

Mercia Primary Academy Trust

AGREEMENT FOR THE USE OF SCHOOL PREMISES

AN AGREEMENT made _____ (date) between

(Name of Academy) and

(Name of hirer/organisation)

IN CONSIDERATION of the school permitting the hirer to use the accommodation listed on the dates and times shown in the schedule below, the hirer shall observe the following conditions:-

Payment being made in **full at least one week prior to the letting(s) taking place via invoice.**

The person in charge of your activity being shown the fire escape routes before the start of the letting;

The Conditions of Use prevailing at the time of the letting.

A receipt will be issued when payment is received.

THE SCHEDULE

Area hired/ additional facilities and equipment	Dates and Times of Hire

Signed by _____ Date: _____

Business manager on behalf of the Governing Body

Signed by the hirer _____ Date: _____

NOTE: Please ensure the Conditions of Use and the terms specified above are fully understood. Failure to comply will invalidate the Hire Agreement.

Mercia Primary Academy Trust

APPLICATION FOR HIRE OF SCHOOL

1. Name of Hirer

2. Address of Hirer

3. Daytime Telephone Number

Evening Telephone Number

4. Details of requirements: Room and area to be hired (tick relevant columns)

Hall	Sports Hall/Gym	Library	Classroom/ Technology Room	Swimming Pool	Playing field	Additional facilities
Start date:				Start time:		
End date:				End time:		
Day of Week:				Number of Lettings		
Nature of Activity:						
Equipment / facilities requested:						
Equipment to be brought in by hirer:						
Age range of those attending:				Numbers attending:		

I hereby make application for the hire of the accommodation and facilities stated above and agree to abide by the Conditions of Use specified in the attached documentation.

Public liability insurance is not being provided by the Academy's Third Party Hirer's Insurance Policy and I can confirm that I have arranged Public Liability Insurance in the name of the individual / organisation hiring the school premises for a limit of indemnity of at least £5,000,000.

Signature of Applicant:

Full Name (in block letters) Date:

NOTE: The giving of false information on this Application for Hire Form may lead to the cancellation of the booking without notice.

This information can be made available in a range of formats and languages, including Braille and large print. If this would be useful to you or someone you know, please contact your Directorate HR Unit.

Approved by:

Director, Mercia Primary Academy Trust

A signed copy of this document is available from the school office.

March 2021

Version	Date Approved	Changes	Reasons for Alterations
	March 2021	Added range of formats	Accessibility