



Charging and Letting Policy

Rooted in the community. Branching into the future.

Learning together within a Christian environment.

We believe that children's full potential is best achieved
when we all work together.

Flockton CE (C) First School

Charging and Letting Policy

This policy was drawn up by: N Cappleman in line with LA Finance Handbook Section 7:
Letting of School Premises

It was approved by Governors: 14.03.16. Reviewed 13.11.18 (no changes)

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1. Introduction

The Authority has always encouraged community use of schools, the term 'community' being interpreted in its widest sense.

Governors are responsible for school premises outside school hours unless subject to the direction of the LA for specific usage. School governors are responsible for managing school budgets and the management of school lettings, with its implication for income generation, as part of the budgeting process.

Kirklees Council's requirements for schools and hirers are set out in Appendix 7A. This document should be read carefully by the school and all hirers.

The User Groups

2.1 School/PTA Meetings

Schools and PTAs should bear in mind that the costs of 'free use' of school premises will be met from the school's budget. If possible, such meetings would be best scheduled for evenings where the school is already committed to use by other user groups.

2.2 Non-Educational or Private Use

Governing bodies will be able to make their own arrangements for non-educational or private use and charge at a rate agreed between the school and the hirer. These outside lettings will give schools an opportunity to generate additional income. When setting letting fees schools can charge whatever they feel the market will bear, though must ensure that the rates charged must cover any marginal costs as a minimum (see 2.4 below), as the school budget should not be used to subsidise use of the premises by such groups.

2.3 Voluntary Schools (Aided, Controlled, Special Agreement)

Governing bodies of these schools will be required to resolve the matter of Foundation use of school premises by internal negotiation.

2.4 Marginal Cost Users

Hirers who are charged a subsidised rate should be charged at the marginal cost. 'Marginal' costs are those which are incurred in addition to normal school usage and include elements for heating, lighting and caretaking. The marginal cost of hiring schools will vary between establishments and for the different users within the establishment. The marginal energy costs notified to schools differentiate between summer and winter rate usage, after school midweek and at weekends.

The main users out of school hours are the Adult Education Service, The Young People's Service, Community Support Service, Leisure Services and Members' Services.

User Groups where Marginal Cost Only must be charged:

- Kirklees Music Trust
- Kirklees Adult Education
- Kirklees Youth Service
- Other Maintained schools or colleges
- Councillors' surgeries
- Pre-school playgroups
- Mother Tongue and Community Language classes
- Kirklees employees' trades union business meetings
- Workers Education Association
- Use as polling station
- Use under Representation of the People Act
- Use by other Services of the Local Authority
- Affiliated Youth organisations
- Old Scholars' Associations
- Charitable Organisations
- Townswomen's Guild and Women's Institute
- Old People's Organisations
- Organisations Affiliated to the Arts or Sports Councils
- Member Societies of the Kirklees Federation of Civic Societies
- Local Community Organisations

2.5 Lettings within School Hours

In some cases a letting may not result in any increased costs for the school. For example if it takes place during school hours or immediately after school when the caretaker is still at work and

the heating and lighting are still on. In the case of a marginal cost user no charge should be made for such a letting. For other users, the school may charge whatever rate they choose.

3.1 Confirmation of the Letting

- i) When potential hirers of premises/facilities approach the school either orally or in writing, they will need information about (a) availability and (b) the cost involved.
- ii) Schools should respond by providing the hirer with copies of:
 - a) 'Application for Hire of School Premises' Form - **HSP1** - to be completed and returned to the Head Teacher (see **Appendix 7B**).
 - b) 'Application for Use of Kitchen Facilities' Form - if applicable.
 - c) 'VAT Guidance Notes'

An application for hire form HSP1 should be completed by all hirers, (even if there are no marginal costs and no charge is to be made for the letting), to ensure that they have accepted the terms and conditions of hire and are aware of their legal liabilities.

- ii) On return of the completed Application Form, the Head Teacher (or representative) will need to confirm the proposed hiring with the Caretaker and School Governing Body (the latter's approval is the legal requirement which may be delegated to the Head Teacher).

The School will then issue the hirer with an 'Approval of Hire of School Premises' Form - **HSP2** and present them with a bill in advance of the letting (see **Appendix 7C**).

- iv) **Entertainment/Sports Licences** (School Circulars Nos. 88/39, 87/42): Because the majority of lettings of school premises involve clearly defined, restricted user groups (i.e. parents, Adult Education classes, etc.), **there is no requirement for these licences**. However, schools may organise events that are open to the 'general public' and such licences would then become a legal requirement.
- v) **Trading Licence**: Any school involvement in the running of a car boot sale or associated activity requires a Trading Licence.
- vi) **Undesirable Hirers**: Schools should beware of bookings made for unsuitable events and by undesirable hirers. The West Yorkshire Police are anxious that those responsible for the letting of likely premises be vigilant about the credentials of those seeking to hire them.

3.2 Charging Policy

- i) Under the terms of LMS, school governors are free to charge users (with the exception of marginal cost users) whatever amount the school wishes.
- ii) **One-off Lettings**: Schools should always bill in advance of the letting. This avoids any implications for VAT and the problems of debt recovery.
- iii) **Regular Lettings/Series of Lets**: **We recommend that schools bill $\frac{1}{2}$ termly, this ensures a regular cashflow for the school. It will also avoid serious debt recovery problems as future lettings can be terminated until payment is secured.**
- iv) **Insurance**: Schools are required to ensure that the user is insured for third party liability before a letting takes place. (See Section 8 - Insurance.)
- v) **VAT**: The hirer will be liable for payment of VAT where it is appropriate, the notification to the hirer should clearly include the phrase that the hiring charge will involve : "payment of VAT where appropriate". (See Section 9 - Taxation.)
- vi) **Cancellation**: If a booking has to be cancelled by the school due to unforeseen circumstances, for example, gale damage or fire, then the hirer should receive a rebate. If the hirer fails to turn up at the time booked, then it is reasonable that the hirer should be charged for any costs incurred.
- vii) **The Young People's Service, Kirklees Music School, Adult Education**: All charges will be based on marginal cost.

Hire of Kitchen Lettings Scheme

4.1 When someone wants to hire a kitchen, the School Representative fills in a booking form in triplicate (see Appendix 7D).

4.2 The Head Teacher needs to classify the booking as a Category A, B or C letting.

- **Category A** (Tea making and washing up only)
 - This allows hirers the use of sinks and range tops to make hot drinks and wash up
 - The cost of energy and water is at the discretion of the Head Teacher
- The Caretaker will need to take responsibility for the security of the kitchen and that all cooking equipment is switched off
- **No charge from catering**
- **Category B** (Minimum food preparation, e.g. pie and peas)
 - This allows the hirer use of ovens, sinks, etc. for warming foods only and washing up
 - **The cost of energy and water is at the discretion of the Head Teacher**
 - There will be minimum supervision supplied, of 2 hours, at the appropriate rate
 - **For events lasting over 2 hours, the Caretaker will need to take responsibility for the security and safety of the kitchen on closure**
- **Category C** (Large scale catering events, e.g. weddings, use of external caterers)
 - This allows the hirer use of the majority of equipment, with the exception of the fryers, meat slicers, large mixing machines, freezers, refrigerators and rinsing sinks
 - **The cost of energy and water is at the discretion of the Head Teacher**
 - **Full supervision will be required for the whole period, and 2 members of staff on duty**
 - **The cost of supervision will be dependent on the number of hours this kitchen is required**
 - **The charge will be at the appropriate rate**

4.3 The School Representative should notify the Head of Kitchen and give him/her the top copy of the booking form. A minimum of 2 weeks' notice is required for events requiring supervision.

4.4 After the event, the School Representative will then send a cheque and the second copy of the booking form to Contract Management and Support Services. The third copy of the booking form is for the school's records.

In the event of any problems, in respect of the condition of the kitchen, the school will be charged for the cleaning time required. The Head of Kitchen will gain authorisation from the Head Teacher/Caretaker prior to cleaning up. If the same group wish to hire again, a bond will be required.

All school kitchens are registered under the Food Hygiene Regulations by the Kirklees Catering Service. During the period of hire, the hirer must take all responsibility for ensuring that relevant food hygiene and health & safety legislation is adhered to.

Supervision

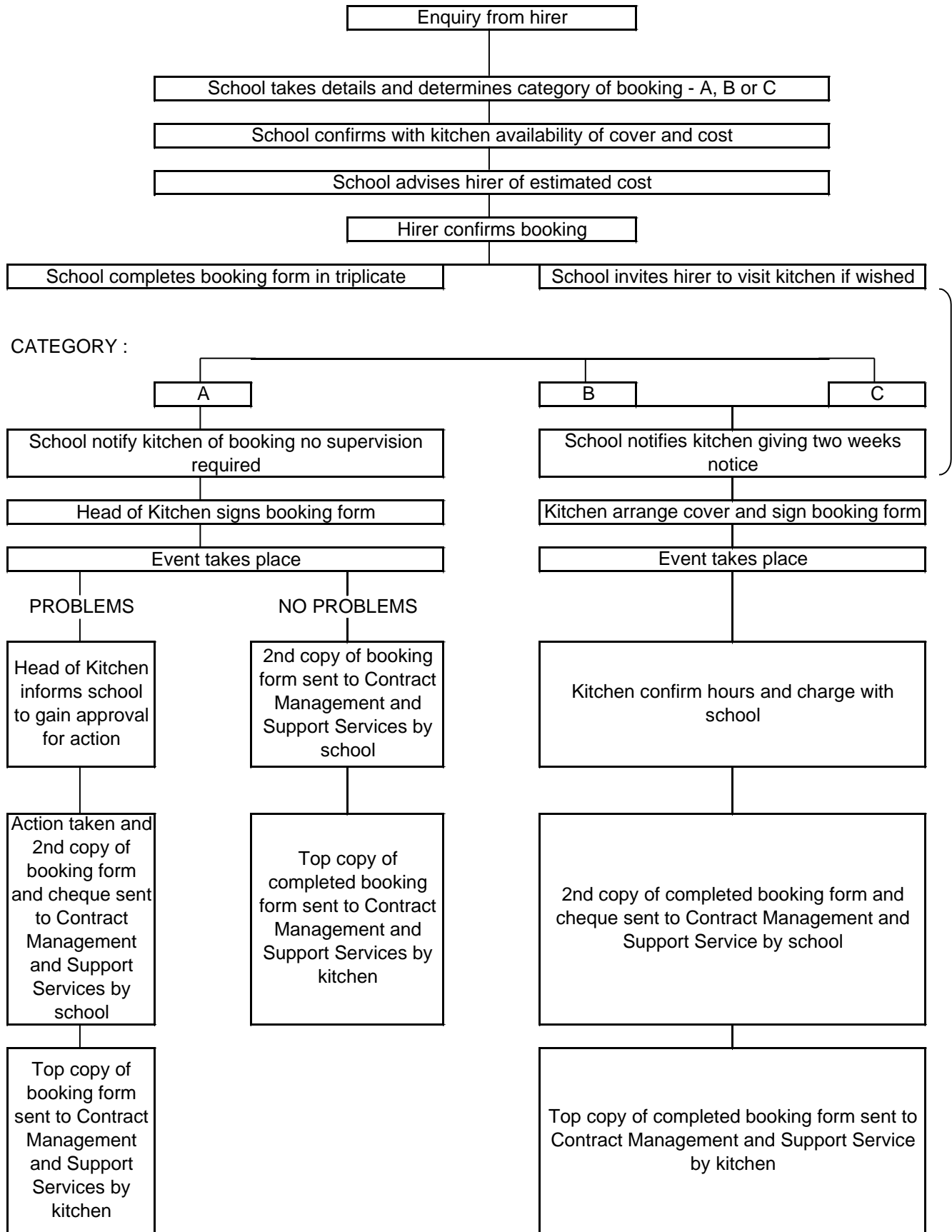
When supervision is supplied, this will include assistance in the use of equipment and light kitchen duties only. Hirers will be expected to supply their own helpers and not rely upon the Head of Kitchen to carry out these tasks.

Charging

1. All charges made to the end user, must include kitchen use and be in accordance with the current lettings procedure adopted by schools
2. Charges for kitchen use attract normal VAT rates
3. Charges made for energy and water should be credited to school

4. Reimbursement of charges to Contract Management and Support Services should be for supervision only, and exclusive of VAT. Details of the relevant hourly rate charges will be supplied by Contract Management and Support Services on request.

HIRE OF SCHOOL KITCHENS - PROCEDURE



Calculation of the Marginal Cost

5.1 Energy

- The individual school marginal energy cost is included in the budget pack sent to schools each year.
- It is assumed all the school is heated regardless of how many rooms are used.
- If there are zoning facilities within the school the hourly energy charge must be adjusted accordingly.
- The overall aim of the marginal cost recharge is that the school does not lose or gain financially as a result of the energy used after school hours.

5.2 Caretaking Costs

- The marginal caretaking cost is based on the actual payment (plus employers' oncost) which is claimed by the caretaker on his/her weekly lettings overtime claim. Annual salaries for each grade staff and oncost rates are included in the budget pack.

i) There are two categories of lettings:

Category A - Where the caretaker is required to be in attendance during the letting

Category B - Where the caretaker is not required to be in attendance but is required to

open and close the building and may also be required to carry out preparation and cleaning up afterwards.

The vast majority of lettings are paid at Category B rates.

ii) **Category A Lettings Payments**

a) Payments for these lettings are based upon the actual time the caretaker is required to be in attendance. The Caretaker should always get agreement from their Line Manager prior to doing an "A" letting.

N.B. This may not be confined simply to the hours of the letting as the time may be spent in preparation and cleaning up. Schools are recommended to issue clear instructions to caretakers as to the amount of time they will be required to be in attendance which will rank for overtime payments.

Basis of Payment

The claim is for the same period as the time sheet. Category A letting payments are based on spinal column point 18 (Single Status Grade 6) with overtime enhancements paid where appropriate.

Saturdays (all day)	Time and a half
Sundays and Bank Holidays (all day)	Double time

iii) **Category B Lettings Payments**

A letting is classed as a "B" letting when you are required to open/close different rooms in succession one after the other.

Basis of Payment

b) The claim must be for the same period as your timesheet with exact times shown. The hourly rate used is based on SCP 18 (Single Status Grade 6). Caretakers will receive a minimum of 2 hours with overtime enhancements paid where appropriate. This will depend on the total number of hours you work in your caretaker post.

For Saturday payment is made at time and a half.

For Sunday and Bank Holidays payment is made at double time.

N.B. Caretakers salary is based on a 37 hour week.

6. VAT on Income Received from Lettings

HM Revenues & Customs regulations in respect of VAT on income are both numerous and complex. The following information is intended to provide overall guidance on the most common occasions when schools ought to charge VAT on lettings. For specific advice on individual matters not covered here, your contact at the Authority is the Strategic Finance Section: telephone 01484 221175 or featurenet 860 1175.

Letting of School Premises

- (i) The hiring of general purpose premises (i.e. where no specialised or unusual facilities are supplied as part of the premises) is usually exempt irrespective of the length of period of hire. This applies to the hire of a school hall or room for a meeting, conference, exhibition or dance (i.e. no VAT charge).
- (ii) If equipment such as the use of kitchens, or the services of staff such as Head of Kitchens are also provided, there is a specific VAT standard-rated supply of services in addition to the right to occupy the accommodation.

Although caretaking staff would naturally be employed to open and secure premises for a letting, VAT is exempt here because their wages are reflected in the overall letting fee. However, should extra cleaning or caretaking costs be incurred (as may well happen at a dance, for instance), those costs, because they are in addition to the original hiring fee, become seen as a 'supply of service' and, as such, attract VAT.

Hire of Sports Facilities

Premises count as sports facilities if they are designed or adapted for playing any sport or taking part in physical recreation. *School halls (but not gymnasiums) are treated as exempt even when let for playing a sport if it is the bare hall that is provided. However, if equipment such as racquets and nets are provided along with the hall, the supply is of standard rated sports facilities*

Cancellation in a Series of Lets

The following criteria apply:

- Cancellation by the lessee of hire periods within an exempt series of lets would invalidate exemption from VAT, even if the remaining hire periods before and after the cancellation continued to fulfil all the conditions, if a refund is given to the lessee.
- In other cases, where cancellation by the lessee would invalidate an otherwise exempt series of lets, provided the series is paid for in full with no refund, the original exemption will still be allowed. This applies even if the cancelled facility is re-let to other users.
- If a lessee books an additional session after pre-booking and pre-paying for a qualifying series, the extra session will be liable to tax at the standard rate, whether it is within the period of the series or outside of it.

7. Invoices

Schools need to raise invoices when charging customers for the use of school facilities. Invoices should be raised in advance of the letting taking place.

Schools are required to produce their own invoices, e.g. using SIMS. An example invoice is shown at Appendix 7E.

7.3 The school should complete the following on the invoice:

- The school name and address in the top right hand corner
- The school telephone number
- The date the invoice has been raised
- The contact officer at the school
- The invoice reference number - school DfE number/sequential numbers starting at 001
- The section 'please make cheques payable to' should be completed with the school name
- The customer name and address in the top left hand corner
- Provide a detailed description of the charge
- Calculate the amount due
- Calculate VAT where appropriate
- Show an overall amount due for payment

7.4 It is recommended that 3 copies of the invoice are generated:

- Two copies are given to the customer
- One copy is kept in school
- On payment, the customer returns one copy with the cash/cheque to school - effectively acting as a receipt
- This copy plus the school's own copy are then filed together as part of the internal school records.

8. Charging for Dual Use Facilities

8.1 Some schools share their site or school buildings with other Council Services, e.g Children's Centres or Community Centres. A school having such a presence on site must ensure that it receives reimbursement for the costs incurred by such activities outside the school day, in order that it does not subsidise such activity from its delegated budget allocation. Additional costs in terms of shared utility bills, repairs, caretaking and cleaning must be apportioned and charged to the service concerned.

9. Write Off Procedures

9.1 Lettings Invoices: Financial Regulation 10.8 states that income should always be collected in advance or at the event in question. If credit is given and an invoice raised, additional costs are incurred and implications regarding VAT and debt recovery may arise.

9.2 Unpaid Invoices: An invoice should always clearly state the exact date by which payment is due.

If an invoice remains unpaid after that date it becomes a debt which the School is responsible for recovering and it should do all that is possible to ensure payment by the debtor. For example,

- an early phone call to point out payment hasn't been received and enquire whether the charge is disputed or not. If there is no dispute, agree arrangements for payment in full. Any dispute should be resolved as soon as possible.

- if payment has not been received by agreed date, a reminder invoice should be sent requesting immediate payment.

if necessary, a final reminder within 28 days of when payment was due informing the debtor that only immediate payment in full or agreed payments in instalments will avoid the matter passing to formal debt recovery procedures. Such a process will not only add further costs to their outstanding bill but also identify them as a debtor.

It is recommended that lettings to groups/individuals with arrears should be stopped, until payment has been received.

All action taken by the school should be documented. This is critical to any future recovery action taken through the Courts.

An invoice remaining unpaid after the School has taken the appropriate action may:

- be written off if the value is under £50
- be referred to the Council's Debtor Management Section if the value is over £50.

The Debtor Management Section

Unrecovered debts over £50 may be referred to the Debtor Section in the Shared Service Centre, Civic Centre 3.

Any fees incurred for the recovery of such debts must be paid by the school. A schedule of current fees can be obtained from the Debtor Section.

If the Debtor Section is unsuccessful at recovering the debt and decide that the account is not viable to pursue further, they will recommend that the debt be written off. Where an account is identified for Write Off it will be referred back to the school.

9.4 Who Can Write Off Accounts?

Debts below the value of £250 can be written off by the Governing Body. Debts above £250 need the prior written approval of the Director of Finance.

9.5 How Do I Get Approval?

Accounts over £250 must have the approval of the Director of Finance before they are written off. Schools should submit full details relating to such debt to the Debtor Section, Shared Service Centre, Civic Centre 3, Huddersfield.

LETTING OF SCHOOL PREMISES

Requirements for Schools and Hirers

1. The conditions of letting in this document are required by the Council under the powers granted by Section 40 and Schedule 13 of the School Standards and Framework Act 1998. They are without prejudice to the Council's right to require further conditions in specific instances.
2. Premises will not normally be let during the last two weeks of the main school holiday period and at other times when cleaning/refurbishing is taking place.
3. Use will not normally be granted for more than one school year at a time. Your attention is drawn to the Council's Schemes of Affiliation for Societies, Clubs, Associations and Youth Groups to the Council's Adult Education and Youth Services, details of which are available from the Council.
4. Application forms for the hire of school premises are available from the school, including forms for the hire of school meals kitchen facilities.
5. Where the event for which the premises are hired requires an Entertainment of Stage Play Licence and where no such licence is in force, contact Licensing, Public Protection Services
6. The governors reserve the right to refuse to hire the school premises to any person or organisation for any reason whatsoever.

GENERAL CONDITIONS OF HIRE

1. In these conditions, "the Council" means Kirklees Council.

"The governors" means the governing body of the school.

"The premises" means the premises of the school specified in the application form.

"The school" means the school specified in the application form.
2. (a) In consideration of the acceptance by the Hirer of the conditions hereinafter contained and the payment of the specified fee, if any, which may be demanded in advance of letting, the governors hereby permit the Hirer to use the premises at the times specified in the Lettings Agreement.

(b) The Lettings Agreement is a contractual licence of which these general conditions of hire are a part and shall be construed accordingly.
3. The Hirer shall take good care of and shall not cause any damage or permit or suffer any damage to be done to the premises or to the fixtures, fittings, furnishings or articles thereon belonging to the Council, the governors or its licensees during occupation and shall make good any damage (including accidental damage).
4. The Hirer shall keep the Council, the governors, all persons lawfully within the premises, and all other persons who may be affected by the activities of the Hirer indemnified against all claims for damages arising from personal injuries (whether fatal or otherwise) loss of or damage to property and any other loss, damage, costs and expenses which may be suffered by the Council, the

governors or other such persons as aforesaid and which arise either directly or indirectly as a consequence of the presence within the premises of the Hirer and his servants or agents provided that this indemnity shall not apply to any injury, loss or damage arising either directly or indirectly from the negligence of or breach of contract by the Council, the governors, their servants or agents.

5. The Hirer is most strongly advised to take out an insurance policy to cover the liabilities specified in Clauses 3 and 4 above. It is recommended that third party insurance be for a sum of not less than £5,000,000.
6. Neither the Council nor the governors shall be liable to the Hirer for any loss, damage or personal injuries (whether fatal or otherwise) or any other costs or expenses which arise in consequence of the letting of the premises save where such injury, loss or damage is caused by the negligence of or breach of contract by the Council, the governors, their servants or agents.
7. In the event of the premises being unavailable on the day of hire due to flood, fire strike, lock-out, act of God or any similar cause, the agreement shall be treated as frustrated. The Hirer shall be entitled to recover any monies paid in advance but shall not be entitled to recover any damages whatsoever.
8.
 - (a) In the event of premises being required by the Council or the governors for any public purpose on any day on which it had previously been agreed that the premises were to be let, the Hirer shall be required, subject to the governors giving reasonable notice, to give them up on that day and may substitute for such engagement another day when the premises shall be available and no compensation of any kind save the repayment of any sum paid in advance shall be payable by the governors.
 - (b) The provision in (a) above requiring reasonable notice shall not apply if the premises are required immediately by the Council due to unforeseen circumstances such as a local or national emergency.
9. The premises must be suitable for the use intended and the use must not interfere nor conflict with arrangements made by the Council or governors for other activities.
10. The Hirer shall ensure that the group using the premises is under the control of a fit and proper person and shall ensure that there will be no interference with educational or training activities taking place on the premises.
11. The Hirer shall not permit smoking on the premises.
12.
 - (a) The Hirer shall not, without permission, perform or permit any of the following during the period of hire:
 - (i) the causing of any damage or alteration to the internal walls, structure or interior decorations of the premises
 - (ii) the display of any advertisement either on the interior or on the exterior of the premises except on notice boards provided expressly for that purpose
 - (iii) any damage to be caused to the floors of the premises by permitting the wearing of unsuitable footwear
 - (iv) the use, removal, damage or interference with any fixtures, fittings, furnishings or apparatus located on the premises except those objects which are required for the

purpose for which the premises have been hired and which shall be specified to the Governors at the time of the booking

- (v) the installation or use of any additional light or in any other way interfere with the electrical or sound reproduction equipment on the premises
 - (vi) the taking onto the premises of any object or performance of any action which, in the opinion of the governors, Chief Fire Officer of the West Yorkshire Fire Service, or the Council, represents a fire risk.
- (b) In the event of any breach of Conditions 12 (i)(a) to (f) above, the Council or the governors shall take such steps as it deems necessary to remedy the breach and the Hirer shall be responsible for any costs incurred in so doing.
13. (a) The Hirer shall be responsible for the taking out of the following when they are required:
- (i) Entertainment Licence for public dancing and entertainments;
 - (ii) Indoor Sports Entertainment Licence for sporting events to which the public are to be admitted;
 - (iii) Occasional Stage Play Licence;
 - (iv) Licence for a Car Book Sale or other market.
- (b) The Hirer shall, when dances, stage plays or other public events are held, provide adequate stewarding to cover entrances and exits and to maintain order in the parts of the premises hired including toilets, cloakrooms and corridors. A minimum of four adult stewards shall be on duty during the whole period of the letting.
- (c) The Hirer shall be acquainted with the following:
- (i) the conditions of any licence granted for the purpose of the hiring;
 - (ii) the fire evacuation procedures, fire escape routes, fire assembly points, fire alarms and fire fighting equipment.
- (d) When the premises are used for the purpose of a public entertainment, the Hirer shall be responsible for the security of the premises whilst emergency exits remain unlocked.
- (e) The Hirer shall ensure that the number of persons on the premises at any one time does not exceed either (i) the number prescribed in the Entertainment Licence, or (ii) where no such Licence is in force the number prescribed by the governors. The Hirer shall not, in any circumstances, issue tickets for more than the prescribed number of persons.
14. The Hirer hereby undertakes as follows:
- (a) not to use the premises or any part thereof for the performance in public of any dramatic or musical works or for the delivery of any lecture in which copyright subsists without the consent of the owner of the copyright
 - (b) to indemnify the Council and the governors against all payments which the Council or the governors may have to make by reason of any infringement of copyright during the period of hire

- (c) to give a written assurance to the governors that the appropriate steps have been taken in connection with (a) and (b) above.

15. Where the Hirer requires a licensed bar the following conditions shall apply:

- (a) the Hirer shall be responsible for ensuring that an occasional licence or occasional permission is obtained for the premises from the Magistrates Court
- (b) no intoxicating liquor shall be consumed in any but the rooms hired
- (c) no person may be admitted after 10.00 pm unless the person desirous of entering is the holder of a ticket purchased before that hour
- (d) no part of the price of admission shall include the price of an intoxicating drink or drinks
- (e) the Hirer shall not, without permission, take any intoxicating drinks onto the premises.

16. The following conditions shall apply when the premises include Gymnasia or Sports Halls:

- (a) the Hirer shall not permit the wearing of outdoor shoes or black soles sports shoes on the playing surface
- (b) spectators are not permitted without permission
- (c) the unrestricted kicking of footballs is prohibited
- (d) fixed and portable apparatus may only be used by groups under supervision approved by the governors. Small apparatus/equipment stored in Sports Hall and Gymnasia must not be used without permission
- (e) gymnasia shall not be used for public dancing.

17. Where the letting includes the use of a swimming pool:

- (a) the ratio of qualified lifeguard to swimmers shall not be less than 1:20 with a maximum of 40 swimmers in the pool at any one time. Lifeguards must be at the pool at all times when swimmers are in the water. Lifeguards must be familiar with all emergency procedures.
- (b) lifeguards will only be deemed suitably qualified if they have one of the following qualifications and that the qualification has been recently obtained or renewed:
 - (i) Royal Life Saving Society: Pool Lifeguard Qualification
 - (ii) Amateur Swimming Association: Teacher's Certificate
 - (iii) Swimming Teachers' Association: Diploma
- (c) the lifeguards' qualifications shall be produced to and approved by the Council before the date of hire if required

- (d) the Hirer shall not use any of the Council's or the governors' perishable equipment (e.g. swim disks, floats, etc.)
- (e) the Hirer shall not, without permission, use the Council's or the governors' canoes and shall not in any circumstances use personal canoes
- (f) no spectators shall be permitted without permission
- (g) outdoor footwear must not be worn on the pool side
- (h) non-swimmers may only use the pool under the supervision of a qualified swimming teacher.

KIRKLEES COUNCIL

APPLICATION FOR HIRE OF SCHOOL PREMISES

Please complete this form where appropriate and submit to the head teacher at least 28 days before the (first) date of requested use.

1. NAME AND ADDRESS OF SCHOOL

2. NAME OF GROUP

3. ARE YOU REGISTERED WITH KIRKLEES AS A YOUTH OR COMMUNITY GROUP?

Yes		No	
-----	--	----	--

4. DAYS/DATES OF HIRE

TIMES OF HIRE

- Eg. 1. Every Wednesday during term time, September until July, 18.00 - 19.00 hours
2. As per fixture lists, approximately alternate Saturdays throughout the season, 14.00 - 17.00 hours

5. PURPOSE OF HIRE

EXPECTED ATTENDANCE

6. FACILITIES REQUESTED

- Eg. Football pitch and 2 changing rooms with showers
- NB. Sporting bookings won't be confirmed until fixture list submitted

7. IF LICENSED BAR IS REQUIRED, PLEASE STATE NAME AND ADDRESS OF LICENSEE

8. I/WE AGREE TO ACCEPT THE TERMS OF THE GENERAL CONDITIONS OF HIRE, COPY IS ATTACHED, AND TO MEET THE APPROPRIATE CHARGE

Signed

Name & Address
(Block Capitals)

Tel No.

Date

SCHOOL USE

Approved by Governors

Charge

Signed

Date

.....

.....

.....

KIRKLEES COUNCIL

Approval of Hire of School Premises

Name of Hirer/Organisation
Name of School

Date :

Dear Sir/Madam

Premises..... Organisation/Event.....

Name and Address of person making the Booking :

.....

.....

Your Application dated.....for the use of the facilities detailed below has been approved.

Date of use.....Times(s).....

Facilities Hired.....

.....

Agreed Additional Requirements.....

Rate of Charge.....

Caretaker in attendance : YES/NO

NB. The caretaker’s remunerations will include for the times taken to set out and remove chairs etc. before and after the usage

It will be appreciated if you will make final arrangements with the person responsible for the premises concerned, who is :

.....

<p>If you decide not to use the premises or wish to vary the use, would you please inform me as soon as possible before the date of the booking. Unless prior notice of cancellation etc is given, you will receive an account for the charges detailed above.</p>
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TRIPLICATE

CATERING SERVICES
KITCHEN LETTINGS SCHEME
BOOKING FORM

- 1. Name of School.....
 - 2. Name of Hirer.....
 - 3. Date Required.....Time required.....
-

4. Category of Letting : A B C (Delete as appropriate)

Estimated Number of Hours Kitchen Required.....

Estimated Charges : £.....

Cost of Energy and Water : £.....
(for school use only)

Approval given by.....
(Head Teacher)

5. Confirmation of booking and supervision.....
(Head of Kitchen)

6. Actual Number of Hours Worked.....

Reason for Additional Hours.....
(if actual in excess of estimate)

.....
.....

Actual Charge (supervision only): £.....

Approval given by.....
(Head Teacher)

7. Cheque for £.....enclosedDate

8. Cheque for £.....receivedDate

MPGL code.....

TO:

INVOICE REF

VAT Registration No. 184352457
(KIRKLEES M C)

SCHOOL NAME

Please make all cheques payable to:

Tel: _____

Date: _____

Contact Officer: _____

DESCRIPTION	£
Amount Due	
Plus VAT @	
NET AMOUNT DUE FOR PAYMENT*	

