



**Roehampton Church of England Forest Primary School  
Letting Hiring Agreement and Form 2026**

Name of Applicant:

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Address:

.....

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Name of Organisation: .....

Activity of Organisation: .....

Details of Premises Requested and reasons (Hall, Playground, Classroom, Kitchen, etc.):

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Dates Required:

First Letting Request:

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Second Letting Request:

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Third Letting Request:

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.....

Use of School Equipment (please specify your request):

.....

Detail of any Electrical Equipment to be brought:

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Maximum Number of Attendees (Please note you may have no more than 100 people):

.....

Age Range of Attendees: .....

Number of Supervising Adults: .....

Relevant Qualifications of Supervising Adults including first aid training:

.....

Have all supervising adults working with children as part of the event/activity have DBS Clearance? .....

1. GENERAL

These are the rules and conditions of hire of the Governing Body of Hotham Primary School, hereinafter called the Governors, as administered by the School Business Manager.

i) School's Permission

Premises may not be occupied except with written consent of the Governors through the Lettings Officer. 21 days' notice is required (28 days in cases involving a licence). The premises may be occupied only during the hours shown on the authorisation. The premises must be entirely vacated by the finishing time indicated on the authorisation. If additional time is required for preparation or cleaning away, this must be requested in advance on the application form.

ii) *Termination or Suspension*

*The Governors may close the premises as needed for maintenance or repairs. Where possible early notice will be given and adjustment made to charges in proportion to the period of closure. Regular users must be prepared to relinquish use of premises at short notice if required to do so by the school for the extension of its work or for election purposes.*

*iii) Refusal of Permission*

*No occupation is permitted which in opinion of the Governors is likely to create a disturbance, cause any inconvenience to the residents in the neighbourhood, interfere with any other occupiers or in any other way appear unsuitable to take place in the school premises.*

*iv) Private Purposes*

*The use of accommodation shall not be granted to private individuals or for private purposes. Without prejudice to the rights of candidates at parliamentary and local government elections under the Representation of the People Act 1983, the use of accommodation shall not be permitted if the use is or in the opinion of the Governing Body appears to be for the political indoctrination of children of compulsory school age.*

*v) Assignment and Sub-letting*

*The occupier is not allowed to assign or sub-let the use of the accommodation to any other party.*

*vi) Right of Entry*

*The Governing Body has and reserves the right to its members and officers the right of entry at all times to the accommodation.*

*vii) Nature of Function*

*Applicants are required to state the nature and object of the function proposed. They must also state whether a charge will be made for admission and the purpose to which proceeds of the function will be devoted.*

*viii) Identity of the Organisation*

*Applicants must state clearly in any notices they issue the identity of the organisation and should not give the impression that the school or the Governors are in any way connected with the function.*

*ix) Gambling*

*The use of accommodation for gambling or games of chance including bingo is forbidden.*

*x) Alcohol*

*No alcoholic drink shall be included in the refreshments at any function without the consent of the lettings Officer and the applicant has enquired at the local magistrate's court about the possible need for an occasional permission or occasional justices license. The onus of obtaining either an occasional permission or justice license lies entirely with the applicant. All applicants who wish to serve or sell alcoholic drinks at a function must make a specific request on the application form.*

*xi) Flags etc.*

*Other than flags of emblems which are peculiar to scouts and guides and similar such youth organisations, no decorations, flags or emblems are permitted without the Governors' consent in writing. No bills or posters may be placed in any part of the building without similar consent.*

## *2. HOURS AND PERIOD OF OCCUPATION*

*The hours and period of occupation are restricted to the times and dates agreed above.*

## *3. FACILITIES*

*The letting is restricted to use of the school hall ONLY. Any other area of the school is out of use.*

*No occupation of school kitchen is permitted.*

*Urns for boiling water can be provided by prior arrangement. None of the school kitchen implements or cooking equipment may be used, nor the kitchen W.C.*

*No furniture shall be introduced into the premises without consent and subject to such consent be left exactly as found, and in any case dining tables shall not be used for any unhygienic purposes such as jumble sale.*

*No use shall be made of any gymnastic equipment without the permission of the Head/Governors.*

*Rooms should be left in the good condition they are received in. A charge will be made for any extra cleaning required and any loss of equipment by damage or theft must be made good.*

*Storage of equipment is only permitted with the prior written authority of the Governing Body.*

#### **4. CHARGES**

*Charges are fixed by the Governors and applicants will be informed in advance of the charge to be levied for a particular use.*

*Regular users shall pay in as per the agreement with the Lettings Officer.*

*A deposit may be required in certain cases, at the discretion of the Lettings Officer.*

#### **5. LOSS AND LIABILITY FOR DAMAGES**

##### **i) Loss**

*The Governors accepts no responsibility for the loss or damage of property of the occupier or any other persons using the accommodation.*

##### **ii) Occupiers Liability for Damage**

*The occupier is prohibited from doing or permitting anything, which is likely to disfigure walls, or building and is responsible for the preservation of order during the occupation.*

##### **iii) Indemnity**

*To the extent permitted by the UNFAIR CONTRACT TERMS ACT 1977, the occupier shall save the Governors harmless\* and keep indemnified from and against all actions, claims, demands, cost, losses and expenses which may be brought or made against it or sustained or incurred by it howsoever arising directly or indirectly out of or in connection with the permission to use the accommodation in respect of any of the following matters:*

##### **(a) death of or personal injury to any person**

- (b) loss of or damage to any property belonging to the Governors*
- (c) loss of or damage to any property belonging to the occupier*
- (d) loss of or damage to any property belonging to any person other than the occupier and the Governors*
- (e) any other loss or injury which may be incurred or suffered by the occupier or by the Governors or by other person and shall not make any claim against the Governors in respect of any of the said matters*

*The foregoing undertaking shall extend to and include all and every one of the employees, agents or officers of the Governors whilst acting within the scope of their employment by the Governors.*

*\*The term "save harmless" is used to relieve the Governors from liability in respect of any claim the person giving the indemnity may himself have against the Governors as a result of or in connection with the granting of the facilities.*

#### *iv) Insurance*

*The School requires all Hirers to hold valid public liability insurance with a minimum cover of £1,000,000 (or as determined by the Governing Body) for the duration of the hire.*

*A copy of the Hirer's insurance certificate must be submitted at the time of application and must be verified and approved prior to confirmation of the letting.*

*No letting will be approved, confirmed, or permitted to proceed without satisfactory evidence of valid insurance cover.*

*The School Business Manager/Headteacher is responsible for reviewing and confirming that:*

*Insurance is valid for the full hire period*

*Cover level meets school requirements*

*The activity described is covered by the policy*

*Evidence of insurance will be retained by the School in line with record retention requirements.*

*Block Bookings:*

*For block bookings, updated insurance documentation must be provided upon renewal. Failure to provide updated evidence will result in suspension of the letting.*

*Failure to Comply:*

*Where valid insurance is not provided:*

*The booking will not be approved, or  
An existing booking may be suspended or cancelled*

**6. SAFETY**

*i) General*

*The person or organisation entering into the agreement with the Governors for the use of the accommodation is required to take all precautions necessary for the safety of those present. Care must be taken not to impede the means of escape from the premises.*

*Where injury or loss occurs, the governing body should be notified in writing within 24 hours of the incident occurring. Any further information required by the Governing Body must be made available upon request.*

*Smoking is prohibited throughout the whole school building and outside spaces.*

*ii) Electrical Apparatus*

*No alteration or additions to electrical installations may be made without the consent of the Governors.*

*The use of any of the school's portable apparatus is not allowed.*

*The use by the occupier of their own electrical apparatus is at their own risk. In any case the occupier must ensure that such apparatus is connected to the main electrical supply through an adequate isolating transformer, and only one piece of mains powered audio equipment may be connected to each transformer. The equipment must be connected to the transformer only and not plugged into the mains supply. Any school equipment damaged during the length of hall hire will be subject to a charge for repair or full cost for replacement.*

**7. ENTERTAINMENTS**

*The premises may not be used for any kind of entertainment open to the general public.*

The Hirer undertakes to comply with all regulations above.

Any other relevant information:

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.....  
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8. *Procedure compliance*

All lettings are subject to formal approval by the Head Teacher and/or Governing Body.

The following must be received and verified prior to approval:

Completed application form

Payment (where applicable)

Valid insurance documentation

Any required licences (e.g. alcohol, entertainment)

A letting checklist will be completed for each application to evidence that all required documentation has been received and verified.

No access to the premises will be granted until all approval conditions have been satisfied.

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**I confirm I have read the terms and conditions as outlined in this Lettings Policy.**

**I confirm I have adequate insurance and proof is attached.**

**I understand that failure to provide valid insurance documentation prior to approval will result in the letting being refused or cancelled.**

**I confirm that all electrical equipment brought has been PAT tested.**

**I confirm that I am over 18 years of age, and that the information provided on this form is correct.**

**Name:** ..... **Contact Tel No:** .....

**Contact email:** .....

**Signed:** ..... **Date:** .....

**Chair of Governors** ..... **Date:** .....

**Head Teacher** ..... **Date:** .....

**For School Use Only:**

Insurance certificate received:

Verified by: \_\_\_\_\_

Date verified: \_\_\_\_\_

Cover amount confirmed:

Letting approved:

**Roehampton CofE Forest Primary School  
CURRENT LETTING CHARGES 2026-2027**

	<b>Monday – Friday</b>
School Hall	£30.00
	<b>Saturday &amp; Sunday and Bank Holidays</b>
School Hall	£35.00

**Cleaning Charges**

We expect the hall to be tidied and cleared at the end of each hire. However, additional cleaning charges may apply if the hall is left in an unsatisfactory state and requires a one-off clean. The hirer will be invoiced by the school in circumstances where a one-off clean is required. Payment must be made by the first school day after hire (Monday if the hire is during the weekend)

<b>WHEN</b>	<b>AREA</b>	<b>COST</b>
Saturday morning clean following Friday letting	Clean of hall and toilets	£80
Sunday morning clean following Saturday letting	Clean of hall and toilets	£80
Monday morning clean following Sunday letting	Clean of hall and toilets	£60

These charges are subject to change. Please check with the School Business Manager for up-to-date charges.

Link with policies

This policy links with and should be read in conjunction with the following school policies, practices and action plans including:

- Letting Policy
- Health & Safety Policy
- Safeguarding Policy

This policy and practice comply with the advice and guidance provided by Wandsworth Borough Council and the SDBE.