



APPLICATION FOR USE OF SCHOOL PREMISES
(To be returned to the school)
 Please read notes overleaf

Details required:

Name of applicant	
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) Must include time for preparing for the event and cleaning up afterwards	From:
	To:
Purpose of hiring	
Approx number attending	
Other relevant information	

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.
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 caretaker 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.

Documents that we must have for any booking:

Copy of your insurance policy We are unable to accept booking without this.	
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	CERTIFICATE DBS numbers • • •
First Aid – Please confirm that you will provide your own trained First Aid Person and provide your own first aid facilities.	Name of First Aid Person Date of Training: Company providing the Training:
If you are carrying out any working at height activities (the use own ladder) then you must provide the training at height certificate.	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.	

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 in the fuller notes on the use of the school which I/we have read with which we agree to comply.

Applicant's Signature	
Date:	

For office use only

Agreed	
Charge £ To be paid to the school	