

## Lettings Policy

The Academy Committee of Upwood Primary Academy are responsible for organising their own lettings and also for setting their own rates for the letting of school premises. The areas within the school available for lettings are the hall, classrooms, dining room and the grounds.

### **1. Application for Hire**

An application for hire of school premises (see Appendix 1) must be completed prior to the letting agreement. Conditions of hire are attached to the application form.

### **2. Indemnity**

All hirers must complete an indemnity form (see Appendix 2).

### **1. Charges**

The standard charge for hire is £20.00 per hour or part of an hour for all lettings booked. Bookings will be taken for after 6.30 pm on weekdays and at times agreed with the school at weekends and holidays. The minimum booking period will be 2 hours.

Lettings to the PTA will be free of charge.

A reduced fee will be charged for charitable organisations and community groups. This will be at the discretion of the Academy Committee.

For those applicants that do not hold their own Public Liability Insurance, and are eligible to participate in the County Council Scheme, (please ask for details) the premium is 15% for insurance and 9.5% insurance tax of the hire charge, with a minimum of £2.50. In the event there is no hire charge the minimum premium is £2.50.

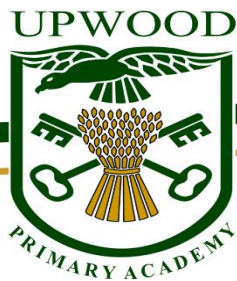
This policy carries an excess of £100 each and every claim for damage to the premises or contents caused other than by fire or explosion.

The Academy Committee will review the charges on an annual basis during the Spring Term.

### **2. Miscellaneous**

- All Hirers must carry sufficient Third Party Liability insurance to satisfy Local Authority requirements (currently £2,000,000).
- Use of the premises for school functions will take priority over lettings.
- Income derived from lettings will be retained by the school and costs to the school of lettings will be met from this income.





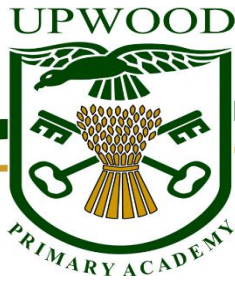
- Decisions whether to permit lettings will be made by the Academy Committee.
- The school premises will not be let to individuals or organisations if there is reason to believe that the name of the school will be brought into disrepute or for safeguarding reasons.



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Appendix 1

**APPLICATION FOR USE OF SCHOOL PREMISES**  
(To be returned to the School. Please read conditions of hire overleaf)

APPLICANT'S NAME & ADDRESS .....

Applicant's Contact No. Day..... Eve.....

Details of your Public Liability Insurance (if applicable)

Company..... Renewal Date.....

Policy No.....

Parts of Premises required.....

Purpose of Hire.....

Date(s) of Hire.....

Hours of Hire From..... To.....

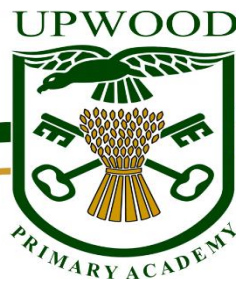
Approx. Number Attending.....

I declare that to the best of my knowledge and belief the information given by me above is correct. If this application is granted, I/We agree to hire the part of the premises above subject to the conditions overleaf.

Applicant's signature..... Date.....

Agreed ..... Charge.....  
(on behalf of Upwood Primary Academy)

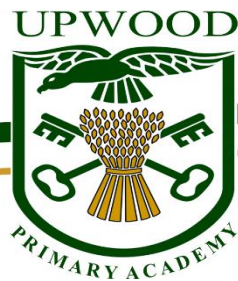




## Conditions of Hire

1. Acceptance of the letting is conditional upon the agreement to accept all letting conditions and to take all reasonable steps to comply with the Health & Safety Act 1974 (as amended) and any other relevant statutory provisions.
2. All fees are to be paid 7 days in advance. Cheques should be made payable to Upwood Primary Academy.
3. The Academy Committee of the school reserve the right to cancel any booking.
4. If a licence is needed eg. for a performance, alcohol, etc, the hirers must make an application and acquire a licence from the appropriate licensing authority and supply it to the school before the event.
5. The hours of hiring must allow time for preparing for the event and cleaning up afterwards and at the expiration of the hiring, the hirer shall leave the building in a clean and orderly state. The school can accept no responsibility for any property left by the hirer or their representatives on the premises.
6. In the event of loss or damage occurring as a result of negligence or carelessness on the part of the organiser of the letting or the group on whose behalf the letting has been made, or where the school has good grounds for presuming that the damage occurred at this time and was not reported, the school reserves the right to make a charge to cover the costs of repairing the damage or making good the loss from the organiser or group.
7. All first time hirers will be required to provide a £50 damage deposit which will be returned after the event provided that no damage or loss has occurred. Should damage or loss exceed the deposit figure the remaining amount will become payable by the hirer.
8. The hirers should familiarise themselves with escape routes and the position of fire alarms and fire extinguishers. They should ask the school to show them these. Where 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 must call the Fire Service.
9. Hirers will be charged for the use of the premises if they do not give 7 days notice of their cancellation of the booking.
10. The wearing of footwear likely to cause damage to floors is strictly forbidden.





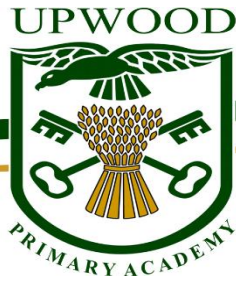
11. Hirers are responsible for all damage to school buildings and/or property thereon or attached thereto occurring during the period of hiring or while persons are entering or leaving such property, where such persons causing the damage are present with the approval of the hirer or a person or persons linked to the hirer's organisation.
12. Only authorised keyholders are permitted to lock and unlock the building for lettings, for insurance purposes.



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## Appendix 2

# AGREEMENT FOR INDEMNITY

This Agreement for Indemnity is made on.....  
between.....  
(hereinafter called "the hirer") of the one part and the Academy Committee  
(hereinafter called "the school") of the other part.

## WHEREAS

1. At the request of the hirer the school has agreed to hire to the hirer part of the school premises for an activity organised or conducted by the hirer or the hirer's representative(s).
2. The hirer has agreed to indemnify the school as hereinafter appearing.

## **NOW IT IS HEREBY AGREED by the hirer**

That he/she and his/her representative(s) will keep the school fully and effectually indemnified from and against any loss which the school may suffer by the claim of any third party entering the school premises for whatever purpose connected with the activity organised or conducted by the hirer, and howsoever such claims arise.

That if and insofar as claims are made against the school the hirer will meet the cost of all such claims by the provision of adequate insurance, proof of which will be furnished to the school before obtaining access to the premises.

Hirer's Signature.....Date.....

On behalf of Upwood Primary Academy..... Date.....



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