**Appendix Three**

**Letting of Educational Premises and Grounds - Terms and Conditions of Hire of out-of-school settings during the coronavirus (COVID-19) outbreak (3rd July 2020)**

NB References in this form to Devon County Council shall, in relation to school premises, be construed as references to the governors of that school. The Law which applies is the Law of England.

**APPLICATION AND FEES**

**1.** The signatory of the application shall be the hirer. Where a promoting organisation is named in the application, that organisation shall also be considered the hirer and shall be jointly and severally liable hereunder with the signatory.

2. The fee payable for the hiring shall be calculated in accordance with the scale of charges published by the Governors. The Governors reserve the right to alter or revise these charges at any time.

3. The fee for an occasional hiring shall be paid to the person authorising the hiring within five days of such hiring being approved and upon receipt of such fee the hiring shall stand confirmed subject to the provision of condition 4. In the case of a long-term letting the governors of the hired premises may at their discretion permit the periodic payment of hire charges in arrears.

**CANCELLATION**

4. The Governors or their agent(s) acting on their behalf must reserve the right, having good reason, at any time without notice to cancel a hiring or withdraw permission for the hirer to occupy any part of the hired premises on any particular date. In such event the Governors shall not incur any liability whatsoever to the hirer other than for return of any fee or the appropriate part of any fee paid in respect of the hiring.

5. If the hirer shall cancel the hiring of the premises then the Governors shall be entitled to retain or demand as the case may be the whole of the fee paid in respect of such cancelled hiring; PROVIDED THAT if notice of such cancellation is received at least seven days prior to the date of the hiring the fee will be refunded or remitted to the hirer subject only to any necessary deduction or payment in respect of expense already incurred by the Governors or the Council in respect of that hiring.

6. Bookings are taken subject to the premises not being subsequently required for Parliamentary or Local Government elections or other statutory purpose. In the event of the premises being so required, the Governors will refund to the Applicant all charges made by them and already paid by the Applicant. Neither the Governors nor the Council shall be liable to pay any compensation for any loss incurred by the Applicant.

**INSURANCE**

**7.** The hirer's use of the hired premises is conditional on the hirer holding appropriate liability insurance. A copy of such insurance shall be provided to the school at the time of booking.

**FURNITURE AND EQUIPMENT**

**8.** The hirer's use of the hired premises shall be deemed to include the use of chairs and tables only.

**9.** The arrangement of furniture and/or the use of additional furniture or equipment will require the specific approval of the Governors. Such use may be subject to the scale of charges published by the Governors.

**10.** Where additional equipment is required by the hirer this will be subject to an additional charge according to the Governors' published scale.

**KITCHEN FACILITIES**

**11.** Kitchen facilities and facilities for the preparation of refreshment are not included in the hiring unless prior consent for the use of such facilities has been given by the Governors who will have consulted the catering contractor to arrange for such use at all times to be supervised adequately. Separate conditions of hire exist for catering facilities; where catering facilities form part of the contract these conditions, which can be obtained from the school, are deemed to have been accepted.

**HEALTH, SAFETY AND CONDITION OF PREMISES**

**12.** The hirer/hirers shall during the hiring be responsible for:

(a) taking all measurers necessary to ensure that the permitted number of persons using the hired premises is not exceeded; and that Providers who are hiring follow the guidance on protective measures for providers of:

* community activities
* holiday or after-school clubs
* tuition
* other out-of-school settings

(b) the efficient supervision of the hired premises and for the orderly use thereof including the observance of the governors' policy on no smoking on school premises;

(c) ensuring that all doors giving egress from the hired premises are kept unfastened and unobstructed and that no obstruction is placed or allowed to remain in any corridor giving access to the hired premises;

(d) ensuring that all proper safety measures are taken for the protection of the users of the premises and equipment including adequate adult supervision where young people are concerned;

(e) familiarising themselves and the users of the premises with the fire-alarm positions, the locations of the fire-fighting equipment and the establishment's exit routes, contained in the Schools RA100;

(f) ascertaining the location of the nearest emergency telephone;

(g) the provision of a suitable first-aid kit (to include Covid CPR protection) and PPE to deal with people with Covid symptoms , and personnel as required under DfE **Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak (see guidance link)** is the responsibility of the private provider .

(h) compliance with all relevant DfE Guidance on preventing and managing suspected and confirmed cases of COVID-19.

**DfE Guidance:**<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

(i) The provider must inform the Local Authority and Public Health EnglandSouth West Health Protection Team of any suspected or confirmed cases immediately and follow Local Authority and Public Health EnglandSouth West Health Protection Team advice and protocols.

* **SW HTP/PHE** - call **0300 303 8162** (please note the recorded message is quite lengthy but schools are urged to hang on)
* **DCC** – schools priority alerts mailbox:  [educate.schoolspriorityalerts-mailbox@devon.gov.uk](mailto:educate.schoolspriorityalerts-mailbox@devon.gov.uk)

(i) compliance with the Food Safety Act and related legislation where catering facilities are involved.

**13.** The hirer shall at the end of the hiring be responsible for:

(a) ensuring that the hired premises are vacated promptly and quietly with a 72 hours lead-in-time before premises are used by the school;

(b) ensuring that the hired premises are left in a safe and secure condition and in a clean and tidy state.

Failure to comply with these conditions may lead to additional charges.

**RESTRICTIONS**

**14.** No nails, tacks, screws, nor other like objects shall be driven into any part of the hired premises nor shall any placards, decorations or other articles be fixed thereto. No alterations or additions to any electrical installations, either permanent or temporary, on the hired premises may be made without the written consent of the Governors. Electrical apparatus must be switched off after use and plugs removed from sockets.

**15.** The hirer shall not permit or suffer any damage to be done to the hired premises or any furniture or equipment therein and shall make good to the satisfaction of the Governors and pay for any damage thereto (including accidental damage) caused by any act or neglect by himself, his agents or any person on the hired premises by reason of the use thereof by the hirer.

**16.** It is understood and agreed that the Governors do not, either expressly or by implication, warrant the premises to be fit or suitable for any sporting or recreational purpose for which the hirer intends to use them but rely entirely on the skill, knowledge and expertise of the hirer in choosing so to use them and require the hirer to discontinue that use immediately upon it becoming reasonably foreseeable that by reason of their condition a participant in or spectator to that sport or recreation or any other person is in danger of suffering injury, loss or damage.

**17.** No overnight or residential provision to children

**18.** Except insofar as the Unfair Contract Terms Act, 1977 (or any statutory modification or re-enactment of it) otherwise requires, neither the governors or someone acting on their behalf will be responsible or liable in any way whatsoever or to any person whatsoever (and whether or not there shall be any negligence by its servants or agents) in respect of:

(a) any damage or loss of any property brought on to or left upon the hired premises either by the hirer or by any other person;

(b) any loss or injury which may be incurred by or done by or happen to the hirer or any person resorting to the hired premises by reason of the use thereof by the hirer;

(c) any loss to breakdown or machinery, failure of electrical supply, fire, flood or government restriction which may cause the hiring to be interrupted or cancelled; and the hirer shall be responsible for and shall indemnify the school its servants and agents against all claims, demands, actions and costs arising from the hirer's use of the hired premises or from any loss, damage or injury suffered by any person arising in any manner whatsoever out of the use of the hired premises by the hirer.

**LICENCES**

**19.** The hired premises shall not be used for the sale or supply of intoxicating liquor, or the holding of any public entertainment, theatrical performance, film exhibition, lottery or other similar function without the consent of the Governors, and such consent shall be subject to the hirer first obtaining the necessary licence or permission required under current legislation, and producing this for the scrutiny of the Governors if required;

**SAFEGUARDING**

**20.** Where **(School name)** premises are hired by/for groups including young people or vulnerable adults, the group must have a safeguarding statement and policy, clear and robust safeguarding procedures and DBS checks in place. The hirer will be asked to supply a copy of their safeguarding statement and policy at the time of booking.

**Approved: add date**

**Next Review: add date (12 months hence)**

**Booking form follows on next page.**

**Letting and hire application form**

**Summer 2020 (Covid 19 specific) for Registered private providers.**

**SCHOOL NAME:**

**APPLICATION for HIRE of SCHOOL PREMISES AND/OR GROUNDS**

**DETAILS OF HIRER**

**Name of Registered Organisation or Hirer (registration details) …………………………………………………………………………….**

**Name of Responsible Officer ..…………………………………………………………………………….**

**Address of Hirer ..……………………………………………………………………………………………**

**………………………………………………………………………………Post Code ………….………..**

**Position in Organisation ……………………………………………………………………………...…….**

**Contact Phone Number(s) .………………..……………………………………………………………….**

**Purpose of Hire …………………………………………………………………………………………….**

**I wish to hire the premises as detailed in the attached quotation.**

**I have received a copy of the conditions of hire and I agree to abide by them.**

**I agree to pay all charges that may be due.**

**I acknowledge that my attention has been drawn to the requirement of having at least £5m of insurance cover for Public Liability.**

**I acknowledge that my attention has been drawn to the requirement to comply with the school’s safeguarding requirements.**

**I can confirm that the use of the premises will not include the playing of pre-recorded music. Yes/No\* (Please circle as appropriate)**

**I agree that our activities will comply with DfE Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak (1 July 2020)**

**I agree that in dealing with suspected and confirmed Covid cases, government guidance will be followed along withSouth West Health Protection Team protocols*.***

**I agree that all PPE required to comply with DfE Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak** (1 July 2020) **and School RA100 risk assessment be provided by hirer.**

**I can confirm that I have read and will abide by all DfE guidance which relates to the service I will be providing on the school site.**

|  |  |  |
| --- | --- | --- |
| **\* If you have circled No, under the terms of clause 18 of the lettings policy, you are required to provide a copy of the Phonographic Performance Licence to authorise the usage of pre-recorded music before this letting can be approved. Room/Area required** | **Date/s Required** | **Time/s Required (From/To)** |

**DfE Guidance:**

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

**Name**:………………………………

**Signature**:……………………………

**Date**:…………………………………..