

Application for the use of school premises

Form **ED110**

Please complete this form using **BLOCK CAPITALS**.

School

This application must be submitted to the school 21 days in advance for an occasional letting, **or** one term in advance for a regular letting.

Your surname

Your forename(s)

Your address

Postcode

Home tel. number

STD

Tel

Work tel. number

STD

Tel

Name of organisation

Will you be present during the event(s)? Yes ☐ No ☐ If no, please tell us about the person responsible.

Surname

Forename(s)

Address

Postcode

Home tel. number

STD

Tel

Work tel. number

STD

Tel

Please tick to show the type of attendance:

- (a) Limited only to members ☐
- (b) Limited to members, parents and friends ☐
- (c) Open to the general public ☐
- (d) On payment of a charge ☐
- (e) By programme, to be paid for ☐

If (d) or (e), who will receive the takings?

What will you use the accommodation for?

Please tick to show which of the following facilities you need, or state the number if necessary.

- | | | | |
|---------------|--------------------------|---------------------|--------------------------|
| Gymnasium | <input type="checkbox"/> | Changing facilities | <input type="checkbox"/> |
| Showers | <input type="checkbox"/> | Football pitch | <input type="checkbox"/> |
| Classrooms | <input type="checkbox"/> | Cricket pitch | <input type="checkbox"/> |
| Piano | <input type="checkbox"/> | Hockey pitch | <input type="checkbox"/> |
| Large hall | <input type="checkbox"/> | Tennis court | <input type="checkbox"/> |
| Small hall | <input type="checkbox"/> | Other court | <input type="text"/> |
| Caretaker | <input type="checkbox"/> | (specify) | |
| Swimming pool | <input type="checkbox"/> | Specialist room | <input type="text"/> |
| | | (specify) | |

Playground (specify use)

Facilities for boiling water

☐

Kitchen (specify use)

Number of people to be catered for

Exact period required

From to

NB A kitchen and its equipment can only be used in the presence of a member of the kitchen staff.

Do you need the school to arrange insurance for you?

Yes ☐ No ☐ See condition 5 overleaf

Facilities required

Occasional letting: Day Month Year

or Regular letting: Every

Starting from

From am/pm To am/pm

From am/pm To am/pm

Until

I undertake to pay the approved charges. I accept the terms and conditions of use set out overleaf.

I enclose a stamped addressed envelope for a reply.

Signature

Date

Day Month Year

Terms and conditions of use for community school premises

1. There will be at least two weeks' notice for any cancellation of a booking made by the hirer.
2. Payment of the appropriate charges will be made on demand.
3. If in attendance, caretakers will give reasonable assistance, within the terms of their employment, to hirers.
4. The premises will be left clean and in good order and vacated not later than the time booked. The hirer shall reimburse any costs incurred by the Governors in cleaning the premises after the hiring necessary to ensure that the premises are sufficiently clean for normal use by the school.
5. The hirer shall pay to the Council the cost of repair or replacement resulting from any loss or damage arising from the hiring however caused or of whatever nature to the school premises and all equipment or property thereon (whether provided by the Council or any other body or person). **Hirers shall ensure they have a policy of insurance to cover such liability up to at least £5 million** (amount as advised by the Risk Management and Insurance Unit) and shall produce the policy to the Governors on demand. The school can arrange insurance for an additional fee.
6. If the caretaker is in attendance and the hirer provides additional personnel to prepare for a letting, these personnel shall be subject to the general direction and control of the caretaker.
7. A hirer must not sub-let to another party.
8. (a) No intoxicating liquor will be brought on to or consumed on the premises except at a function organised by a body or bodies which the Governors of the school shall have approved.
(b) Where a licence for the sale of intoxicating liquor is necessary for a function the responsibility for obtaining such a licence is solely the hirer's.
9. No preparations are to be applied to the floor.
10. Seating accommodation in the room booked may be used, but the hirer must make their own arrangements for any additional chairs, tables etc required for the letting, and for removing them before the school re-opens on the following day.
11. In the case of lettings for music, singing, dancing, or stage plays, the entertainment must be for a closed organisation such as a society or club or by invitation only.

NOTE: All other entertainments are classified as public entertainments, in which case there exists a statutory requirement that the school must be properly licensed. However, most school premises do not conform with the regulations governing the issue of licences for public entertainments so that they cannot normally be used for this purpose. Any proposals to use a school for a public entertainment must be discussed carefully with the local District or Borough Council.

12. There must be no infringement of copyright, and in the case of musical entertainment the requirements of the Performing Right Society must be fulfilled.
13. Surrey County Council operates a No Smoking policy in all its premises.
14. Before approving any letting for the exhibition of pictures involving the use of films or television, enquiries should be made to the appropriate District Council as to whether the exhibition is exempted from, or requires, a licence under the provisions of the Cinemas Act 1985 or any statutory modifications thereof.
15. Hirers will have access only to the particular room(s) let to them, including where it is practicable the use of a cloakroom and toilet accommodation. In no case is access permitted to any other part of the premises including particularly accommodation set aside for specific use of staff.
16. Any dispute on the use of school facilities or school equipment out of normal school hours shall be settled by the school Governors.
17. This school/college is committed to safeguarding and promoting the welfare of children and young people and expects hirers and their representatives to share this commitment. The Governors require that for all hirings involving groups working with children, appropriate level of Disclosure has been obtained from the Criminal Records Bureau for the individuals working on school premises.
18. **Power of Revocation**
 - (a) The Governors reserve the right to revoke without notice any contract for the hire of school premises.
 - (b) Governors, or any employee of the County Council so authorised, are empowered to withdraw, without notice, permission to use school playing fields when such playing fields are unfit for use.

The use of school premises for purposes other than those of the school itself is subject in all respects to the Education Committee's regulations for the community use of schools. See Section M of the Education Finance Manual.