



USE OF SCHOOL PREMISES APPLICATION FORM

Bolton-le-Sands
C.E. Primary School

To be completed after reading the school's Lettings Policy

SECTION 1

APPLICANT INFORMATION

Name of Organisation:	
Name of Applicant:	
Address:	
Telephone:	
Email:	

SECTION 2

BILLING INFORMATION

Name of person to be billed:	
Address of person to be billed:	
Telephone:	
Email:	

SECTION 3

ACCOMMODATION REQUIREMENTS

Dates of premises required:	
Accommodation required (please tick):	☐ SCHOOL HALL
	☐ ADULT WASHROOM
	☐ SHOWER ROOM
	☐ CHILDREN'S WASHROOM
	☐ DISABLED WASHROOM
	☐ PLAYGROUNDS
	☐ CLASSROOMS
	☐ STAFFROOM
	☐ CLEANER CUPBOARD
	☐ SCHOOL CAR PARK
	☐ SCHOOL GARDEN
	☐ SCHOOL KITCHEN
If specific rooms are required, please state the room numbers (please see the school's building plan for details).	

SECTION 4

LETTING PURPOSE

What is the purpose of the letting?	
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Is the letting of a commercial nature?	YES	NO
Will the general public be admitted?	YES	NO
Approximate number of people attending:		
Details of your admission charges:		
Is copyright music to be performed?	YES	NO
Do you require use of the school piano?	YES	NO
Do you require use of the school IT and sound system?	YES	NO
Do you intend to use/bring additional electrical equipment?	YES	NO
Is alcohol to be served?	YES	NO
Further Information: (If you have answered yes to any of the questions above, please provide further necessary details)		

SECTION 5

VAT REGULATIONS RELATING TO THE USE OF SPORTS FACILITIES

The letting of school sports facilities is standard rated for VAT purposes. However, if all of the conditions are met, the letting may be treated as exempt:-	(a) The series of letting is for 10 or more sessions. (b) Each session is for the same sport or activity. (c) Each session is at the same place. (d) The interval between each session is at least one day and not more than 14 days. (e) The contract is for the whole series. <i>This must include evidence that payment is to be made in full for the series whether or not the right to use the facility for any specific session is actually exercised. A formal agreement, exchange of letters or an invoice would be sufficient evidence.</i> <i>Provision for a refund in the event of unforeseen non-availability of the facility would not break the condition, but provision for a refund in other circumstances would. It is acceptable for payments to be made in instalments, provided that the full amount is paid whether or not the facilities are actually used on each occasion.</i> (f) The facilities are let to a school, a club, association or an organisation representing affiliated clubs or constituent associations (such as a local league). <i>However, if the facilities are let to an individual or private organisation rather than any of the above, the exemption does not apply, even if the other conditions are met.</i> (g) The organisation to which the facilities are let has exclusive use of them during the session.
Declaration:	I/WE HAVE READ THE CONDITIONS OUTLINED ABOVE AND APPLY TO BE EXEMPT FROM PAYING VAT AS WE DO FULFIL THE CRITERIA
Signed:	
Print Name:	
Signed on behalf of:	
Date:	

SECTION 6

MEMORANDUM OF AGREEMENT AND INDEMNITY TO BE COMPLETED FOR ALL APPLICATIONS

In consideration of the Governors and/or Lancashire County Council granting me/us the use of the aforementioned premises, I/we agree to pay to the Governors or to the County Council the prescribed hire charge and to replace or pay to the Governors or the County Council the cost of making good any damage caused to the premises by me/us.

It is further acknowledged and agreed that the Governors and/or the County Council give no warranty of the suitability of the premises for the use to which I/we intend to put them and I/we hereby agree to indemnify the Governors and/or the County Council, their officers, servants and agents against all actions, costs, claims and demands arising out of any accidents and/or loss which may occur on the said premises during their use by me/us provided that the same is not due to any negligence, omission or default of the Governors and/or the County Council, their officers, servants or agents.

Under no circumstances shall the permanent electrical installation be altered or otherwise interfered with. Permission for HIRERS to erect any temporary wiring for specific function or purpose shall only be carried out on approval by both the Lancashire County Property Group and the Licensing Section of Lancashire County Council. Further I/We undertake to check and inspect the facilities to ensure that they are clear and free of hazardous material, debris and spillages prior to use.

It is further acknowledged and agreed that I/we will indemnify the Governors and/or the County Council in respect of all actions, costs, claims and demands arising out of any breach of copyright as defined in the Copyright Act 1956, or under any other enactment in that behalf for the time being in force in respect of any performance of any literary, dramatic, or musical work, which takes place or which is given while the said premises are being used by me/us, our servants or agents.

I/We hereby undertake to provide at my/our own expense during the period hire of any swimming pool suitable and sufficient lifeguard personnel as based on the guidance of the Health and Safety Executive and as detailed in the "Instructions for the Use of Swimming Pools".

(The hirer should produce evidence that this indemnity is protected by adequate insurance cover).

Signed:	
Designation:	
Date:	

SECTION 7

TRANSFER OF CONTROL INFORMATION RECORD

Does the provider have a Child Protection Policy in place with appropriate arrangements for sharing and reporting any safeguarding/welfare concerns and records to say that staff had read and understood the policy?		YES		NO	What evidence can you provide?	
Does the provider require it's staff/volunteers to have annual Safeguarding Training and receive regular updates? Is Prevent training undertaken?		YES		NO	What evidence can you provide?	
Can the provider evidence appropriate safer recruitment and vetting arrangements including DBS clearance that are consistent with guidance in Keeping Children Safe in Education 2023. Providers can seek advice and resources to enable them to comply in this area via the DFE		YES		NO	What evidence can you provide?	

4. Can the provider provide evidence that relevant staff have been checked under the Disqualification under the Child Care Act 2006 requirements? (If appropriate)		YES		NO	What evidence can you provide?	
Can the provider evidence an appropriate arrangements/ risk assessment for the activity including, but not limited to, arrangements for - - Gaining relevant background about any health conditions inc allergies and how any medical conditions will be managed. - Contingency arrangements for a child who becomes ill or is not collected at the end of the session - Communication between provider and the school (access to mobile phone etc)		YES		NO	What evidence can you provide?	
Does the provider have a Code of Conduct for its staff / volunteers that is consistent with Guidance for Safer Working Practice for Adults Who Work With Children and Young people (2022)		YES		NO	What evidence can you provide?	
Does the provider have a complaints procedure and management of allegations procedure?		YES		NO	What evidence can you provide?	
Is the provider affiliated to a local or national professional body?		YES		NO	What evidence can you provide?	
Does the provider have an appropriately trained First Aider?		YES		NO	What evidence can you provide?	
Does the provider have relevant insurance?		YES		NO	What evidence can you provide?	
Has it been made explicitly clear to parents and all stakeholders that the third party providers are responsible for the safeguarding of children in their care.		YES		NO	What evidence can you provide?	
It has been made explicitly clear to the provider that the school conforms to guidance from Keeping children safe in Education, September 2023 in view of reporting any concerns?		YES		NO	What evidence can you provide?	

Completed by:	
Signed:	
Date:	

SCHOOL USE ONLY

1 This application for the use of school premises is acceptable to us:

YES	NO
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(delete as appropriate)

2 The Governors have determined that this will be:-

(a) A free letting

YES	NO
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(delete as appropriate)

(b) A chargeable letting at a cost of £..... per hour/session Plus VAT where applicable

3 Lettings income will be collected * by the school / by the Authority on our behalf. * *(delete as appropriate)*

Signed *(Headteacher)*