



THE REACH FREE SCHOOL

Community Use Policy

1. Monitor and Review

This policy will be reviewed annually by the Finance and Resources Committee.

Created: January 2017

Revised: October 2023

Ratified by the Governing Body: January 2019

Date of Last Review: October 2023

Date of Next Review: May 2024

Change History	Date	Change(s) Made	Change Author	EDI ¹
V1.8	October 2023	Changes to opening times due to new school timings for AY2324. Inclusion of VAT regulatory hire conditions and Alterations to the Regular Hire Form. Reference made to After-Schools clubs, community activities and tuition safeguarding guidance for providers.	DPA/ RBO	Yes
V1.7	May 2023	Minor changes in wording of the policy to reflect current working practices at the school	DPA	Yes
V1.6	May 2022	Policy reviewed - minor changes to wording of the policy to reflect current working practices at the school	ASM	Yes
V1.5	May 2021	Policy reviewed - minor changes to the wording of the policy to reflect the current working practices at the school	RBO/ DPA	
V1.4		Policy reviewed - minor change with increased hours on Monday, Thursday and Friday. Also a charge introduced to keep equipment stored in school	RBO/ DPA	
V1.3		Minor amendments to the policy to reflect the current working practices at the school	RBO	
V1.2		Amended 2.6.1.1 - the evacuation point and removed reference to slip kitchen in 2.7.5	RBO	
V1.1		Addition of 1.1.2.1 and 1.1.2.2 to the policy	RBO	
V1.0		Policy created	RBO	

1.1 Introduction

The Governing Body is committed to making every reasonable effort to ensure the buildings and grounds ("the premises") of The Reach Free School (hereafter 'the School') are available for community use. Where there is a conflict between a 'hiring' and a School event, priority will always be given to School events.

1.1.1 Definition of a Hiring

¹ Any changes or revisions to the policy have considered equality, diversity and inclusion.

A hiring may be defined as:

‘any use of the premises by either a community group or a commercial organisation, regardless of whether a hiring fee is charged’.

It must not interfere with the primary activity of the School, which is to provide a high standard of education for all its pupils.

1.1.2 Areas available to Hire

The areas of the School actively promoted for hire are set out below. Other areas may be available on a scale of charges to be determined by the Headteacher:

- Four-court sports hall
- Sports pitches
- Floodlit Multi Use Games Area (MUGA)
- School Hall
- Dance Studio
- Classrooms
- Canteen

1.1.2.1 Access to Facilities

The access to the ‘out of hours’ facilities is via the community-use entrance next to the sports hall or, in the case of the school hall, either the main or side entrance.

1.1.3 Charges for a Hiring

The Governing Body is responsible for setting the standard charges for the hiring of the School’s premises, and reviewing them on an annual basis at the Finance and Resources Committee. The Headteacher may determine lower hire charges for the School’s hirers if the Headteacher deems it appropriate, but the charges listed in Appendix Two are the standard rates.

1.1.4 Time available for hire

The facilities outlined in 1.1.2 will be available to hire at the following times:

- Monday to Friday from 4.30pm to 10.00pm
- Saturday from 7.00am until 6.00pm
- Sunday and Bank Holidays from 8.00am until 6.00pm

1.2 Applying to use the School

Enquiries about the use of the School’s premises should initially be made with the Admin and Finance Manager who will discuss any concerns with the Deputy Headteacher or Headteacher within ten working days of receiving the request.

If the Headteacher has any concern about the appropriateness of a particular request for a letting, he will consult within at most five working days of their conversation with the Admin and Finance Manager and/or with the Chair of the Finance and Resources Committee, who has the authority to determine the issue on behalf of the Governing Body. The Governing Body has the right to refuse an application and no letting should be regarded as ‘booked’ until approval has been given in writing. No public announcement of any activity or function taking place should be made by the organisation concerned until the booking has been confirmed in writing. The name of The Reach Free School should not be associated with any booking without the written approval of the Headteacher.

1.3 Hire Agreement

Once a hiring has been approved, this document, The Community Use Policy with Booking Form at the back, will be sent within at most five working days of that approval to the applicant confirming the details of the letting. The terms and conditions of the policy must be adhered to.

The hire agreement must be signed by both parties (the Hirer and the School) before the hiring can take place. It should be signed by a named individual ('the Hirer') and the agreement should be in their name, giving their permanent private address or in the case of a company, that company's registered address.

The hire agreement will be signed in duplicate by the Hirer and the Admin and Finance Manager on behalf of the Headteacher and Governing Body.

Invoices are produced at the end of the month in which the let takes place and are due for immediate payment.

All hiring fees will be payable to 'Reach Learning Limited'.

If the Hirer has specific set-up requirements (e.g. setting up rows of chairs, room configuration, car parking assistance etc), this should be discussed with the Admin and Finance Manager in advance. A fee may be payable for such, depending upon the extra time involved for caretaking staff etc.

A deposit payable by the Hirer may be required by the School in relation to obligations under Clause 2.7. In the event of breach of such obligations by the Hirer, the deposit becomes non-refundable and such monies may be retained by the School to cover any costs incurred in making good, returning the premises to its pre-hiring state (e.g. moving furniture back to position), any damage, cleaning up and/or breakages caused during a letting etc. If the deposit proves insufficient to cover such costs, the School retains the right to recover any excess from the Hirer. *Deposits are only required for one off lettings, not for repeating long term contracts.*

1.4 Termination of Contract

The Headteacher, or the Chair of the Governing Body, has the immediate power to terminate any hire agreement relating to the hire of the School's premises, in accordance with the terms and conditions of the agreement attached.

1.5 Complaints

Any complaints arising from a hiring agreement will be dealt with using the School's complaints procedure, a copy of which is available on the School's website.

2. Terms and Conditions of Hire of the School's Premises

These terms and conditions must be complied with.

"The Hirer" shall be the named individual on the hire agreement, and this person and/or their organisation will be responsible for payment of all fees or other sums due in respect of the letting.

2.1 Status of the Hirer

Lettings will not be made to persons under the age of 21, or to any organisation or group with an unlawful or extremist background. (See 1.2).

The hire agreement is personal to the Hirer only, and nothing in it is intended to have the effect of giving exclusive possession of any part of the School to them or of creating any tenancy between the School and the Hirer.

2.2 Safeguarding Requirements

The Reach Free School adheres 'Keeping Children Safe in Education'. A requirements of this is that any person, group or club hiring the facilities from the school must be aware of the guidance in 'After-school clubs, community activities and tuition: safeguarding guidance for providers' and ensure this is being followed at all times.

2.3 Disclosure and Barring Service (DBS)

It may be necessary for the Hirer to submit proof that they have undergone a successful check under the Disclosure and Barring Service (DBS). If a particular letting involves contact with children and young people, it is the responsibility of the Hirer to ensure and be able to fully demonstrate that they have complied with the DBS Code of Practice and any relevant Safeguarding requirements. A copy of the DBS registration for the event organiser may be requested for lettings involving children under the age of 18.

When there is a requirement for DBS checks to be undertaken, the Hirer must keep appropriate records concerning all adults in line with the DBS Code of Practice and report to the Head of the School any safeguarding concerns which may arise.

The Hirer must be able to provide evidence that DBS checks have been carried out for all relevant adults on request.

2.4 Indemnity and Insurance

Lettings are made on the agreement that the Governing Body is indemnified by the Hirer against any loss, damage, costs and expenses during the use of the School's premises by the Hirer except where such loss, damage' costs and expenses are directly attributable to the negligence of the employees of the School/Governing Body.

The Hirer shall insure with a reputable insurance office approved by the Governing Body, 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. The suitability of such insurance shall be checked by the Admin and Finance Manager, and any issues that cannot be immediately resolved with the Hirer concerning such insurance escalated to the Chair of the Finance and Resources Committee (see 1.2) as representative of the Governing Body.

Unless specifically agreed by the Governing Body, the insurance cover shall provide a limit of indemnity of not less than £5,000,000 (five 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 hire of the premises.

The Hirer shall produce the policy of insurance and receipts for the current premium or premiums upon request by the Admin and Finance Manager on behalf of the Governing Body within seven days of a request. No booking will be confirmed until proof of insurance cover has been provided.

The School shall not be responsible for any injury to persons or damage to property arising out of the letting of the premises.

2.5 Statutory Requirements

The Hirer must not do anything or permit any action which would, or might, constitute an illegal or immoral activity affecting the School's premises or which would, or might, vitiate in whole or in part any insurance effected in respect of the premises from time to time.

2.6 Licences and Permissions

The Hirer shall be responsible for obtaining any public licences necessary in connection with the booking and should confirm with the School the licences they hold.

Permission or licences must be obtained from the copyright owner, the owner of the sound recordings (if appropriate) and the publisher for any public performance of music, musicals, operas, or stage plays. The borrowing of music scores or plays from a local library does not constitute permission to perform.

Regulated entertainment, public music, singing and dancing can only take place on premises which have a Premises licence authorising entertainment, or by applying for a Temporary Event Notice.

The Admin and Finance Manager must be given at least four weeks' notice of a stage play production. The Hirer must obtain a Temporary Event Notice from the local Licensing Authority. The requirement is for the notice to be received by the Licensing Authority and the Police a minimum of 10 working days before the planned event but not including the day of the delivery of the notice or the day of the event.

For more information on licensing please contact Three Rivers District Council on 01923 776611 or via email licensing.team@threerivers.gov.uk.

It is the responsibility of any Hirer to ensure that all copyright licences have been obtained to cover planned activities.

Hirers are reminded that it is illegal to photocopy music or plays without the express permission in writing of the copyright holder except in certain circumstances. Any infringement of this is liable to prosecution.

The Hirer shall indemnify the Governing Body against all sums of money which the School may have to pay by reason of an infringement of copyright or performing right occurring during the period of hire covered by this agreement.

2.7 Public Safety

All conditions attached to the granting of the licence, stage play or other licences and the School's Health and Safety policy shall be strictly observed. A copy of the policy is available from the School's website. Nothing shall be done which will endanger the users of the building, 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
- The emergency lighting supply must be turned on during the whole time the premises are occupied, and must illuminate all exit signs and routes
- Fire-fighting apparatus shall be kept in its proper place and only used for its intended purpose
- The Fire Service shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to the Admin and Finance Manager

- The Hirer is responsible for familiarising him/herself with the procedure for evacuation of the premises, escape routes, assembly points and shall be familiar with the fire-fighting equipment available. (see 2.6.1)
- The Hirer is responsible for communicating the information in 2.6.e. above to anyone attending the event or activity
- 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, etc) shall be undertaken or erected
- No latex materials, including balloons, may be brought onto the premises
- No unauthorised heating appliances shall be used on the premises;
- All electrical equipment brought onto the premises shall be subject to regular PAT testing and certification provided in evidence. The intention to use any electrical equipment must be notified on the hire application form. The Governing Body disclaims 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/minor ratios at all times when these are specified for particular activities, e.g. by national governing bodies of sports, Scouts etc.

2.7.1 Emergency Evacuation Procedure

It is recommended that the Hirer familiarise themselves with the following, sharing with all under their control as Hirer:

- Anyone discovering a fire should immediately sound the nearest fire alarm. In the case of a child they should then inform the nearest adult.
- The alarm signal is a continuous siren for fire and intermittent ringing for bomb/other. The function of the alarm is to warn every person in the building that a state of emergency has arisen and that the drill procedure should be put into operation at once. The School's alarms for fire or bomb are completely distinguishable from any other School signal.
- Whenever the fire alarm sounds in the School, the Hirer should not assume that this is a drill and does not affect them. The Hirer should exit the School in a safe, orderly and efficient manner and congregate at the assembly point.
- The evacuation should be carried out quietly in order that any instructions given can be heard. To avoid fire spreading, if possible, windows as well as doors should be closed. However the closing of windows and doors should not unduly delay the evacuation of the building or present a health or safety risk. Adults must assess the situation and use their discretion.
- On reaching a staircase people should descend in single file using one side of the staircase only

2.7.1.1 Assembly Point

The assembly point will be the School's car park at the front of the building.

The Hirer should also note that this assembly point may be different to that listed on notices around the building.

Once at the assembly point the member of school staff on duty will come to the Hirer as soon as possible and let the Hirer know when it is safe to return or what action needs to be taken.

2.7.1.2 Roll Call

The Hirer/club organiser or another designated person must take the responsibility of Fire Warden. Once at the place of assembly a roll call or count must be taken and it is the responsibility of the Warden to have an up to date list of all attendees. Should anybody be missing the Fire Service/ member of staff on duty must be informed immediately.

If danger to life is present the Fire Service will search for missing persons. Nobody will be allowed to re-enter a building. In the case of a drill, permission to re-enter the building is given by the member of staff on duty.

2.7.1.3 Notices

Fire Instruction Notices are located at each fire alarm point. (Hirers should note that the assembly point may be different to that listed on notices around the building as per above – see Assembly Point).

Where people with hearing difficulties are present on the premises, it will be necessary to make provision for alerting them in the event of fire.

2.7.1.4 Attacking the Fire

Circumstances will dictate as to whether fire-fighting operations should be attempted; the important thing is that **FIREFIGHTING MUST ALWAYS BE SECONDARY TO LIFE SAFETY.**

2.7 The Hirer's Responsibility

The Hirer must inform the School's Admin and Finance Manager in writing of any fault, damage or other problems with the premises or equipment encountered during the hiring.

- No part of the premises are to be used other than for the purpose requested.
- No part of the premises requested are to be used for any unlawful purpose or in any unlawful way.
- The premises must be left exactly as found unless cleaning fees have been agreed. For example; litter must be disposed of, mud from football boots on the playground/in changing rooms must be swept up and furniture must be returned to its original position.
- The School reserves the right to pass on to the Hirer any costs incurred in making good, returning the premises to its pre-hiring state (e.g. moving furniture back to position), any damage, cleaning up and /or breakages caused during a letting.
- The Hirer must undertake their own risk assessments for Health and Safety purposes.
- The Hirer must remove any rubbish from the site at the end of each hire.

2.8.1 Own Risk

It is the Hirer's responsibility to ensure that all those attending are made aware of the fact that they do so in all respects at their own risk.

2.8.2 First Aid Facilities

It is the responsibility of the Hirer to make their own first aid arrangements, suitable for the activity being undertaken and the provision of first aid training for supervising personnel, particularly in the case of sports lettings. There is no legal requirement for the School to provide first aid facilities, however a basic first aid kit will be available at the community reception area.

2.8.3 Furniture and Fittings

Furniture or fittings shall not be removed or interfered with in any way. Nor shall they be re-arranged except by prior agreement and will be subject to reinstatement at the end of each

session of use. (If available, the member of school staff on duty may be able to help, but this is still the Hirer's responsibility.) No fittings or decorating of any kind necessitating drilling, or the fixing of nails or screws into fixtures which are part of the School's fabric, are permitted. In the event of any damage to premises or property arising from the letting, the Hirer shall pay the cost of any reparation required. The School reserves the right to pass on to the Hirer any costs incurred in making good damage caused during a letting.

Hall floors are used by children for physical education and no substance is to be applied to floors to prepare them for dancing or any other activity. No footwear liable to damage floors may be worn in school buildings. If activities involve outdoor use, participants should ensure footwear is cleaned before re-entering the building. No studded football boots are to be worn in the building at any time. No studded football boots are to be worn on the MUGA (Multi Use Games Area).

2.8.4 Food and Drink

No food and drink may be prepared or consumed on the property without the direct permission of the Admin and Finance Manager in line with current food hygiene regulations. Where food is served the Hirer will be asked to provide food preparation certificates for the relevant personnel.

2.8.5 Kitchen/Food preparation, Facilities and Equipment

Third parties shall only be permitted to share use of the school's kitchens and/or equipment where they can demonstrate that the personnel involved have appropriate qualifications. The kitchen must be left in the same condition as found with special attention paid to cleanliness and hygiene.

2.8.6 Intoxicating Liquor

No intoxicating liquors are permitted to be bought, sold or consumed on any part of the premises without the permission in writing of the Headteacher, whose written consent must also be obtained prior to seeking any Temporary Event Notice from the Local Authority for the sale of alcoholic liquor. All evidence of intoxicating liquor including, inter alia, crates and bottles, must be removed from the premises at the end of the hiring.

2.8.7 Smoking

Smoking, including e cigarettes and vaping, is not permitted on any of the School's premises. This includes all of the School's grounds.

2.8.8 Betting, Gaming and 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.

2.8.9 Nuisance/Disturbance

Hirers and organisers of events in or at the School's premises are responsible for ensuring that the noise level of their functions does not interfere with the other activities within the building nor to cause inconvenience for the occupiers of nearby houses or property.

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

Except in the case of trained guide-dogs for the blind and hearing dogs for the deaf, animals shall not be permitted anywhere on the school premises including the School's playing fields.

2.8.10 Rules

The Hirer shall comply with any rules and regulations which the Governing Body shall make from time to time.

2.8.11 Charges and Cancellations

Charges are always specified in writing to the Hirer including any review arrangements.

The Governing Body may cancel without notice any letting for which payment has not been received. This may be a single event or, for multiple lettings, the first in the series for which payment has not been received.

Single lettings may be cancelled by the Hirer, provided that in each circumstance at least two weeks' notice is given. Cancellations made less than two weeks before the event date will be charged in full.

For regular lettings or repetitive bookings made on a regular basis, i.e. at least ten bookings per term, the series must be paid for in full, whether or not the facility is used.

Charging of VAT - The school does not currently charge VAT, however in accordance with the terms of Section 5.4 of the Land and Property (VAT Notice 742) document, should the school become liable to charge VAT in the future, this will be charged and the relevant VAT rate with the quoted value of the let as the net figure.

The Governing Body may cancel a letting should there be a conflict between the letting and a school event, giving 14 days' notice. In such circumstances any deposit or other payment received for the cancelled event will be refunded in full. In exceptional circumstances where the requirements of a School activity necessitates the cancellation of an event with less than 14 days notice, the Governing Body may at its sole discretion offer an alternative date to hire or issue a full refund.

The Governing Body will not accept any responsibility for any loss, or other expenses however incurred by the Hirer, in the event of a cancellation by the Governing Body of the letting as a result of circumstances beyond its control (including, without prejudice to the generality of the same, industrial action by its employees, or others inclement weather, failure of electricity/gas supply, health and safety issues relating to factors beyond the control of the Governing Body). The decision of the Governing Body as to whether a letting should be cancelled shall be binding on the Hirer. Notification of any cancellation shall be in writing and may be by email, fax or recorded delivery letter.

Where the premises are not left in their original condition, the Hirer will be responsible for paying any costs associated with full reinstatement.

2.8.12 Sub-Letting

The Hirer shall not sublet the premises, underlet or share possession with any other parties.

2.8.13 Storage Ancillary to the Hiring

No goods or equipment should be left or stored on the premises without express permission from the School in writing. Storage charges may apply for any items left on the premises with or without permission. The School accepts no responsibility for items left on the premises.

2.8.14 Loss of Property

The Governing Body 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.

2.8.15 Car Parking

The Hirer is responsible for providing sufficient adults to supervise the parking and traffic movement of vehicles on site. Cars shall not be parked so as to cause an obstruction at the entrance to, or exits from, the school. In particular the Hirer must ensure that access to the School by emergency vehicles is not obstructed or delayed. Users of the School should avoid undue noise on arrival and departure.

2.8.16 Toilet Facilities

Access to the School's designated toilet facilities is included as part of the hire arrangements.

2.8.17 Right of Access

The Governing Body reserves the right of access to the premises during the hiring. (The Admin and Finance Manager or members of the Governing Body may monitor activities from time to time.)

2.8.18 Vacation of Premises

The Hirer shall ensure that the premises are vacated promptly at the end of the hiring session. The Hirer is responsible for supervising any children taking part in an activity until they are collected by a responsible adult.

**Hire Of Premises at Long Lane, WD3 8AB
Regular/Repetitive Hire Application Form AY23/24**

1. Your Details – Please complete the details below

Name	
Name of Organisation	
Address	
Telephone Number	
Email Address	
Website	

2. Company Details

Nature of Business						
Established date						
Legal Status	Limited Company		Partnership		Sole Trader	
Company Number						
VAT number						

3. First referee

Name	
Address	

Relationship	
Telephone Number	
Email address	

4. Second referee

Name	
Address	
Relationship	
Telephone Number	
Email address	

5. Please complete each day's requirements. Please tick where applicable. (For external spaces please see guide on page 9)

Monday	Time of arrival		Start of Letting	End of Letting		Time to depart
Schedule			15 mins before arrival			15 mins after end of letting
Sports Hall			Main Hall			Dance Studio
Dining Hall			Classrooms			Changing Rooms
Toilets			Main Reception			Community Reception
Main Field			Astro Turf			Playground
Other:						

Tuesday	Time of arrival		Start of Letting	End of Letting		Time to depart	
Schedule			15 mins before arrival			15 mins after end of letting	
Sports Hall			Main Hall			Dance Studio	
Dining Hall			Classrooms			Changing Rooms	
Toilets			Main Reception			Community Reception	
Main Field			Astro Turf			Playground	
Other:							

Wednesday	Time of arrival		Start of Letting	End of Letting		Time to depart	
Schedule			15 mins before arrival			15 mins after end of letting	
Sports Hall			Main Hall			Dance Studio	
Dining Hall			Classrooms			Changing Rooms	
Toilets			Main Reception			Community Reception	
Main Field			Astro Turf			Playground	
Other:							

Thursday	Time of arrival		Start of Letting	End of Letting		Time to depart	
Schedule			15 mins before arrival			15 mins after end of letting	
Sports Hall			Main Hall			Dance Studio	
Dining Hall			Classrooms			Changing Rooms	
Toilets			Main Reception			Community Reception	
Main Field			Astro Turf			Playground	
Other:							

Friday	Time of arrival		Start of Letting	End of Letting		Time to depart	
Schedule			15 mins before arrival			15 mins after end of letting	
Sports Hall			Main Hall			Dance Studio	
Dining Hall			Classrooms			Changing Rooms	
Toilets			Main Reception			Community Reception	
Main Field			Astro Turf			Playground	
Other:							

Saturday	Time of arrival		Start of Letting	End of Letting		Time to depart	
Schedule			15 mins before arrival			15 mins after end of letting	
Sports Hall			Main Hall			Dance Studio	
Dining Hall			Classrooms			Changing Rooms	
Toilets			Main Reception			Community Reception	
Main Field			Astro Turf			Playground	
Other:							

Sunday	Time of arrival		Start of Letting	End of Letting		Time to depart	
Schedule			15 mins before arrival			15 mins after end of letting	
Sports Hall			Main Hall			Dance Studio	
Dining Hall			Classrooms			Changing Rooms	
Toilets			Main Reception			Community Reception	
Main Field			Astro Turf			Playground	
Other:							

6. Schedule of lettings

Please give details below of the schedule of this letting: ie Term time only, all year, seasonal between April and June, every other weekend etc. Please include all details relevant to the letting

7. Use Details

Please provide details of what your letting consists of on each day. Please include an approximate number of how many people will be on site, if they are children or adults, what activities you will be hosting, what equipment you may use, and anything else relevant to the safety of people and the building. If you wish to hire the field please state which size football pitch(es) you require if relevant.

Monday	
Tuesday	

Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

8. Cleaning and caretaking. Please tick as applicable

	Yes	No
Would you like your letting quotation to include for our premises team to clean all areas after your letting, i.e. sweep floors, clean toilets and remove rubbish? (there will be additional charges for this service)		
If the answer to the question above is no, please confirm you will clean all areas after your letting, i.e. sweep floors, clean toilets and remove rubbish.		
Do you require Reception duties from a member of our staff? (there will be additional charges for this service)		
If the answer to the question above is no, please confirm you are able to provide a member of staff to direct and greet your patrons, during the total time of your occupation, to ensure the safety of the building and its occupants		

9. Other information

Please give any other details you feel relevant to this letting request
What date would you like your letting to start?

10. Insurance Details

Please enclose a copy of policy documents and certificate of liability insurance.

Policy Number		
Type of Cover		
Amount of Cover		
OR- Please charge 15% of letting additional charge to be covered by the school	Yes	No

11. Declaration Terms and Conditions:

11.1 I confirm I have read the Community Use Agreement and agree to abide by the contents, with special mention of 'No footwear liable to damage floors may be worn inside the building'.

11.2 I agree that lettings will be invoiced on a monthly basis and that payment is to be made before the end of the month that the invoice is issued in.

11.3 I accept that the school cannot give credit terms and that I will not receive access to the building or grounds if payments are outstanding, unless specifically agreed in writing by the schools representatives.

11.4 I accept that I will be responsible to pay for any damage to the premises or grounds, or equipment, owned by the school which occurs during the letting periods as above.

11.5 I accept additional charges will be imposed for cleaning and rubbish removal after my letting if the standard of the school is not met.

11.6 I accept full liability and responsibility for my staff, and patrons (their families and representatives) while on the premises.

11.7 I accept full liability and responsibility for my staff, and patrons" (their families and representatives) personal possessions while on the premises.

11.8 I understand that from time to time school events will interrupt my regular letting and I agree to suspend activity of my business. The school will endeavour to give a minimum of two weeks' notice of events.

11.9 I confirm that I expect the letting to be VAT free due to all conditions of section 5.4 of the Land and Property (VAT Notice 742) being relevant to my letting. I will notify the school if any section is not relevant to my letting. I also confirm that payment will be made to the school for any spaces I hire, even if I cancel a session (as part 5 of section 5.4 of the Land and Property (VAT Notice (742).)

11.10 I confirm that I am familiar with the Department for Education's document 'After-Schools clubs, community activities and tuition safeguarding guidance for providers' and I understand that failure to comply with this would lead to termination of the agreement.

11.11 I confirm that I will liaise with the school on safeguarding matters where appropriate.

Please Print Name:	
Signature:	
Date:	
Position within organisation:	
Name of Organisation:	

FOR OFFICE USE ONLY:

Letting Reference	
Details:	

Availability Confirmed	
Conditions of hire discussed and agreed	
Quotation Prepared	
Quotation Accepted	
Insurance documents verified	
Timetable clashes considered	
Governors Approval	
Start date of letting confirmed	

Main Field Winter Layout

1 x 11 a side football pitch (Adult)
1 x 11 a side football pitch (Intermediate)
1 x 9 a side football pitch
1 x 7 a side football pitch

Main Field Summer Layout

Running Track (8 lanes)

Floodlit Astro Turf Multi Use Games Area (MUGA)

3 x 7 a side football pitches

Other

2 x Netball courts

Appendix 2 – Charges for Hiring

Price Guide for the Hire of Premises at The Reach Free School as at May 2019

Accommodation	Cost per hour
School Hall	£40.00
Sports Hall (Monday to Saturday)	£20.00 (half) - £40.00 (full)
Sports Hall (Sundays or bank holidays)	£25.00 (half) - £50.00 (full)
Multi Use Games Area per pitch	£30.00
Multi Use Games Area	£90.00
Dance Studio or Drama Room	£25.00
Classroom	£20.00
Football Pitches	Per Match
1 x 11 a side football pitch (Adult or intermediate)	£80.00
1 x 9 football pitch	£40.00
1 x 7 a side football pitch	£30.00

The above prices include access to car parking and toilets on the premises.

A member of our staff will manage the Community Reception while your event is taking place and will direct your clients to the relevant location.

There will also be a charge of 15% of the total hire cost to cover insurance for your liability, through the School's insurance (please note this does not include damage/costs you may be liable for through accidents or malicious damage by an attendee at your event). This cost will be waived if you hold your own liability insurance; please provide a copy of your certificate in this event to obtain such waiver.

The hire of chairs, tables, and sundries can be arranged. The following are examples of cost.

Additional Items	Additional Cost
Set up of tiered seating with 180 chairs	£30.00
Re-organisation of chairs/tables in classroom to your design	£25.00
Clean up after the event - this must be discussed in advance and is subject to the number of people present at the event.	£35.00 - £135.00 per event