St Thomas
Catholic Academies Trust

APPLICATION FOR USE OF SCHOOL PREMISES

(To be returned to the school)

Please read notes overleaf

Details required:

Name of Hirer	
Address	Post code:
Telephone contact Day	
Telephone contact Evening	
On behalf of (Name of Society etc)	
Parts of premises required (See Note 1)	
Day(s) of hire	
Date(s) of hire	
Hours of hire (See Note 3)	From: To:
Purpose of hiring	
Approximate number attending	
Other relevant information	

Documents that we must have for any booking:

Copy of your Public Liability insurance policy We are unable to accept booking without this. • Accidental bodily injury including death to third parties and further in respect of damage to their property – not less than £2 Million. • Accidental damage caused by fire to the premises on hire – not less than £1 Million. • Accidental damage caused to the premises on hire other than fire £10,000. For Private use then Agreement to Loss, Theft or Damage needs to be agreed and signed.	
If booking involves young people or vulnerable adults please can you confirm that you/ your staff have been DBS checked yes / no. If any of your staff changes, you are responsible for updating the Trust with new DBS numbers. The provisions of the Children and Young Persons Act 1933 shall be observed. Proof of existing DBS check & passport photo with your full name on the back. Not for Private Use – eg. Parent Party	
First Aid – Please confirm that you will provide your own trained First Aid Person and provide your own first aid facilities. We are unable to accept booking without this. Not for Private Use – eg. Parent Party	Name of First Aid Person Date of Training: Company providing the Training:
Benedicts Law – Letting Companies need to confirm they will: • Manage known allergies within their own group • Collect allergy information where appropriate • Ensure participants bring prescribed their medication/EpiPens • Know how to contact emergency services • Immediately inform the school of any serious incident Not for Private Use – eg. Parent Party	
If you are carrying out any working at height activities (use own ladder) then you must provide the training at height certificate. Not for Private Use – eg. Parent Party	Name of Person working at height Date of Training: Company providing the Training:
Must Provide a Risk Assessment and Method Statement (RAMS) for the activities that you are carrying out. We are unable to accept booking without this. Not for Private Use – eg. Parent Party	
If you are engaging in training or coaching, teaching or coaching qualifications - you must provide the training certificate/s. Not for Private Use – eg. Parent Party	Name of Person with appropriate Teaching or Coaching qualifications: Date of Training: Company providing the Training:
Child Protection/Safeguarding Policy - you must provide the appropriate Policy. Not for Private Use – eg. Parent Party	

Declaration by applicant:

I/We apply to use, and if granted, use, agree to hire the parts of the premises mentioned above subject to the conditions overleaf and the Lettings Policy of the Trust which I have read.

Applicant's Signature:	
Date:	

For office use only

Agreed	
Charge £ to be paid to the school	

NOTES

1. Hirers should indicate the exact accommodation required e.g. hall, hall and foyer, classroom(s), toilets, kitchens etc, and state if piano or other equipment is needed.
2. If a licence is needed e.g. for a performance, alcohol, etc, the hirers must make an application to the appropriate licensing authority at least 21 days before the event and also inform the school of any licence conditions.
3. The hours of hiring must allow time for preparing for the event and cleaning up afterwards.
4. The hirers must be able to show that they are insured and able to indemnify the governing body of the school if it had to repair, replace, or make good any part of the school premises or contents which may be lost, damaged, or destroyed as a result of the hirer's name. Private hirers for parties must agree and sign Loss, Theft or Damage Agreement.
5. The hirers should familiarise themselves with the escape routes and the position of fire alarms and the fire extinguishers. They should ask the school representative to show them these. If the school does not have an emergency lighting system, the hirers should appoint stewards with torches who have been instructed in escape procedures. If there is a fire, the hirers should try to call the Fire Service.
6. Hirers will be charged for the use of the premises if they do not give adequate notice of their cancellation of the booking.

Application for use of St Thomas Academy Trust premises

St Thomas
Catholic Academies Trust

HIRE AGREEMENT FORM FOR THE USE OF SCHOOL PREMISES

School Name	Hire Agreement number:	
Name of Hirer:		
Further to your application I am pleased to offer the following facilities:		
Accommodation/ Furniture/Equipment		
Specific site facilities being used		
Date(s)		
Time(s) Times from start to finish (not times of function but to include preparation and clearing up time)		
Charge per hour		
Public Liability Insurance received and agreed	Date	Yes/No
If booking involves young people or vulnerable adults Safeguarding and Child Protection Policies and procedures received. Not for Private Use – eg Parent Party	Date	Yes/No/NA
DBS details received and agreed Not for Private Use– eg Parent Party	Date	Yes/No
First Aid – confirmation of trained First Aid Person and provision of own first aid facilities. Not for Private Use– eg Parent Party		
Benedicts Law – Letting Companies need to confirm they will: • Manage known allergies within their own group • Collect allergy information where appropriate • Ensure participants bring prescribed their medication/EpiPens • Know how to contact emergency services • Immediately inform the school of any serious incident Not for Private Use – eg Parent Party		
Risk Assessments and Method Statement (RAMS) received and agreed Not for Private Use – eg Parent Party	Date	Yes/No
Teaching or Coaching Qualifications received Not for Private Use – eg Parent Party	Date	Yes/No
Authorising Signature (School)	Date	Signature
Subject to your agreement please sign and return this Hire Agreement as soon as possible		
Hirer: I am satisfied with the details shown above and in the letter. I confirm that we accept the Conditions of Use.		
Name of Hirer:		
Organisation:		
Signature of Hirer		Date:

St Thomas
Catholic Academies Trust

Date:

Name
Address

Dear

LETTING OF SCHOOL FACILITIES – Contractors

Thank you for the lettings request.

I can offer the following:
Dates/Times/Facilities/Space/ Equipment/Furniture as shown on the enclosed Hire Agreement Form.

Or full details of all space including WCs/ car parking/items/equipment included in the let etc and Day(s), Date(s)

Times from start to finish (not times of function but to include preparation and clearing up time - eg. when the Site Agent is needed)

Charge(s)
As shown on the enclosed Hire Agreement Form.

Or £**xxx** for use of the facilities plus £**xxx** for specialist equipment eg Stage Lighting
VAT charge £**xx** (if applicable). Payable by **xxx** date.

If you have any problems or questions or wish to arrange a visit please contact me.

Yours sincerely

Headteacher
Attached: **Hire Agreement Form**

St Thomas
Catholic Academies Trust

Date:

Name

Address

Dear

LETTING OF SCHOOL FACILITIES – Private Hirers

Thank you for the lettings request.

I can offer the following:
Dates/Times/Facilities/Space/ Equipment/Furniture as shown on the enclosed Hire Agreement Form.

Or full details of all space including WCs/ car parking/items/equipment included in the let etc and Day(s), Date(s)

Times from start to finish (not times of function but to include preparation and clearing up time - eg. when the Site Agent is needed)

Charge(s)
As shown on the enclosed Hire Agreement Form.

Or £**xxx** for use of the facilities plus £**xxx** for specialist equipment eg Stage Lighting
VAT charge £**xx** (if applicable). Payable by **xxx** date.

Insurance
Loss, Theft or Damage Agreement to be agreed and Signed

Your use of the School facilities is subject to all of the above being returned with the signed Hire Agreement Form as soon as convenient.

If you have any problems or questions or wish to arrange a visit please contact me.

Yours sincerely

Headteacher

Attached: **Hire Agreement Form**

St Thomas
Catholic Academies Trust

Loss, Theft or Damage Agreement

Name of Hirer:	
Date of Function:	

Underlying Agreement
The basis of our Letting with you is under these conditions: *(add or remove areas not being hired)*

- Safe use of Main School Hall
- Safe use of classrooms
- Safe use of Toilet Facilities
- Safe use of Playground facilities
- Safe use of Playing field

The school must be left in the clean condition you found it. All rubbish must be removed off site (not school bins).

Toilets used must be left in a good, clean condition.

Cleaning costs may be imposed if you leave your hire in a poor condition.

Agreement – Loss, Theft or Damage
School Name have agreed with you that this Letting will be as follows:

- You are responsible to us for loss, theft or damage to any areas of the school that you or those you invite use

Exclusions:
- None

Conditions:
- You must take all reasonable measures to protect the school property hired to you
- You will be financially responsible for any loss, theft or damage to the school property should this occur during your letting
- Any loss, theft or damage must be reported to school staff as soon as reasonably practical
- If school staff notice loss, theft or damage, then this will be reported to you as soon as reasonably practical

This agreement applies to: (Name of Hirer)	
Signed by Hirer	
School Reference No.	
Date:	