work Life Balance**

- The workload of the Site Manager and Deputy Site Manager is protected by employment law and the school agrees that it is not appropriate to expect the Site Manager to undertake frequent evening and weekend work that could impinge on family life or core work duties. However, first refusal on lettings will be offered to the Site Manager before alternative arrangements are sought.
- The Site Manager is not obliged to undertake multiple lets per week that start after 6:00 p.m. or weekend lets on consecutive weekends. The number of evening and weekend lets will be monitored closely so that we do not encroach unreasonably on the Site Manager's time.

## **Overview**

This document details the Lettings Policy and procedures relating to lettings, available facilities and the roles of both the School and the Hirers of the Letting Facilities. It also sets out the current scale of charges.

The School recognises that the terms on which it is appropriate to let any part of the Premises may depend on whether the Hirer is a one-off individual hirer or a commercial and/or repeat hirer. The final decision on compliance with this Lettings Policy lies with the School.

## **Definition of a Letting**

A letting may be defined as:

"Any use of the school buildings, facilities and grounds by parties other than the school and its partners. This may be a community group (such as a local music group or football team), or a commercial organisation (such as the local branch of 'Weight Watchers')".

The following activities fall within the corporate life of the school. These activities are not considered to be lettings and costs arising from these uses are therefore a legitimate charge against the School's delegated budget:

- Governing Body meetings
- Extra-curricular activities for pupils organised by the School
- School performances
- Parents' meetings
- Meetings of the Events Team (Parent/Teacher Association)
- Events organised by the Events Team

Letting applications do not need to be made for the activities as listed above but those involved must ensure that the Site Manager is aware of these, particularly if they take place in the evenings.

## **Insurance**

The public liability insurance provided by the Local Authority already insures schools against claims for injury or damage to members of the public that may arise due to negligence.

All organisations wishing to use any part of the Premises should have their own public liability insurance to cover them for any services and activities they provide on the Premises as a whole (including but not limited to the Letting Facilities), and must have their own employers' liability insurance if employing staff or volunteers. The original insurance document should be seen by the School at the time of entering into the Lettings Contract and a copy taken by the School and kept on file.

All private hirers should ensure they are separately covered for their liability to their clients or guests and we would recommend that the Hirer check that all businesses and service providers providing goods or services to the Hirer (e.g. party entertainers) have suitable valid insurance coverage in place.

## **Safeguarding**

All Hirers (with the exception of family events) providing services to children, whether pupils at the school or others, must have suitable and regularly reviewed policies and procedures in place to ensure children's safety, which are compliant with all applicable legislation and guidance. Such Hirers must provide satisfactory evidence of these to the School as required e.g. Child Protection Policy, DBS Checks.

The School shall have regard to the principles and procedures in its own Safeguarding Policy at all times and will address any potential safeguarding issue associated with any Hirer or letting in accordance with those principles and procedures. A copy of the School's Safeguarding Policy is available on our website in the "Policies" section and all Hirers should familiarise themselves with its terms.

## **Charges**

The Headteacher is responsible for setting charges for the letting of the Premises, in consultation with the Governing Body. The scale of charges will be reviewed annually by the Headteacher. The current charges are available on page 6 of this document.

For the purpose of charging, the Headteacher is empowered to determine to which group any particular prospective Hirer (whether individual or organisation) belongs. The Headteacher is also able to offer any discounts or agree a subsidy for any lettings, as they deem appropriate at their sole discretion. The basis of charging will be determined by the purpose for which a letting is arranged and the facility which is being hired. The minimum hire period will be one hour.

Please note, in accordance with regulations, we are required to charge VAT for some sports lettings in accordance with the table on page 8 of this Policy.

## **Security**

The Headteacher has authority to determine the security risk for each letting and will be responsible for allocating a continuous security presence or other control measure as he/she deems appropriate. The School reserves the right to search people and property where there are security concerns.

## **Management of Lettings**

The Headteacher has delegated day-to-day responsibility for lettings to the School Business Manager who can be contacted at [lettings@kop.rbksch.org](mailto:lettings@kop.rbksch.org). Where appropriate, the Headteacher may delegate all or part of this responsibility, such as security, child protection to other members of staff, whilst still retaining overall responsibility for the lettings process. If the School Business Manager has any concern about whether a particular request for a letting is appropriate or not, he/she will consult with the Headteacher.

The Hirer has responsibility for ensuring that any person engaged or in attendance at the Letting Facilities during the period of hire (as the Hirer's guest, participant, employee, subcontractor, service provider or otherwise) is familiar with and undertakes to comply with the terms of this Lettings Policy.

A termly report on lettings will be made by the School Business Manager to the Premises and Resources Committee of the Governing Body and will include information on users, finances, incidents and accidents, enquiries, and any lettings refused.

## **Considering Applications for Lettings**

Individuals or organisations seeking to hire any part of the Premises should approach the School Business Manager who can be contacted at [lettings@kop.rbksch.org](mailto:lettings@kop.rbksch.org)

A Letting Application Form, attached at Appendix 2 to this Policy and available on the School's website, should be completed at this stage, clearly stating the proposed Letting Facilities, booking details and associated access arrangements to and from, and within, the Premises. A record of all enquiries should be kept on file.

The Headteacher (or delegate) will consider the Letting Application Form and raise any queries and/or make any requests for additional information as soon as reasonably practicable. Any changes which the Headteacher (or delegate) requires to be made to the proposed letting will be noted on the Letting Application Form which shall subsequently form part of the Lettings Contract between the Hirer and the School.

The Headteacher (or delegate) will decide on the application with consideration to:

- The priorities for lettings agreed by the School and set out in the School's Lettings Policy
- The availability of the facilities and staff
- The School's equal opportunities, health and safety, safeguarding policies and other relevant policies
- The health and safety considerations such as numbers of users, type of activity, access requirements, qualifications of instructors etc. and the requirements of any other Hirers who may be using other Letting Facilities at the same time.
- the likelihood of any damage or nuisance which may be caused or arise at any time as a result of the letting.

## **Issuing a Lettings Contract**

Once a letting has been approved in principle by the Headteacher, confirmation will be sent to the Hirer with a copy of the relevant Terms and Conditions. These form the basis of the Lettings Contract between the Hirer and the School.

The Terms and Conditions should be signed and returned to the School. The School shall be in receipt of a signed copy before a letting takes place. The School will then provide contact details for the relevant Site Manager who will be in attendance at the time of the proposed booking(s) and who will be the Hirer's point of contact during the letting.

The Hirer will be invoiced in accordance with the provisions in the Lettings Policy and the current scale of charges (see Appendix 1). The School reserves the right to require payment in advance. Payment in full will be required for one-off lettings and paid to the School with the Letting Application Form. A deposit for ongoing lettings will be negotiated at the time of the letting confirmation and agreed by the Headteacher. The School may require a refundable deposit over and above the lettings charge, as a surety against damage to the Premises, including any equipment, or the Premises being left in an unacceptable condition, incurring of additional costs for cleaning, caretaking or other expenses.

Agreed deposits for ongoing lettings and payment in full for one-off lettings must be paid within 72 hours of payment being requested by the School. Failure to pay the deposit within this time will result in the letting becoming void. The decision as to whether a deposit is refunded rests with the Headteacher. Recovery via such deposit for any such losses is without prejudice to the School's right to claim against a Hirer for any damage to the Premises and/or the Letting Facilities caused accidentally, wilfully or negligently and such Hirer shall indemnify the School in relation to such losses.

An official receipt will be issued for all payments received. All lettings fees received will be paid into the School's bank account. The income and expenditure relating to lettings should be clearly recorded by the School and reported in accordance with all relevant local authority guidance.

The Headteacher has the right to refuse an application, and no letting should be regarded as "booked" until approval has been given in writing and payment received in full (unless agreed otherwise).

The reason for any refusals should be recorded on the bottom of the Letting Application Form and fully explained to the enquirer.

### **Site Management Responsibilities**

- The Site Manager will be responsible the locking and unlocking of the building(s)/site, for supervising on site for the duration of the letting, ensuring that all Hirers comply with the signing in and out procedures and ensuring that all Hirers have been informed of the fire evacuation/first aid procedures.

## Letting Fees 2022/2023

	Private/Commercial	Local Authority/ Community/Charity
	Per hour	Per hour
<b><u>Hall – Term Time</u></b>		
Early evening (4:30 p.m. to 9:00 p.m.)	£32.50	£28.00
Saturdays (9:00 a.m. to 9:00 p.m.)	£37.50	£32.50
Sundays (9:00 a.m. to 9:00 p.m.)	£43.00	£37.50
<b><u>Classrooms – Term Time</u></b>		
Early evening (4:30 p.m. to 9:00 p.m.)	£28.00	£23.00
Saturdays (9:00 a.m. to 9:00 p.m.)	£32.50	£30.00
Sundays (9:00 a.m. to 9:00 p.m.)	£37.50	£35.50
<b><u>Hall – Holidays</u></b>		
Daytime (8:00 a.m. to 4:00 p.m.)	£32.50	£16.50
Early evening (4:00 p.m. to 9:00 p.m.)	£32.50	£28.00
Saturdays (9:00 a.m. to 9:00 p.m.)	£37.50	£32.50
Sundays (9:00 a.m. to 9:00 p.m.)	£43.00	£37.50
<b><u>Classrooms – Holidays</u></b>		
Daytime (8:00 a.m. to 4:00 p.m.)	£27.50	£16.50
Early evening (4:00 p.m. to 9:00 p.m.)	£27.50	£25.00
Saturdays (9:00 a.m. to 9:00 p.m.)	£32.50	£30.00
Sundays (9:00 a.m. to 9:00 p.m.)	£37.50	£35.50
<b><u>Playground/MUGA – Holidays</u></b>		
Daytime (8:00 a.m. to 4:00 p.m.)	£27.50	£16.50
Saturdays (9:00 a.m. to 4:00 p.m.)	£32.50	£30.00
Sundays (9:00 a.m. to 4:00 p.m.)	£37.50	£35.50

There will be an additional charge of 15 minutes at either end of the letting to allow for unlocking and locking up if just one area is being used. Where more than one area or the whole site has to be opened, 30 minutes at the start and end of the letting will be charged. Kitchen Facilities may be available for use; requirements should be discussed with the School Business Manager before a booking is made. It may be necessary to charge for an additional 30 minutes if kitchen facilities have been used.

Fees include the cost of:

- Site Manager or Deputy Site Manager on site to assist with setting up (where requested) and to ensure security for the duration of the let.
- A light clean after the let (floor sweeping / toilets wiped and floor mopped). Any heavy cleaning required will be at an additional cost.
- Heating, lighting, wear and tear.

For further information, please contact the School Business Manager, King's Oak Primary School, Dickering Lane, KT3 3RZ.

### LETTING APPLICATION FORM

**Application for Use of Premises**

**Application Number:**

Applications for the use of King’s Oak Primary School Premises are requested, if possible, at least 21 days before the accommodation is required. If the request is granted, the letting will be confirmed and an invoice for payment as appropriate in accordance with the terms of the Lettings Policy will be issued.

**PLEASE USE BLOCK CAPITAL LETTERS THROUGHOUT**

Name of Body or person making application: \_\_\_\_\_

Are you a Registered Charity or Youth Organisation? YES / NO

Nature of Letting: \_\_\_\_\_ (Meeting, Concert, sporting activity etc.)

Number of persons to use the facility:

\_\_\_\_\_ adults

\_\_\_\_\_ children under 18

Details of Letting:

Facility required\_\_ (Please be specific: Hall, Classroom, MUGA/car park etc.)

No. of chairs required: \_\_\_\_\_

No. of tables required: \_\_\_\_\_

Other equipment \_\_\_\_\_

Which Day(s)? Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Date of letting period? From\_\_to\_\_\_\_(inclusive)

Times of Letting? From\_\_am / pm to\_\_\_\_am / pm

One off or repeat letting? \_\_\_\_\_

If repeat letting, frequency of letting and fixed period requested:

\_\_\_\_\_

**TERMS AND CONDITIONS - TO BE COMPLETED BY THE SCHOOL AND COUNTERSIGNED BY HIRER:****Payment Terms (see also VAT Determination, below)**

Hourly rate:

Deposit (if applicable):

VAT payable (if applicable):

Payment due date (payment due in full unless stated otherwise):

Invoicing terms:

Car parking terms:

**VAT Determination**VAT will not be charged if **all** of the following conditions are met.

<b>Condition:</b>	<b>Confirmed as met:</b>
The facilities are let out to a school, club, association or an organisation representing affiliated clubs or constituent associations, such as a local league.	
The series consists of 10 or more sessions	
Each session is for the same sport or activity.	
Each session is held at King's Oak Primary School	
The interval between each session is at least 1 day but not more than 14 days (for an interval to be at least 1 day, 24 hours must elapse between the start of each session). The duration of the sessions may be varied. <i>(There is no exception for intervals greater than 14 days through the closure of the facility for any reason.)</i>	
The series is to be paid for as a whole and there is written evidence to the fact. <i>(This must include evidence that payment is to be made in full whether or not the right to use the facility for any specific session is actually exercised. Provision for a refund given by the provider in the event of the unforeseen non-availability of their facility would not affect this condition.)</i>	
The Hirer has exclusive use of the facilities during the sessions.	

**Document/Compliance Checklist**

<b>Document/Procedure</b>	<b>Y/N</b>
Suitable Safeguarding/Child Protection Policy evidence?	
Evidence seen of suitable number of DBS staff/adults for nature of letting?	
Public Liability insurance in place and copy of policy provided?	
Alcohol/entertainment/other licence obtained by hirer if applicable?	
School accident report form provided?	
Fire exits and evacuation procedures/first aid explained?	
Qualifications / accreditation evidence? (sports clubs only)	

**Other comments/terms:**



The following Conditions for Lettings are deemed to be incorporated into each Letting Contract unless and to the extent expressly varied by the terms of a Lettings Contract.

The Hirer must provide a named individual (the applicant) who will take responsibility for completing a risk assessment and ensuring that all Health and Safety regulations and the following conditions are observed. The named individual must be on site for the duration of the let with access to a mobile phone for any emergencies.

**Confirmation** - Bookings are not confirmed until the Headteacher (or delegate) and the Hirer have signed the Terms and Conditions and relevant payment has been received.

**Changes to bookings** - Any changes to any individual booking or series of bookings must be requested by and agreed to in writing by the School at least five working days prior to the relevant booking taking place (or such other period as reasonably agreed). The Hirer shall be liable for payment of the full hire charge paid or payable to the School for any cancellations or changes made with less than five working days' notice.

**Cancellation** - The Headteacher reserves the right to cancel any booking at short notice due to unforeseen circumstances.

Where the Letting Facilities are required for School purposes, the Headteacher will give a minimum of five working days' notice of the cancellation. The Hirer shall be entitled to a refund of any hire charges paid in the event of such cancellation. In reserving the right to cancel due to unforeseen circumstances or because the Letting Facilities are required for School purposes, the Headteacher or the School will not be held liable for any losses whatsoever incurred by the Hirer as a result of the loss of use of the Letting Facilities.

The hirer of the premises can cancel any agreed hiring with a minimum of five working days' notice. If less notice than this is given, the licensee shall not be entitled to a refund but maybe able to reschedule the day.

**Insurance** - All organisational Hirers must have their own public liability insurance with a minimum indemnity of £5,000,000. Evidence of this insurance coverage must be provided to the School.

## **Payments**

- Payment terms shall be as set out in the Letting Application Form
- Payment required will be dependent on facilities used and time booked.
- For regular Hirers, invoices for payment will be sent out at the times and with the frequency set out in the Letting Application Form.
- For regular Hirers, payment is due on receipt of invoice; after thirty days, unpaid invoices will incur an additional administration charge of £50. Failure to pay outstanding invoices may result in the cancellation of further bookings and legal debt recovery.
- For one-off or occasional Hirers, payment in full is due in advance.
- Payments must be made by BACS transfer.
- Receipts for payments will be sent by email.
- Bookings cancelled with less than five days' notice will be charged at the standard rate.

### **Liability, warranties and damage**

- The School gives no guarantee as to the fitness, suitability or condition of the Premises or the Letting Facilities. However, every effort is made to ensure that they are in a reasonable state. It is the responsibility of the Hirer to check that the Letting Facilities are suitable for their needs.
- Any damage to the Letting Facilities, Premises or equipment within the Premises (whether provided for use pursuant to the Lettings Contract or otherwise) will be charged to the Hirer, and will be payable on demand. The Hirer indemnifies the School and the Governing Body for any such loss or damage.
- The Headteacher accepts no responsibility for any loss or damage to any property left in, lost within or lost on the Premises by the Hirer or any attendee or third party.
- It is the responsibility of the Hirer to inform the School, in writing and within 24 hours, of any person or persons sustaining injury or loss on the Premises during the letting.
- The terms and conditions of the Lettings Contract will be adhered to by the Hirer, and all those for whom it is responsible, at all times. Covid-19 protective measures will be in place in line with the latest government guidance or measures deemed necessary by our risk assessments.

### **Restrictions**

- No smoking is permitted anywhere on the Premises.
- Alcohol is not permitted on the Premises unless prior approval of the School is given and all relevant licenses obtained by the Hirer. Such licenses must be available for inspection by the School before the commencement of the booking.
- Where relevant, the conditions of any licences required for public dancing, entertainment, or music, must be strictly adhered to. It is the duty and responsibility of the Hirer to ensure they understand, apply for, and are able to comply with all such regulations and requirements.
- No tape, blu-tack or drawing pins are to be used on the walls or floors and furniture or sharp objects must not be dragged across the floor. The Hirer under the direction of the Site Manager, must undertake any movement of furniture which the Hirer requires for the booking. No furniture or apparatus is to be used without prior written permission and any furniture or apparatus which is moved must be returned to its initial location at the end of the booking.
- No open fires, candles or unauthorised electrical equipment shall be used on the Premises.
- No betting, gambling or gaming is permitted on the Premises.
- Footwear such as stiletto heels, spiked or studded shoes, must not be worn anywhere with wooden floors or anywhere that may cause damage to the floor surface
- Use of music/loud speakers/amplification systems must be kept to a reasonable level to avoid disturbing neighbouring housing. In the event of complaints received during the letting, the school reserves the right to terminate the letting without notice or refund.

### **Rubbish and cleaning**

- All rubbish should be disposed of using the bins provided.
- Where excessive rubbish is generated by a Hirer, this must be removed by the Hirer. Failure to remove excess rubbish may result in additional charges being levied for disposal.
- The Letting Facilities must be left clean and tidy, and in the condition they were found in at the commencement of the booking.
- The Hirer will be liable for any costs incurred by the School for cleaning, caretaking or other expenses, as a result of the Letting Facilities not being satisfactorily cleared after the booking. If government guidelines change and additional cleaning is required due to Covid -19, this will be an additional expense which will be added to the hire charges and discussed prior to the event of hire.

### **Neighbourhood issues**

- Noise must remain at a reasonable level at all times, and particular consideration should be given to respecting the needs of the School's neighbours, particularly during evening and weekend bookings.
- Hirers must at all times behave in a considerate manner towards the School's neighbours, and in particular shall park considerately, ensuring that no driveways are parked across. Hirers shall comply with the directions of the Site Manager regarding parking and access. The School reserves the right to terminate any Lettings Contract in the event of a persistent breach of this requirement.

### **Access, care of property and supervision**

- A named contact person from the Hirer must be made known to the Site Manager at the start of the booking. This named person must accept responsibility for the supervision of all persons involved with the letting, for the period of the booking and must sign the group in and out, using the school signing in sheets held in reception.

### **Non-exclusive use**

- The School reserves all rights of access. The Hirer acknowledges that whilst it shall have exclusive use of the Letting Facilities during the period of the relevant booking
  - other hirers may be using other parts of the Premises at the same time and/or
  - other hirers may have booked the Letting Facilities before or after the Hirer as booked them and hence
- the Hirer shall take reasonable steps to co-operate with any other hirers and have regard to their requirements in terms of access, noise limitations, timely departure at the end of a booking and other relevant matters.
- Any over stay on the booking times will incur additional costs.
- Only the Letting Facilities (and closest toilet facilities) that are requested on the Letting Application Form are to be used, if you feel additional areas may be necessary for your booking, please contact the Site Manager on duty on arrival. The decision as to whether any such additional areas may be made available to the Hirer is at the sole discretion of the Site Manager.
- It is the Hirer's responsibility to ensure that attendees do not stray into areas of the Premises which do not form part of the Letting Facilities.

### **Equipment usage**

- Hirers may not use School equipment, including outside play equipment, unless the usage of that equipment has been included in their booking.
- Hirers should ensure that attendees are aware of what equipment, if any, is included in the Letting Facilities. Access to the kitchen, and use of the kitchen facilities is generally not available except with the prior written agreement of the Headteacher.
- All property brought onto the Premises by or on behalf of the Hirer is done so at the sole risk of the owner of that property. Neither the School nor the Governing Body will accept responsibility for any loss of or damage to any property owned by any person or organisation using the Premises. Security arrangements in relation to such property is the responsibility of the Hirer.

### **Access**

- The Hirer is responsible for ensuring that only the entry and exit routes indicated by the Site Manager on duty at the commencement of the booking are used. Others areas of the School may be alarmed. Activation of the alarm system may result in additional charges.
- The Hirer shall allow the Site Manager, or any member of the School staff to be admitted to the Letting Facilities at any time to ensure compliance with the conditions of the booking.

### **Car parking**

- Car parking on the Premises is not generally available to Hirers but where, by agreement with the School, and upon payment of any agreed fee, car parking is made available (either for limited drop off and pick up of equipment at the beginning and end of a booking, or more generally), the Hirer must undertake the proper stewarding and control of the parking area. The Hirer must maintain safe entry and exit from the Premises and provide and maintain clear access for emergency vehicles and service vehicles.

### **Health and Safety**

- All commercial Hirers are responsible to provide their own First Aid box and trained staff. All individual Hirers shall ensure they are aware of the location of the School's first aid facilities. All Hirers shall notify the Site Manager in the event of any accident or injury
- All Hirers are responsible for assessing the risks to those taking part in their activities and requesting from the school any information they need to decide on the suitability of the venue. A copy of the risk assessment should be provided one week before the letting.
- Any equipment, electrical or otherwise, brought onto the Premises by the Hirer must be restricted to those items referred to in the Lettings Contract. All electrical equipment must be portable appliance tested (PAT) and the School will require evidence of this.
- No dogs are permitted on the Premises, except registered assistance dogs.
- The School is a NUT FREE school, and the Hirer shall ensure that no nuts, or products containing nuts, are brought on to the Premises.

All Hirers shall familiarise themselves with, and at all times, ensure compliance with, the School's Health & Safety Policy (available on the website) and applicable internal or external risk assessments (copies of which will be made available to them).

### **Fire Procedures**

- All Hirers will be provided with details of emergency exits, fire evacuation procedures, locations of telephones, alarms, fire fighting equipment and first aid box at the beginning of the hire period and will be provided with a copy of the School's accident report form which must be completed in the event of any accident or injury on the Premises. Hirers are required to countersign the Letting Application Form to confirm that this information has been provided.
- Furniture or other items may not be moved so that access to the emergency exits is impeded.
- Repeat Hirers are advised to arrange their own fire drills annually.
- Hirers should not attempt to tackle a fire unless trained to do so.
- In the unlikely event of a fire, the School evacuation procedure must be followed and it is the Hirer's responsibility to ensure that they have been informed of this and to confirm to the Site Manager that they are aware of the fire exit points closest to the Lettings Facilities.
- It is the Site Manager's responsibility to call the emergency services. Should there be any doubt that the Site Manager has done this, it is the responsibility of the hirer to call the emergency services.
- All Hirers must keep a register of who is on the Premises and under their care/responsibility at all times.
- Hirers must ensure that a nominated adult is the group's fire marshal and is aware of all fire exits and the fire evacuation procedure. The nominated adult should be aware of the location of fire extinguishers and know how to use them.
- The designated Assembly Point is on the MUGA at the back of the site and the nominated adult is responsible for ensuring that all persons for whom they are responsible are aware of the closest fire exit.
- In the event of fire alarm activation, Hirers should not re-enter any School building until directed to do so by the Site Manager on duty.

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I have read and understood the Terms and Conditions above and agree to take responsibility for ensuring they are complied with.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Print name: \_\_\_\_\_

**Checklist for persons hiring the school premises  
(Site Manager to complete)**

Take the new hirer through the fire safety procedure as displayed at the fire alarm call points, in particular:

- Show them the location of the fire alarm call point and describe the way it operates. Emphasise that the first action on discovering a fire is to raise the alarm even if the fire is small.
- Describe the sound of the fire alarm and the action to be taken in when it sounds, in particular leaving the building with any persons for whom the hirer is responsible and going to the assembly point.
- Describe and walk the escape routes and alternative escape routes that the hirer is likely to need to use and show the operation of any push bars or exit fittings.
- Show the new hirer the location of the fire extinguishers, but emphasise they should only be used if he/she has been previously trained, if it is safe to do so and the alarm has been raised first and after an evacuation has been started.
- Explain how to contact the fire brigade (whether or not an automatic call is made) and where the nearest telephone point can be found. Give clear instructions of location of school.
- Show the Hirer where the First Aid box is.
- Give the hirer copies of the Accident Form.

Signed: \_\_\_\_\_  
Site Manager

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Hirer

Date: \_\_\_\_\_