

The Hemel Hempstead School



USE OF SCHOOL PREMISES LETTING FORM & MANAGEMENT AGREEMENT

Name of Organisation: _____

Name of Applicant: _____ Email: _____

Address: _____ Telephone: _____

_____ Mobile: _____

Postcode: _____

Name, address & email of person to be invoiced if different from above:

Name: _____ Address: _____

Email: _____

1. Use of Premises					
TYPE OF ACCOMMODATION	DAYS REQUIRED	DATES REQUIRED	TIME FROM	TIME TO	COST PER HOUR/ SESSION
Main Hall					
Gymnasium					
Performing Arts Studio (1)					
Performing Arts Studio (2)					
Performing Arts Studio (3/4)					
Football Pitch (1)					
Football Pitch (2)					
Football Pitch (3)					
Football Training area					
Rugby Pitch					
Cricket Pitch					
Netball Court					
Classroom Number Required					
Kitchen					
Changing Room Only					
Changing Room & Shower					

LETTING TERMS AND CONDITIONS

2. Premises	
2.1 a	<p>School Use</p> <p>The School has use of the school buildings for student use, whenever a planned activity is taking place .This Includes:</p> <ul style="list-style-type: none"> • Parents' consultation events • Open evenings • Sporting fixtures • School productions (music, dance, drama, artistic) • House activities • Other student led activities (by agreement) • Staff social events • Academic use (homework clubs, presentations evenings, holiday revision & summer schools) • Meetings (staff & governors, HHSA) <p>The school business manager will normally make decisions on the use of the buildings except in cases of dispute, where the Headteacher will make the final decision on priority.</p>
2.2	<p>Furniture and fittings shall not be removed or interfered with in any way. In the event of damage to premises or property arising from the letting, the hirer shall pay the cost of any reparation required. Any breakages or damage must be reported to the Duty Site Officer when leaving the site. All studded footwear, stiletto or any type of thin heel must be removed before entering school buildings. If activities involve outdoor use, participants should ensure footwear is cleaned before re-entering the premises.</p>
2.3	<p>The Hirer is to confine his/her activities to the accommodation hired and is not to use any other part of the building except as is necessary for access purposes.</p>
2.4	<p>At the end of the let it is the Hirer's responsibility to leave the accommodation in a satisfactory condition. To move the furniture back and remove all rubbish from the site. Not to do this may result in an extra charge for damages & additional cleaning.</p>
2.5	<p>Hirers must not use any equipment or rooms not covered in this agreement unless the request has been agreed to <i>in writing</i> at least 7 days in advance of the let by The Hemel Hempstead School. If use of school equipment is agreed, responsible adults must supervise its use. 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.</p>
2.6	<p>The minimum letting period shall be 1 hour.</p>
2.7	<p>Subject to availability, car parking may be available for use by the Hirer and other adults involved in the letting. The 5 mph speed limit must be adhered to. Consideration must be given to local residents with regard to noise and car parking.</p>
2.8	<p>The hirer shall ensure that the premises are vacated promptly at the end of each period of use or letting. If not then a surcharge may be added.</p>
2.9	<p>No responsibility can be accepted by the school for loss of, or damage to, any property which may have been brought into the premises as a result of the hiring.</p>

3. Financial Arrangements	
3.1	Lettings will include the cost of the Sit Manager's attendance, heating, lighting and administration.
3.2	Deposits: A minimum deposit of 10% will be required to guarantee bookings at the time of application. The balance of payment should be payable no later than 10 days prior to the hiring taking place.
3.3	VAT will be charged as required, in accordance with VAT rules.
3.4	Hirers will be given a minimum of 28 days' written notice of The Hemel Hempstead School's intent to increase the letting charge.
3.5	Charges will be reviewed annually.

4. Cancellation	
4.1	Cancellation prior to 10 days on the part of the hirer will result in loss of deposit. Cancellation within to 10 days on the part of the hirer will result in loss of the full amount.

5. Regulations	
5.1	<p>All persons hiring/using the premises will be expected to conform to relevant Health and Safety regulations and will be required to follow the instructions of the Site Manager, or his representative, at all times.</p> <p>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. The Hirer "should adequately supervise the event, "the letting", and be responsible for any consequences arising from the event". A representative of the organisation utilising the premises must complete a risk assessment form for the activity to be carried out and return it to The Hemel Hempstead School. The Hirer shall be responsible for the prevention of overcrowding (such as would endanger public safety), and for keeping clear all gangways, passages and exits. The risk assessment form (available form school website) must state the maximum number of people who will be on site</p>
5.2	No food or drink may be prepared or consumed on the property without the direct permission of The School, in line with current hygiene regulations. No intoxicants/unlawful drugs shall be brought on to or consumed/used on the premises. The whole of the school premises is a non-smoking area, and smoking is not permitted.
5.3	The Hirer shall not, during the occupancy of the premises, infringe any subsisting copyright or performing right. If the Hirer is using the facilities for a public performance, a copy of a valid Entertainments Licence (obtained from Dacorum Borough Council) must be provided with the booking form.
5.4	Any hirer using the kitchen must provide a copy of a valid Food Hygiene Certificate with the booking.
5.5	Hirers are responsible for ensuring that any electrical equipment they bring into school is covered by a current Portable Appliance Test.
5.6	It is the hirer's responsibility to make their own First Aid arrangements, such as the provision of first aid training for supervising personnel, and the provision of a first aid kit, particularly in the case of sports lettings. Use of the schools resources is not available.
5.7	Lettings will not be made to persons under the age of 18, or to any organisation or group with an unlawful or extremist background.

6 Insurance	
6.1	All hirers must provide an original insurance cover note, which demonstrates Public Liability Cover for a minimum of £5,000,000. This document must be sent to The Hemel Hempstead School before this agreement is signed.
6.2	In the event the hirer does not have insurance they are able to use the Hertfordshire County Council insurance, but a 10% charge will be added to the final hire.

7. Termination	
7.1	The termination notice period for a single event or regular booking will be 10 days. In the event of breach of agreement, The Hemel Hempstead School reserves the right to terminate the agreement with immediate effect.
7.2	The School reserve the right to refuse any application or terminate the agreement at any time for abuse of the facilities, non-payment or safety concerns.

8. Safeguarding	
8.1	Where the premise is being used for a service that relates to contact with children the staff concerned (whether volunteers or paid workers) are subject to the policies of Hertfordshire County Council's Safeguarding Board and the legal rules and procedures defined by The Safeguarding Vulnerable Group Acts 2006 and any subsequent Acts pertinent to the service provided.
8.2	The qualifications of staff, management and volunteers shall meet the minimum legal requirements and suitable for the services to be delivered, as regulated by the National Governing Body.
8.3	The Hirer must make arrangements for uncollected children, and any permission from parents on arrangements for being taken off premises (and emergency contacts). The Hirer is also responsible for transportation arrangements, transport safety checks, CRB checks of volunteers or paid workers, appropriate adult: child ratios and supervision arrangements.
8.4	If the Service involves the care of children as defined by Ofsted Regulations, then the qualifications of staff and managers shall be subject to the National Childcare Standards currently prevailing.

9. Monitoring	
9.1	Both parties under this Letting Agreement will meet on a regular basis to maintain a dialogue and communications channels to ensure that any problem or complaint is addressed at the appropriate level at the earliest opportunity.
9.2	The school shall be responsible for formal procedures to deal with complaints that are of a serious nature.

10. Disputes	
10.1	If a dispute arises between the parties of this Letting Agreement every effort will be made to achieve a local resolution. If unsuccessful, disputes should be referred progressively through senior levels of management.

11. Complaints Policy

11.1	The hirer must communicate its complaints procedure to all service users.
-------------	---

12. General Terms

12.1	The Hemel Hempstead School must be first consulted before the name of the building is used on any promotional/marketing/advertising material, related to the letting.
-------------	---

13. Signatures

This Hiring Management Agreement is put in place to ensure the smooth running of the whole site. Both parties duly agree to abide by the provisions detailed above.

(School): The Hemel Hempstead School Heath Lane Hemel Hempstead Herts HP1 1TX Signature:	(Hirer): Signature:
Date:	Date:

10 % Deposit payment request, payable on application to guarantee the booking:

NAME ON CARD	
CARD NUMBER	
EXPIRY DATE	
THREE DIGIT SECURITY NUMBER	
AMOUNT TO BE DEBITED	
SIGNATURE	

Office use only:

Original Insurance cover note	
Risk assessment form completed	
Valid food hygiene certificate for hire of kitchen	
Valid entertainments licence for a public performance	
10% Deposit paid	