



ACHIEVING TOGETHER

FOUR STONES GATEWAY TRUST

LETTINGS POLICY

For Worcestershire Schools

DATE POLICY WAS APPROVED	01.07.2026
DATE POLICY WILL BE REVIEWED	SUMMER 2029
MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW	Head of Estates

FOUR STONES GATEWAY TRUST

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Four Stones Gateway Trust is a company limited by guarantee registration number 9115941

Key Definitions

These policies incorporate the following schools or organisations within Four Stones Gateway Trust ('the Trust') that are physically based within Worcestershire Local Authority:

- Haybridge High School and Sixth Form
- Haybridge Teaching School Hub
- Haybridge SCITT
- King Charles I School
- TDMS (The De Montfort School)
- Any other schools or organisations that may join the Trust from time to time and not listed above.

The terms Academy, School, Organisation and Trust are considered interchangeable in the context of all Trust policies.

Where appropriate, in this Policy the term:

“CEO” includes the Chief Executive Officer

“CFOO” includes the Chief Financial Officer

“Trust Senior Leadership Team” includes Executive Headteachers, Headteachers, strategic operational leads and Teaching School/SCITT Directors.

“Headteacher” includes the appropriate School Headteacher.

“Trustees or Trust Board” are appointed Trustees who oversee the business of Four Stones Gateway Trust, agreeing the overarching strategic direction and ensuring robust governance.

“Local Academy Boards (LAB)” are appointed Governors at a local level. LAB Governors act as advocates for their school's Safeguarding, SEND, Standards and Stakeholder engagement.

“Chair” responsible for leading the board and ensuring its effectiveness

“Stakeholders” are any individuals or companies who are invested in the welfare and success of the Trust and/or School and its students, including staff members, students, parents, community members, LAB, LGB or Trust members, trade unions, local business leaders etc.

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Introduction

The Trust will make every reasonable effort to ensure the Trust premises are available for community use. However, the overriding aim of the Trust is to provide the best possible education for its students. Any lettings of the premises to outside organisations will be considered with this in mind.

Charges for a Letting

The Trust is responsible for setting the letting charges that apply across the Trust, as set out within the School Hire website.

Payment for individual lettings must be made prior to the commencement of the booking. Clubs / organisations will be invoiced if payment is not made prior to the commencement of the booking. All payments must be via the School Hire System or BACS transfer.

VAT

The Trust is a VAT registered organisation, therefore some hirers using the Trust's premises, either for sport or for room Hire, will be liable for VAT and this will be added to their lettings charge. It is important therefore that the information you provide the Trust on booking regarding the category of hirer is accurate. If you require further information then please contact the finance team, via your lettings staff.

Non-School Activities

The Trust has much to offer to the local community through the use of its buildings and facilities. Such use of facilities can take place either during the normal school day or as is often the case, out of school hours. Equally, in making use of these facilities in a safe and effective way, the community is able to support the Trust in developing its' role as a vital and vibrant part of the community.

The main principles applicable to lettings are as follows:

- The Trust must not subsidise the overall cost of non-Trust lettings from its delegated budget (individual users may be subsidised so long as the total lettings income covers all lettings costs at the end of the financial year).
- A standard form, detailing the terms and conditions upon which lettings are made, should be completed for each letting in order to clarify respective responsibilities. (This will in most cases be online within the School Hire platform, in exceptional circumstances the form appendix 1 may be needed.).

The main objectives in letting the premises, are to maximise both income and community use, within the constraints of the operation of the Trust. All of the Trust's facilities are available, through the trading arm, for community use once agreement has been made as to the suitable purposes for which community groups wish to use the facilities

School Calendar

A school calendar of events and closures for the year ahead will be highlighted on the School Hire Platform to assist you with forward planning of activities. Whilst it is our intention to honour bookings at all times, we may have to cancel the use of facilities due to extenuating circumstances at short notice. In which case we will endeavour to inform you as soon as possible. We will reimburse the hire costs only or where possible extend the letting period.

Any queries, complaints or requests should be made to the on-duty lettings staff at first instance or in writing to the main school office.

Safeguarding

In line with Keeping Children Safe in Education, the Trust is dedicated to ensuring the safeguarding of children and young people at all times. It is a requirement of hire that hirers abide by the Trusts' requirements in respect of safeguarding. It is the responsibility of the hirers to ensure that safeguarding measures are in place while hiring out the space. **Any failure from the hirer in this respect will result in the hire being terminated.**

Of Students

If the hire of facilities occurs during school's hours, or when students may be present in the Trust such as after school clubs or extra-curricular activities, it will be necessary for the hirer to undergo a criminal records check, via the Disclosure & Barring Service (DBS), proof of DBS clearance will need to be provided to the Trust prior to the letting date.

Of the Wider Community

Keeping Children Safe in Education states: *"...where services or activities are provided separately by another body...The governing body or proprietor should...seek assurance that the [hirer] concerned has appropriate safeguarding and child protection policies and procedures in place (including inspecting these as needed); and ensure that there are arrangements in place to liaise with the Trust or college on these matters where appropriate. The governing body or proprietor should also ensure safeguarding requirements are included in any transfer of control agreement (i.e. lease or hire agreement), as a condition of use and occupation of the premises; and that failure to comply with this would lead to termination of the agreement."*

Source : <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

In order to comply with the above guidance, if Trust premises are let to organisations whose activities involves contact with children and young people, it will be necessary for the hirer to undergo a criminal records check, via the Disclosure & Barring Service (DBS). It is the responsibility of the hirer, as advised by the duty letting staff to ensure that they have complied with the DBS Code of Practice. The Trust will require the hirer to produce proof of DBS clearance prior to the letting date.

The hirer will be required to have appropriate policies in place, including safeguarding and child protection, and shall provide copies of these policies on request to the Trust.

Should any safeguarding concerns present themselves during the hire of the Trust premises, the hirer shall contact the Trust as soon as reasonably practicable. Details of the Trust Designated Safeguarding Lead and the Trusts' Child Protection/Safeguarding Policies can be found on the Trusts' websites.

All hirers are also required to provide the Trust with proof of identity in the form of photographic ID such as a current driving licence or passport.

Site Security

Security on site is the responsibility of the duty lettings staff. Organisations/persons that hire the facilities share the responsibility for security and should report any breaches to the duty lettings staff.

Public Safety/Health & Safety

All conditions attached to the granting of the licence, stage play, or other licences and the Trust's Health & Safety Policy shall be strictly observed. Nothing shall be done that endangers the users of the Trust premises or invalidate the policies of insurance relating to it and its contents. In particular:

- Obstructions must not be placed in gangways or exits, nor in front of emergency exits, which must be available for free public access and exit at all times
- Firefighting apparatus shall be kept in its proper place and only used for its intended purpose
- The fire brigade shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to the duty letting staff. Your attention is drawn to the document 'Fire Evacuation Procedure' issued with receipt of your booking. This procedure must be followed at all times.
- The hirer is responsible for familiarising themselves with the procedure for evacuation of the premises, the escape routes, assembly points, and shall be familiar with the firefighting equipment available
- Performances involving danger to the public shall not be permitted

- Highly flammable substances shall not be brought into, or used, in any part of the premises. No internal decorations of a combustible nature (e.g. polystyrene, cotton, hay, candles, fireworks etc) shall be allowed on the Trust sites.
- No unauthorised heating appliances shall be used on the premises
- All electrical equipment brought into the building must have been subject to a Portable Appliance Test (PAT) within the past 12 months and certification provided in evidence. The intention to use any electrical equipment must be notified on the hire application form. The Trust disclaim all responsibility for all claims and costs arising out of or in any way relating to such equipment
- Adequate supervision must be provided to maintain order and good conduct, and, where applicable, the hirer must adhere to the correct adult/student ratios at all times when these are specified for particular activities.
- Members of the public should not attempt to handle or set up any facility equipment unless they are suitably trained. Trampolines should only be manoeuvred by approved coaches and sports centre staff.
- The hirer is responsible for carrying out any risk assessments of the premises relating to the activities it is running.
- Documents titled Normal Operating Procedures and Emergency Action Plan will be issued to the hirers of swimming pool leisure facilities on confirmation of your booking. These must be read and understood and adhered to at all times.

Intoxicating Liquor

Intoxicating liquor shall not be brought into nor consumed on Trust premises without the prior consent of the Trust. Where such consent is given the hirer must comply with the Licensing Act 2003 and provide evidence of such to the Trust.

Hirers using the theatre who wish to sell alcohol must obtain a Temporary Event Notice for the event from the Local Authority and supply a copy to the relevant school.

Smoking

There shall be no smoking, including electronic cigarettes, on any Trust premises. All schools are a COMPLETELY no smoking/e-cigarette/vape sites.

First Aid

Organisations/persons hiring facilities have a duty of care to their party. First Aiders are provided by the Trust, but large group hirers should bring their own qualified First Aider and First Aid Kit with contents to satisfy the needs of the letting / activity. **In the event of an incident or near miss the on-duty letting staff must be notified immediately and an 'Accident Report Form' must be completed by the notified member of staff.** Hirers should also keep records of incidents and near misses.

Banned Substances

Banned substances are not permitted, on discovery of anyone using or handling banned substances the booking will be cancelled with immediate effect and police informed.

Animals

No animals, except guides dogs are permitted on the Trust premises.

Noise Disturbance

Permission to use the premises will not be granted if, in the opinion of the Trust, it is likely that the let would create unreasonable disturbance or inconvenience to the residents in the neighbourhood or would interfere with any Trust activity. Hirers are requested to respect the Trust's neighbours' rights.

Performances

Permission shall not be granted for the use of the Trust for the production of plays or music unless the promoters have provided the Trust with proof that all royalties or fees for performing rights have been paid.

The promoters of entertainment and similar functions to which the public are admitted shall be responsible for completing to the satisfaction of the duty letting staff all formalities in connection with the use of the premises for that purpose.

No lecture, play or opera, drama, musical or other work in which copyright subsists shall be delivered or performed on the premises unless the consent of the owner of the copyright has been previously obtained. No performance of any recording no disc or tape etc., in which any copyright subsists shall be given on the premises unless the previous consent of Phonographic Performance Ltd has been obtained by the Hirer. The Hirer must make his/her own enquiries as to the existence of any copyright.

Where the Chief Fire Officer or Licensing Officer require additional facilities for the purpose of letting which are not already installed (i.e. "Exit" sign or emergency lighting), it shall be the responsibility of the Hirer to provide such of an approved type and methods of installation.

Payment for admission shall be deemed to include admission by ticket or programme or by any other method, by which the making of a payment entitles the person to admission.

Swimming Pools

Swimming Pool hirers must adhere to the document 'Pool Safety Operating Procedure' (PSOP) at all times without deviation. This document will be provided with the booking form at the start of the booking and annually when the procedure is reviewed. Swimming Pool hirers must complete the PSOP-acknowledgement form and return back to the duty letting staff before booking can commence. Swimming clubs who provide their own lifeguards must ensure the Lifeguards have an in date recognised Lifeguarding qualification, attend regular staff training and provide copies of qualification to the duty lettings staff for inspection. These documents must be presented to the duty lettings staff before the agreement can start for the hire of the swimming pool.

Hiring of Trust Playing Fields/Artificial Pitches

The use of Trust playing fields by outside organisations must be entirely compatible with the normal Trust use of the playing fields, i.e. they must be properly organised games.

Please check with individual schools for any licensing restrictions for conditions of use on weekend

Hirers should follow the guidelines for the use of artificial pitches, specifically regarding suitable footwear to avoid depreciation of the turf.

Hirers should not handle, move, or damage free standing goals or nets

The hiring authority/club will be required to indemnify the Trust against accidents and also to reimburse the Trust in respect of damage to Trust property or injury to persons which may be incurred as a result of the hiring.

Any part of the Trust's buildings, such as lavatories, changing rooms etc, required in connection with the hiring will be subject to the appropriate charges. Special consideration has to be given to applications for the hire of playing fields on Sundays, Bank Holidays and Trust holidays because of staffing arrangements.

Except for fixed apparatus and equipment e.g. goal posts, prior permission is required before any other apparatus and equipment belonging to the Trust can be used.

Block pitch/turf bookings shall be reset annually from 1st September, meaning clubs and teams will need to complete the required booking forms, hire agreements, and pay a deposit to secure pitches for the forthcoming session. Slots allocated are not indefinite.

The hiring may be cancelled without notice by the premises or lettings teams or an authorised officer of the Trust if weather conditions or the state of the ground make it probable that unreasonable wear may result from use. The Trust will reimburse for the hire costs only or where possible extend the letting period.

Weekend Availability

Some facilities are available all weekend. However, in some schools the facilities can be made available on request but will be subject to the availability of staffing resources and a surcharge depending on the nature of the booking. Please speak to the duty lettings staff for further information

School Use as a Polling Station

Local returning officers have the power to require a school to act as a polling venue for local and national elections or referendums and may choose to do so where no suitable alternative facility is available. Where a School is required to act as a polling station, the Trust reserves the right to cancel lettings on the day of the poll if it is not reasonably practicable to make alternative arrangements.

Storage Ancillary to the Letting

The permission of the Premises Manager must be obtained before goods or equipment are left or stored on the premises, except that the lettings team staff are authorised to grant permission for the overnight storage of goods and equipment brought to the school for a particular event. A weekly storage charge will apply.

Trust Kitchens

There is no access to trust kitchens, the Trust/catering contractor has sole use of the kitchens and equipment. None of the kitchen equipment must be used.

Refreshments

No food and drink may be prepared or consumed on the property without the direct permission of the Trust in line with current food hygiene regulations.

Disposal of Waste

The hirer must comply with the school's arrangements for disposal of any rubbish or waste materials.

Parking of Vehicles

The parking of vehicles at the Trust's property shall be permitted in approved areas only on condition that persons bringing such vehicles on to the premises do so at their own risk and that they accept responsibility for any damage to the Trust's property or injury to any person whether connected with the establishment or not, caused by such vehicles or their presence on the trust's premises.

The hirer will ensure that no cars block access that may be needed by Emergency Services.

Bookings Not Permitted

Use of the trust premises for political or religious meetings is not permitted.

Swimming Pool Bookings Only

All swimming pool bookings must comply with school swimming pool operating procedures and ratios outlined in the operating procedures. All evidence of swimming teacher certification and insurance must be supplied along with Lifeguards qualifications and training records.

Vacation of Premises

The hirer shall ensure that the premises are vacated promptly at the end of the letting session. The hirer is responsible for supervising any children taking part in an activity until a responsible adult collects them.

Betting, Gaming & Lotteries

Nothing shall be done on, or in relation to, the premises in contravention of the law relating to betting, gaming and lotteries, and the persons or organisations responsible for functions held in the premises shall ensure that the requirements of the relevant legislation are strictly observed.

Loss of Property

The Trust/school cannot accept responsibility for damage to, or the loss or theft of, hirer's property and effects. It is the responsibility of the hirer to make his/her own insurance arrangements if required

Insurance

Lettings are made on the agreement that the Trust is indemnified by the hirer against any loss, damage, costs, and expenses during the use of the Trust premises except where such loss, damage costs and expenses are directly attributable to the negligence of the employees of the Trust.

The hirer shall insure, with a reputable insurance office, against such funds as the hirer may become liable to pay as compensation, arising out of bodily injury or illness (fatal or otherwise) to any person and/or costs, fees, expenses, loss or damage caused to property or the premises by any act or neglect of himself, his servants, agents, or any person resorting to the premises by reason of the use of the premises by the hirer.

Unless specifically agreed by the Trust the insurance cover shall provide a limit indemnity of not less than £1,000,000 (one million pounds) in respect of any one incident and to include liability for the premises including liability for fire and explosion risks arising from the let of the premises.

Conditions of Hire for Trust Premises

1. All applications for the hire of accommodation must be made in writing at least seven days before the accommodation is required. The person who signs the application will be considered by the Trust for all purposes to be the hirer. Where a promoting organisation is named in the application for hire that organisation will be similarly considered to be the hirer and will be jointly and severally liable hereon with the person who signs the application. The Trust reserves the right to impose further conditions to meet the particular requirements of the hirer and may, at their absolute discretion and without reason being given, refuse to grant any application for the hire of accommodation and facilities or cancel without notice any hiring previously accepted.
2. The charges for the hired accommodation and any other additional sums payable by the hirer will be as set out in the Trust's scale of charges or as otherwise determined by or on behalf of the Trust. The Trust may at their absolute discretion and without reason being given require a deposit from the hirer in addition to the charges for accommodation. Such a deposit will be returnable after the hiring provided there has not been any breach of Conditions 10 and 20.
3. The numbers of persons attending the function must be notified to the Trust not less than 48 hours prior to the function. Numbers notified are not to be exceeded under any circumstances except by prior agreement in writing. In no case will persons be admitted to social functions after 10.00pm and in all cases use of the accommodation must be terminated no later than 3.00am (Saturdays 12 midnight).
4. The hirer shall provide at the hirer's cost such numbers of attendants and stewards as may, in the opinion of the Trust or their authorised officer, be necessary to secure the observance and performance of the stipulations contained in these Conditions including those relating to the observance of fire precautions. Such attendants and stewards shall be the servants of the hirer but will comply with the reasonable requirements of the Trust in the performance of their duties.
5. If the hirer fails to observe and perform any one or more of the stipulations contained herein the Trust may: a) charge to and recover from the hirer any expenses incurred by the Trust in engaging police constables or other persons to secure such observance and performances: b) Cancel any other engagements for any room or rooms in the hired premises that the hirer may have made without incurring any liability to the Trust whatsoever other than for the return of any fee paid. c) Charge to the hirer the cost of clearing the premises of litter in accordance with the provisions of the Environmental Protection Act 1990.
6. Specific written permission from the Trust must be obtained by the hirer before intoxicating drinks may be brought onto the premises. The sale of intoxicating liquor at the hired premises may only be undertaken by the current holder(s) of a Justices Licence and in accordance with the provision of that Licence. The hirer is responsible in all respects for applying for and ensuring compliance with any such Licence.
7. The hirer shall, if required by the Trust, supply for approval, a copy of the programme of any proposed entertainment not less than 7 days before the presentation of such entertainment.
8. No copyright, dramatic or musical work shall be performed or sung without the licence of the owner of the copyright and all such licences shall be produced to the Trust before the commencement of the hiring. The hirer shall indemnify the Trust against any infringement of copyright which may occur during the hiring.
9. The hiring does not entitle the hirer to use or enter the premises at any time other than the specified hours for which the accommodation is hired unless prior arrangements have been made with Trust which will grant reasonable access before and after the hiring period in accordance with the availability of the accommodation.
10. The hirer shall take good care of and shall not cause any damage or permit or suffer any damage to be done to the hired premises or to any part or parts thereof or to any fittings, equipment or other property therein and shall make good and pay for the damage thereto (including accidental damage) caused by any act of neglect of the hirer, the hirer's servants, agents or any person resorting to the hired premises by reason of the use of the hired premises by the hirer.

11. The Trust will not accept responsibility or liability in respect of any damage or theft or loss of any property, goods, articles or things whatsoever placed, deposited, brought into or left upon the hired premises either by the hirer for the hirer's use or purpose or by any other person, or left or deposited with any officer or servant of the Trust and the hirer must indemnify and hold the Trust and their servants and officers harmless in respect thereof. It is the responsibility of the hirer to provide cloakroom attendants, and Trust employees are not permitted to assist in the cloakrooms.

12. The Trust shall not be liable for any loss due to any breakdown of machinery, failure of supply of electricity, leakage of water, fire, Government restriction, strike, Act of God, or any unforeseen circumstances which may cause the premises to be temporarily closed or the hiring to be interrupted or cancelled.

13. The hirer shall be liable for and shall indemnify the Trust in respect of any loss, damage or injury which may be incurred by or be done or happen to the hirer or any person in the hirer's employ or any of the hirer's sub-contractors or by or to any other person or persons resorting to the hired premises by reason of the use of the hired premises by the hirer.

14. The Trust may require any hirer to disclose to them the arrangements (including any insurance in relation to any liability) made or effected by the hirer for damage accepted by the hirer, or in relation to any indemnify hereby given.

15. The hirer shall not himself let, hire, or licence to any other person to let the hired premises or any other part thereof. Should the hirer fail to comply with this condition the hiring will stand cancelled, and charges paid forfeited, and the hirer and sub-hirer excluded from the accommodation.

16. The right of entry to the hired premises is reserved at any time during the hiring to any member of the Trust, any officer of the Trust on duty, any police officer on duty and any other person (whether employed by the Trust or not) lawfully undertaking duties connected with the safety or security of the accommodation, or with the health, safety or welfare of the persons therein.

17. The hirer, the hirer's servants, agents, and contractors shall during the hiring and during such other times as they or any of them shall be in the hired premises for the purpose of hiring comply with all reasonable requirements of the Trust or their authorised officer.

18. The hirer shall during the hiring be responsible for:

- a) The efficient supervision of the hired premises including the effective control and safeguarding of children, the orderly and safe admission and departure of persons to and from the hired premises and the orderly and safe clearance of the hired premises in case of emergency.
- b) The safety of the hired premises and the preservation of good order and decency therein.
- c) Ensuring all doors giving egress from the hired premises shall be kept unfastened and unobstructed and immediately available for exit during the whole time the hired premises are in use and no obstruction shall be placed or allowed to remain in any corridor giving access to the hired premises.

19. Except with the consent in writing of the Trust the hirer shall not cause or suffer any animal in the hirer's charge or in the possession of any person resorting to the hired premises during the hiring to enter or remain in the hired premises.

20. The hirer shall at the expiration of the period of the hiring leave the premises in a clean and orderly state. Hirers are reminded that in accordance with their duties under the Environmental Protection Act 1990, the Trust require the premises to be left free of litter. Failure to clear the premises of litter after use may result in the Trust charging the hirer the cost to them of so clearing, and repeating failure to remove litter after use may result in the cancellation without notice of any hiring in accordance with condition 1 hereof.

21. No inflammable materials shall be allowed within six feet of any light in the building.

22. No bolts, nails, tacks, screws, bits, pins, or other like objects shall be driven into any part of the hired premises, nor shall any placards or other articles be fixed thereto.

23. The Trust or any person so authorised by the Trust can stop any entertainment or meeting not properly conducted.
24. No publicity or advertising material, flags, notices, emblems, or other decorations shall be displayed within the grounds and premises of the hired premises or on the gates, walls, fences, and hedges forming the boundary of the premises without the previous consent in writing of the Trust.
25. Any lighting and audio/visual equipment supplied by the Trust shall at all times be operated by persons employed by the Trust for that purpose and no other person whatsoever shall operate or attempt to operate or interfere with the lighting or audio/visual equipment without express prior permission.
26. No additional lights or extensions from the existing electric light fittings, nor audio/visual equipment provided by the hirer, or his agents shall be used without the previous consent of the Trust, and any such lights, extensions or equipment shall be disconnected or switched off if any authorised officer of the Trust so requires.
27. No persons other than persons directly concerned with the presentation of any function shall be permitted on the stage or in the ancillary adjoining the stage.
28. Except with the previous consent in writing of the Trust, no part of the hired premises shall be used by the hirer for the sale of anything whether by auction or otherwise except when the hired premises are specifically hired for the purpose of holding such a sale.
29. The property of the hirer and the hirer's agents must be removed before 12 noon on the date next following the period of hiring or additional fees will be charged for each or part day until the same is removed. The Trust accepts no responsibility for any property left on the premises after the hiring.
30. Smoking, including e-cigarette/vapes. is prohibited on and around site.
31. All scenery and costumes used for performances and the like must be fire retardant.
32. The express written permission of the Trust must be obtained for the use of streamers, balloons, or confetti.
33. No exit may be blocked, chairs or obstructions placed in corridors or internal doorways, or fire appliances tampered with or removed. Please refer to condition 18.
34. Any special staging or equipment required and provided by the hirer shall be a matter of negotiation between the hirer and the Trust's authorised officer.
35. If the hirer wishes to cancel a single booking at least 3 clear working days, excluding bank holidays, written notice shall be given. For cancellation of block bookings, at least 1 month's written notice is required for the complete cancellation of the whole booking. For cancellation of dates made within a block booking, at least 3 clear working days, excluding bank holidays, written notice shall be given otherwise the Trust shall be entitled to retain the fees paid. If, as a result of such cancellation, the Trust incurs a loss in excess of the fees paid by the hirer, the hirer shall pay to the Trust as liquidated damages the amount of such loss. For block bookings, a refund will only be given where the facilities are not available due to unforeseen circumstances. (A working day is classed as Monday to Friday 9am to 5pm.)
36. Any complaint arising out of the hiring must be made in writing to the Trust.
37. Any notice, demand, or request by the Trust to or upon the hirer may be sent by ordinary pre-paid post addressed to the hirer at the hirer's address given in the hirer's application and shall be deemed to be made or served at the time when the letter containing the same would be delivered in the ordinary course of post.
38. The hirer is requested to contact the Trust to obtain details of the prevailing fire precautions and security arrangements.

39. The hirer is to be responsible for the conduct of his/her own employees, agents and contractors including all health, safety, and welfare matters. The hirer must make his/her arrangements in such a way as to ensure at all times:-

- (i) Compliance by him/her of his/her responsibility under the Health and Safety at Work Act; and,
- (ii) Compliance and co-operation by himself/herself and his/her employees, agents and contractors with any arrangements made by the Trust for security of the hired premises or any part thereof or to secure compliance with any duty or requirement in relation to health and safety at work.

40. The hirer shall be responsible for (and shall indemnify the Trust against any breach) compliance with any statutory provisions relating to the preparation, display, and sale of food for human consumption,

41. The hire of accommodation does not include any right to car parking accommodation, except those vehicles bringing passengers, exhibits, fittings etc., may stand in such part of the car parking area surrounding the premises as the Trust may determine for such time as necessary at their own risk.

Where application for hire is for an unspecified period, users should renew their application as necessary for each Trust year (i.e. commencing September). Such renewed application should be made not later than the end of the preceding May. Applicants are asked to notify the Trust immediately in the event of there being a change in the name and address of the person with whom the Trust should communicate regarding the letting arrangement.

Appendix 1



Club / Organisation/Commercial Entity Facilities Booking Form

School Name/Site			
Name of Person responsible for the booking <i>Note: must be over 18 years old</i>			
Address of Hirer			
Telephone Number			
Mobile Number			
Email Address			
Name of other Coaches/Instructors			
Qualifications of other Coaches/Instructors		Date Obtained:	
If you are using the facility for a Sporting Activity, are you:	Yes	No	
A Group or non-profit making Club hiring the Sports Facility			
A Commercial entity for profit hiring the Sports Facility			
Name of Club/Organisation			
Name of Head Coach/Instructor			
Qualifications of Head Coach/Instructor		Date Obtained:	
Name of other Coaches/Instructors			
Qualifications of other Coaches/Instructors		Date Obtained:	
Name of First Aiders			
Qualifications of First Aiders		Date Obtained:	

If you are using the facility for other than Sporting Activity	Yes	No
Hiring a bare room and no equipment at the Trust		
Hiring a bare room with equipment. Please specify what equipment you need for the letting:		
<i>Note; If the room has equipment but it is not required for the letting of the room, this is classed as a bare room letting</i>		

Required facility:	
Any additional requirements:	

Purpose of use:				
Day(s) and Date(s) required:				
Time(s) required:	From:		To:	
Estimated numbers attending:	Male:		Female:	
Age range:				

SAFEGUARDING				
The hirer agrees that systems are in place with regards to safeguarding measures as per the Lettings Policy and Terms and Conditions of Use. Please tick relevant statement below.				
I confirm that my booking does include children and that I have a current DBS which I will bring to trust prior to my letting start date				
I can confirm that my booking does not involve children				
Office Use: Evidence of DBS Clearance has been submitted				YES
				NO
Evidence of ID	Driving Licence	Passport	Other ID	
Name of Office Staff:				
INSURANCE COVER				
In order to comply with the terms and conditions of use, I hereby confirm the club/organisation has public liability insurance with a minimum indemnity limit of £1m on any one claim and indemnify the trust against any claims made against it arising from the use of hired premises.				
In addition, I accept responsibility for any claims the Trust may have for any damages to its property arising from its use during my hire				
I maintain a Public Liability Insurance Policy, the details of which are specified below				
Name & Address of Insurance Company:				
Policy Number				
Expiry Date				
Indemnity Limit				
Office Use: Evidence of Insurance Cover has been submitted				YES
				NO
Name of Staff:				

DOCUMENTS PROVIDED TO HIRER	
Fire Evacuation Plan	YES / NA
Normal Operating Procedures	YES / NA
Emergency Action Plan	YES / NA
Pool Safety Operating Procedures	YES / NA
I confirm that I have received the above documentation and agree to adhere to them at all times:	
Signature of Hirer:	
Print Name:	Date:

DECLARATION	
I have received a copy of the Lettings Policy and Terms & Conditions of Use for the lettings of the Trust premises and agree to be bound by them. Any licences necessary have been/will be observed and any requirements of the Licensing Justices, where necessary, have been/will be met. I agree to pay the charges due as required and hereby certify that the premises and grounds will be used only for the purpose stated. I am over 18 years of age, and I make this declaration conscientiously believing it to be true.	
Signature of Hirer:	
Print Name:	Date:
School Lettings Staff Signature:	
Print Name:	Date: