



# Stamford Green Primary School

## APPLICATION FOR THE USE OF SCHOOL PREMISES

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:	Title:
Your Forename:	
Address:	
Postcode:	
Email:	
Phone Number (Daytime):	(Evening):
Name of Organisation:	
Purpose:	
Day(s):	
Date(s):	
Time:	To:
Accommodation required:	
Comments/Special requirements: 10mins either side to set up and down	
*We have insurance as outlined in note 6 of the attached terms and conditions. *We require the school to arrange appropriate insurance at an additional charge of 15% of the letting fee. <p style="text-align: right;">*delete as applicable</p>	

**Please tick to show the type of attendance:**

- |  |   |
|--|---|
| <input type="checkbox"/> (a) Limited only to members                 | <input type="checkbox"/> (c) Open to the general public   |
| <input type="checkbox"/> (b) Limited to members, parents and friends | <input type="checkbox"/> (d) On payment of a charge       |
|  | <input type="checkbox"/> (e) By programme, to be paid for |

**I undertake to pay the approved charges. I accept the terms and conditions/service level agreement of use set out overleaf.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

In the event of any issues during a letting, if there is no member of staff on site, please call **0787 4046602**. This number is only active during lettings out of office hours.

To be returned to: Stamford Green Primary School, Christ Church Mount, Epsom, Surrey KT19 8LU  
Tel: 01372 725383. info@stamford-green.surrey.sch.uk

For school use:

I confirm that staff ( \_\_\_\_\_ ) will be available to cover the above letting

Letting approved and entered in school diary \_\_\_\_\_(Business Manager)

Charge calculated at £ \_\_\_\_\_ Charge and letting confirmed \_\_\_\_\_(Business Manager)



## Terms and conditions of use for school premises

1. This school is committed to safeguarding and promoting the welfare of children and young people and expects all hirers of school premises 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 DBS for the individuals working on the school premises. Where a DBS/CRB disclosure includes convictions, or other relevant information, the hirer is required to undertake an assessment of risk to determine whether that individual is suitable to work with children and young people. This agreement will be terminated upon any allegation in relation to safeguarding made against the hirer or any of its volunteers/employees.
2. There will be at least two weeks' notice for any cancellation of a booking made by the hirer.
3. Payment of the appropriate charges will be made on demand.
4. If in attendance, caretakers will give reasonable assistance, within the terms of their employment, to hirers.
5. 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.
6. The hirer shall pay to the School 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 School or any other body or person).

The hirers shall ensure they have a policy of insurance to cover such liability up to at least £5million and shall produce a copy of the policy to the Governors before hire.

7. 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.
8. A hirer must not sub-let to another party.
9. The hirer is responsible for ensuring that no unauthorised persons enter the premises during the hours of use and to ensure the premises have been fully vacated at the end of each use.
10. (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.
11. No preparations are to be applied to the floor.
12. 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. No furniture is to be placed in front of marked Fire Exits or placed in corridors which are used to access the Fire Exits.
13. 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 Epsom & Ewell Borough Council.

14. There must be no infringement of copyright, and in the case of musical entertainment the requirements of the Performing Right Society must be fulfilled.
15. The school operates a No Smoking policy in all its premises.
16. Before approving any letting for the exhibition of pictures involving the use of films or television, enquiries should be made to Epsom & Ewell Borough 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.
17. 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.
18. The hirer must ensure the immediate evacuation of the premises if an alarm is triggered or when requested to do so by any member of the staff or the Police or other emergency service in case of fire or other emergency in any part of the premises or in or on any neighbouring land or premises or when any first or other emergency drill is being carried out on the premises.
19. Any dispute on the use of school facilities or school equipment out of normal school hours shall be settled by the school Governors.

### 20. 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 School so authorised, are empowered to withdraw, without notice, permission to use school playing fields when such playing fields are unfit for use.
- (c) Where periodic payment terms have been agreed, failure to make those payments may result in termination of the agreement.

21. Counter Terrorism and Security Act 2015

- (a) The hirer acknowledges that Surrey County Council ("the Council") has a duty under the Counter-Terrorism and Security Act 2015 ("CTSA") to have due regard to the requirement to prevent people from being drawn into terrorism.
- (b) The hirer shall facilitate the Council's compliance with its duty pursuant to the CTSA and the statutory guidance issued under section 29 of the CTSA and in particular the hirer shall ensure that:-
  - (i) the premises (and each and every part of them) do not provide a platform for extremism;
  - (ii) the premises (and each and every part of them) are not used to disseminate extremist views
- (c) The Council reserves the right to revoke without notice any contract for the hire of the premises if it identifies or suspects that the hirer may use (or be using) the premises contrary to this clause

**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.**