Inspiring Futures through Learning

Inspiring Futures through Learning

Lettings – Conditions of Hire Policy

September 2026

At Inspiring Futures through Learning, we are driven by our pursuit of excellence every day. We have high expectations of learning, behaviour, and respect for every member of our community. We create independent, articulate thinkers and learners who have confidence in, not only their individual ambitions, but also those of the Academy and The Trust as a whole. We have collaboration at the heart of everything we do, and our vision is to nurture exciting, innovative, outstanding Academies who embrace change and provide a world-class education for all it serves.

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1	Statutory publication	A	Statutory publication
2	Good practice	B	Good practice
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***** Policy level:***

1. Trust wide:
   - This one policy is relevant to everyone and consistently applied across all schools and Trust departments with no variations.
     - *Approved by the IFtL Board of Trustees.*
2. Trust core values:
   - This policy defines the values to be incorporated fully in all other policies on this subject across all schools and Trust departments. This policy should therefore from the basis of a localised school / department policy that in addition contains relevant information, procedures and / or processes contextualised to that school / department.
     - *Approved by the IFtL Board of Trustees as a Trust Core Values policy.*
     - *Approved by school / department governance bodies as a relevantly contextualised school / department policy.*

3. School / department policies
   - These are defined independently by schools / departments as appropriate
     - *Approved by school / department governance bodies.*

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1) Definitions and Interpretation

The principle of this policy is to provide clear requirements for both the users and schools in their administration of the site, where it is being used by third parties. Although it is worded as 'hirers' there may be instances where users are not being levied a charge due to the arrangement and services they are performing for the school. All parties whether subject to a charge and captured in the hiring agreement or not, should follow the requirements of this policy. As such ensuring that we have diligently administered to protect our pupils and community.

In these Conditions of Hire: -

a) "Hirer" shall mean the person making the application for the hire of the whole or part of the Premises.
b) "Hiring Agreement" means the hiring agreement for the Premises which the Hirer will be required to sign, an example of which is attached to these Conditions of Hire
c) "Period of Hire" means the premises identified in the Hiring Agreement
d) "Premises" shall mean the area of hire identified in the Hiring Agreement and any additional areas that the Hirer is permitted to use by virtue of clause 3 of these Conditions of Hire
e) "Governing Body" shall mean the Board of Trustees for Inspiring Futures through Learning.
f) "School" mean the IFtL school in question, as detailed on the Hiring Agreement.
g) "School Representative" means the head teacher at the School, or any person duly authorised by the Headteacher to act on behalf of the School with regard to these Conditions of Hire
h) "IFtL Trust" means Inspiring Futures through Learning Trust
i) Any undertaking by the Hirer not to do an act or thing shall be deemed to include an obligation not to permit or suffer such an act or thing to be done by another person
j) References to persons include bodies corporate
k) Facility means any hall or any part of the school building or grounds, which is the responsibility of the school.

2) Applications for Hire of Premises

a) No person under the age of 18 years will be accepted as a Hirer.
b) Applications for the hire of the Premises must be made to the School Representative in accordance with any requirements of the School Representative
c) Applications for hire of the Premises shall be treated equally, regardless of race, colour, nationality, sex, gender, religion, marital status, or disablement.
d) The school shall have the right to refuse any application for use of the Premises, subject to any statutory requirements

e) These Conditions of Hire together with the Hiring Agreement constitute all the terms for the hire of the Premises.

f) All hiring agreements will cease on 31st August every year.

g) Before hiring, the hirer must produce a valid insurance certificate for the duration of the hiring period to the school. A copy of which will be taken by the school and kept on file for the duration of the hire.

h) The hirer must produce a valid DBS certificate to the school, before the hiring of the facility, should the group have any under 18-year-old attendees

i) In the event that clause 'h' (above) is applicable, the hirer must produce a Safeguarding Children & Vulnerable Adults and Child Protection Policy & Procedures.

j) In the event that clause 'h' (above) is applicable, before hiring, the hirer will provide the name of their groups Designated Safeguarding Lead.

k) First Aid Certificates must be supplied; copies will be kept on file and appropriate first aid kit for the activity being carried out.

l) Copies of Whistleblowing Policy, Code of Conduct Policy and Complaints Policy to be provided by the hirer to the school.

m) The hirer must evidence how they will register each class and how long registers will be held.

n) Before hiring, the hirer must produce any relevant accreditation for the activity that is to be undertaken in the facility.

o) The hirer must provide the school with an appropriate risk assessment for the activity.

3) Facilities

a) Use of the Premises only includes use of such adjacent hallways, foyers, and toilet facilities as are expressly specified by the School Representative.

b) The school will make available such chairs and tables as are referred to in the Hiring Agreement. It is the responsibility of the Hirer to ensure these are arranged to suit their needs. It is the responsibility of the Hirer to return such chairs and tables to their original location at the end of the hiring period in a clean and good condition.

c) It is at the judgement to the school representative to consider appropriate, safe spaces that can be used for lettings. Consultation from the Trust's Head of Operations is recommended should a new space, or use of space for an unusual activity, be requested.

4) Hire Charges

a) Hire Charges for the spaces are to be set by the school representative and CFO. These will be reviewed at least every 12 months.

b) Hire Charges should be set to take into consideration; costs of letting the provision (key holding, cleaning, light, and heat costs) as well as the length of commitment the booking represents. Any significant reduction of rates must be approved by the CFO beforehand.

c) Where required in the Hiring Agreement, a deposit must be paid and returned to the school with the signed Hiring Agreement.

d) The school may, at its discretion, request an additional sum to be deposited with the school as security for the Hirer complying with their obligations under these Conditions of Hire. Such a sum will be refunded to the Hirer on expiration of the period of hire if all obligations have been complied with.

e) Payment for the hiring must be paid to the school as required by the Hiring Agreement, but in any event will be due no later than 30 days from the date of invoice issued by the School to the Hirer.

f) Should any charges be levied upon the school due to a failure of the hirer i.e., false alarm call-out charges, then the school reserves the right to deduct from the deposit or recharge the sum from the hirer. The hirer will be contacted beforehand.

g) The school should maintain a schedule of charges for reference and ensure that the CFO has an up-to-date copy.

5) Cancellation by the Hirer

a) If the Hirer wishes to cancel the hiring in whole or in part the Hirer must give written notice to that effect to the School Representative.

b) Charges in accordance with the following scale may be made for any cancellation: -

- Cancellation given later than six weeks prior to the Period of Hire (or the affected part of the Period of Hire if this is for more than one occasion) = hiring fee to be paid in full.
- Cancellation given between two months and four weeks prior to the Period of Hire (or the affected part of the Period of Hire if this is for more than one occasion) = deposit fee is retained.

6) Cancellation by the School

a) The school may cancel this hiring agreement up to 14 days prior to the Period of Hire (or the affected part of the Period of Hire if this is for more than one occasion) if the Premises are required for use for School activities. In the event of such cancellation, the school will give to the Hirer the maximum practicable notice and refund any deposit paid but shall not be otherwise liable to the Hirer.

b) The school may cancel this hiring at any time before or during the Hiring if: -

- the Hirer fails to comply with any of these Conditions of Hire
- details of any particulars referred to in the Hiring Agreement have not been supplied as required, or if supplied, are not approved by the school.

In the event of such cancellation, no refund of any deposit will be made to the Hirer and neither the school nor IFtL Trust will be liable to the Hirer in any respect. The school reserves the right to cancel any hiring agreement with 28 days' notice.

7) Use of the Premises

During the Period of Hire, the Hirer shall ensure that: -

a) No part of the Premises is used for any purpose other than that described in the Hiring Agreement.
b) The Premises, or fittings, fixtures or furniture at the Premises are not subjected to undue wear and tear
c) No part of the Premises is used for any unlawful purpose or in any unlawful way or in any way likely to invalidate any insurance relating to the Premises or the School
d) No animal is brought into the Premises or allowed to enter the Premises without the consent of the school (except guide dogs for the blind, hearing dogs for the deaf or medical alert assistance dogs).
e) The Premises or any part of the Premises are not sub-hired.
f) All users of the Premises under or by virtue of the hiring shall restrict themselves to the hired Premises and shall not enter other parts of the school.

8) Maximum Capacities

It is the Hirer's responsibility to ensure that maximum capacities as stated by the School for the Premises are not exceeded.

a) Maximum capacities as stated, shall include all persons attending or present at the Premises including (but not limited to) any supervisors, those participating in activities, parents, and members of the public.
b) Maximum capacities are as stated in the Hire Agreement

9) Supervision

a) During the Period of Hire the Hirer is to be responsible for the efficient supervision of the premises including: -
    - the effective control of all children & adults present
    - the behaviour of all persons using the Premises
    - the orderly and safe admission and departure of persons to and from the Premises
    - the orderly management of cars entering, leaving, and parking on the premises
    - the provision of first aid cover for the duration of the hiring
    - the safety of the Premises and the contents of the Premises

b) The Hirer shall use sufficient stewards or assistants to maintain good order during the hiring and expel any person acting in a disorderly manner, or disobeying School or Hirer instructions. In default, the school acting by any authorised officer may expel such persons.

c) The Hirer shall ensure that no undesirable person is permitted to enter, remain, or otherwise make use of the Premises and that no person shall trespass on parts of any School property not included in the hiring.

10) Safety Requirements

During the Period of Hire, the Hirer shall ensure that: -

a) They are fully familiar with the safety precautions of the school and safety precautions to be observed in the Premises. A copy of the school's emergency procedures for the Premises will be sent to the Hirer with the Hiring Agreement. The Hirer is expected to be familiar with this document and shall take all reasonable steps to ensure that all persons using the Premises by virtue of the Hiring Agreement are also familiar with key aspects of this document e.g., meeting point following an evacuation. If the emergency procedures are not sent to the Hirer with the Hiring Agreement, it is the responsibility of the Hirer to ensure that they contact the School Representative immediately to ensure they receive the document.

b) All necessary precautions for the safety of those persons attending the Premises during the Period of Hire are taken by the Hirer, which shall include ensuring that all persons in charge are familiar with fire-fighting equipment available

c) Fire-fighting apparatus at the Premises is kept in its proper place and only used for its intended purposes.

d) The Fire Service is called by the Hirer to any outbreak of fire, however slight, and the school representative is informed as soon as reasonably practical.

e) No obstructions are placed in gangways or exits, nor in front of emergency exits, and such exits must be always available for free access and egress.

f) The emergency lighting supply is turned on throughout the Period of Hire and illuminates all exit signs and routes

g) No performances or uses take place which could involve danger to the public

h) For safety and fire prevention reasons, no garlands or decorations are used other than those agreed in advance with the School Representative, which must not be of a combustible nature.

i) No highly flammable substances are brought onto, or used in any part of the Premises

j) No smoke machines are used, whether as part of a disco or band or otherwise

k) No unauthorised heating appliances are used on the Premises

l) Access routes into the premises are kept secure in order to prevent any unauthorised persons from entering the premises. Arrival and departure times for classes, for example, should be structured so that attendees are let in, then doors are secured in order to protect everyone on site from any act by unathorised persons gaining access to the premises.

m) No unauthorised chemical products are brought into school. Where cleaning materials are used after a letting, the hirer must provide a Material Safety Data Sheet for any relevant product to school for addition to the COSHH folder. These products must be approved by school before you use them. All products must be removed from site after your letting. They will not be permitted to be stored on site.

11) Obligations under the Terrorism (Protection of Premises) Act

a) The Terrorism (Protection of Premises) Act places duties on persons in control of public buildings to ensure that members of the public can be kept safe in public places in the event of an incident.
b) The role of person with overall control of the premises remains with the Headteacher of the school, but persons running lettings in schools also hold responsibilities as a delegated responsible person.
c) Hirers are required to keep the premises secure to prevent unauthorised persons from entering the premises.
d) Hirers are required to follow lockdown, evacuation and emergency communication procedures if it becomes necessary. In reality, most lettings will take place outside of school hours and are in limited access areas, so a secure 'safe zone' should be identified for lockdown purposes.
e) School representatives must cover lockdown and security during the initial meeting with hirers. This information should be refreshed periodically, as required.
f) Hirers must not allow access to unknown persons. Anyone with legitimate access to the building will have the means to enter without being let in.
g) School reserve the right to terminate any letting arrangement, with immediate effect, should any of the terms and conditions relating to this section cause a potential compromise of security procedures.
h) Any 'large' events that are not part of routine school activity, where more than 800 people are expected to be in attendance, will be subject to individual risk assessment and additional controls. Any such event must be planned a minimum of 3 months in advance.

12) Lighting and Electrical Safety

During the Period of Hire, the Hirer shall ensure that: -

a) No lighting, heating, power or other electrical fittings or appliances in the Premises are altered, moved, or in any way interfered with.

b) No additional lights or extensions from the existing electric light fittings are used without the previous consent of the School Representative.

c) Electrical appliances brought onto the premises have been tested for electrical safety

(Portable Appliance Test Certificates may be required for inspection by the school).

13) First Aid

The Hirer shall ensure that a person with appropriate first aid skills is present at the Premises during the Period of Hire. The Hirer must ensure that a suitable first aid kit is provided for use by such person during the Period of Hire.

14) Alterations, Advertising and Care of Premises

a) Any Hirer will not drive bolts, nails, tacks, screws, bits, pins, or other like objects into any part of the Premises, nor shall any placards/posters or other articles be fixed to any part of the Premises.

b) No advertisements of any type are to be displayed inside or outside of the Premises by the Hirer without the prior approval of the School Representative

c) No alterations shall be made to the Premises by the Hirer, either in construction, arrangement of public accommodation, lighting, heating, seating, fixtures, fittings, exits or otherwise without the prior written approval of the School Representative.

d) Gymnasium and hall floors are used by children for physical education and no substance is to be applied to floors by the Hirer to prepare them for dancing or any other activity. No footwear liable to damage floors may be worn in school buildings. Any Trainers worn should be the non-marking sole variety to ensure longevity of our hall floor. Similarly, if hiring a 3G pitch, the correct footwear must be worn by all users.

15) Food, Refreshments, and the Sale of Goods

a) The Hirer may not sell or allow to be sold on the Premises any food, refreshments, or goods without first obtaining the written consent of the school.

b) The Hirer shall, if selling food, refreshments, or goods on the Premises, comply with all relevant legislation, including having a plan for management of

anaphylaxis. Anyone involved in serving food must hold a level 2 food hygiene qualification.

16) Prevention of Nuisance

a) The Hirer shall ensure that any music played or provided at the Premises, or noise levels from functions or activities taking place on the Premises, do not cause a nuisance either within the school or to surrounding premises or any nearby residential accommodation.

b) The Hirer must ensure that cars belonging to his patrons are not parked to cause an obstruction at the entrance to, or exits from, or within the confines of the car park of the school and do not obstruct or delay access to the school by emergency vehicles.

c) The Hirer shall take all reasonable measures to ensure that cars belonging to his patrons do not obstruct the public highway outside of the school or access to adjacent private properties and that undue noise is not caused on arrival or departure.

d) The Hirer and shall comply with any requirements of the school regarding parking of vehicles.

17) Statutory Requirements

a) The Hirer must not do or permit any act matter or thing that would or might constitute a breach of any statutory requirement affecting the Premises.

b) The Hirer shall comply with all conditions and regulations made in respect of the Premises by the Fire Authority, Local Authority in its capacity as the Licensing Authority, or otherwise. Without prejudice to the generality of the above, this includes any conditions or regulations in connection with any event which includes public dancing or music or other similar public entertainment.

18) Equal Opportunities

The Hirer must not discriminate, or permit others acting on his behalf to discriminate, in any of its activities held in the Premises, on the grounds of race, colour, nationality, sex, gender, religion, marital status or disablement.

19) Copyright and other Licences and Permissions

a) In the use of the Premises the Hirer is not to infringe any copyright or allow any copyright to be infringed. It is the responsibility of the Hirer to obtain any consent in respect of copyright and to pay all such fees relating to the same. Save in

certain circumstances, it is illegal to photocopy music or plays without the express permission in writing of the copyright holder.

b) The Hirer must give the School Representative at least 4 weeks' notice of a stage play production and the Hirer must obtain all licences required for the stage play production.

c) Any Hirer who uses recorded music in its activities is responsible for checking whether a licence is required from Phonographic Performances Limited (PPL) and if so, to obtain one.
Any Hirer performing live music is responsible for checking whether a Performing Rights Society (PRS) licence is required and if so, to obtain one.

d) The Hirer must obtain a public entertainments licence for any public music, singing and dancing.

e) The school reserves the right to request copies of any consents or licences obtained to comply with the above provisions.

20) Gambling

Nothing shall be done in the Premises or at the School by the Hirer in contravention of the law relating to betting, gaming and lotteries, and the Hirer shall ensure that the requirements of the relevant legislation are strictly observed.

21) Intoxicating Liquor

a) During the Period of Hire, the Hirer shall ensure that no intoxicating liquors are permitted to be bought, sold, or consumed on any part of the Premises or the school without the express permission in writing of the school.

b) No application shall be made by or on behalf of the Hirer seeking any licence or permission to sell alcoholic liquor without the prior express permission in writing of the IFtL Trustees.

22) Exhibition of Hypnotism

The Hirer shall ensure that no person shall give at the Premises any exhibition, demonstration, or performance of hypnotism, mesmerism, or any similar act.

23) Smoking

The Hirer is advised that smoking or vaping is not permitted anywhere within the Premises. Smoking is not permitted in any part of the school's premises and grounds including the entrance area to the school, on land adjacent to the school building (e.g.,

car parks, garden areas, walkways, playgrounds etc.) or on the school road crossing areas. The Hirer shall ensure that his patrons comply with this requirement.

24) Hours of Use

The hiring does not entitle the Hirer to use or enter the Premises at any other time than the Period of Hire unless prior arrangements have been made and agreed with the School Representative. Hire times are to include set up and take down, finish time is when the hirer exits the building leaving it clean and tidy with all equipment packed away.

25) Storage

No goods or equipment shall be left at or stored on the premises or the school without the prior agreement in writing of the School Representative. While the school will endeavour to keep any stored items safe, the school cannot accept any liability for items lost or damaged while stored on the school premises. Any costs incurred by the school because of items being stored will be recharged to the hirer.

26) Rights of Entry

Throughout the Period of Hire the right of entry to the Premises is reserved to any duly authorised officers or employees of the school, their agents or contractors and any emergency service.

27) Expiration of period of hire

a) At the expiration of the Period of Hire the Hirer shall ensure that all members of the public and other guests leave the Premises.

b) The Hirer must ensure the Premises are left in a clean and orderly state free of litter. All decorations of the Hirer must be removed. If the Hirer fails to do so, the school will be entitled to charge the Hirer for the costs of any necessary work required.

28) Damage to School Property

The Hirer is to take good care of all school property and to ensure that any actions carried out during the period of hire do not cause any damage to be done to the Premises or to any fittings, equipment or other property in the Premises and the Hirer is to make good and pay for any such damage caused by any act or neglect of the Hirer or anyone permitted by the Hirer to enter the Premises.

29) Injury to Persons and Damage to Property

a) The school or the IFtL Board of Trustees will not be liable for the death of or injury to any person attending the Premises for the hiring, or for any losses, claims,

demands, actions, proceedings, damages, costs or expenses or other liability incurred by the Hirer in the exercise of the rights granted by this agreement except where such death or injury is due to the negligence of the school or the IFtL Board of Trustees.

b) The school or the IFtL Board of Trustees will not under any circumstances accept responsibility or liability in respect of any damage to or loss of any goods articles or property of any kind brought into or left at the Premises either by the Hirer for his own purposes or by any other person or left or deposited with any officer or employee of the School or IFtL Trust.

c) The school or the IFtL Board of Trustees shall not be liable for any loss due to any flood, fire, act of God or other cause beyond the reasonable control of the school or the IFtL Board of Trustees which may cause the Premises to be temporarily closed or the hiring to be interrupted or cancelled.

30) Insurance and Indemnity

a) The Hirer shall hold Public Liability Insurance cover to a minimum limit of indemnity of £5,000,000 [Five Million] against third party risks including death or injury to any person or loss or damage to any property arising out of the use of the Premises by the Hirer.

b) The Hirer must produce a valid insurance certificate to the school before hiring, a copy of which will be taken by the school and the original returned to the hirer.

c) The Hirer will indemnify the school and the IFtL Board of Trustees against any damage, theft, losses, claims, demands, actions, proceedings, damages, costs, or expenses arising because of the hire of the Premises by the Hirer including the cost of reinstating, repairing, or replacing any part of the Premises or School which is damaged, destroyed, stolen, or removed because of the hire of the Premises by the Hirer. The evidence of the school or the IFtL Board of Trustees as to the costs or expenses incurred shall be accepted by the Hirer as final, on production of reasonable evidence to support the same.

31) Safeguarding

a) Should a safeguarding allegation be made during an activity under the direct supervision of school staff, the school's usual Safeguarding Policy will apply and standard procedures under this policy must be followed.
b) For all external lettings providing services to under 18s, or to vulnerable adults, hirers must have their own Child Protection and Safeguarding Policies in place. Schools must receive a copy of these at the start of a hire period.
c) In the event of a Safeguarding or Child Protection incident during an external club activity, the provider's policy should be followed, and the school must be notified of the incident with notification made to the school's Designated Safeguarding Lead immediately.

d) All staff engaged by an external provider that is delivering services to under 18s must receive appropriate training in identifying safeguarding issues, as well as what to do if they have concerns about a colleague who may pose a risk of harm to children.
e) Should a Safeguarding or Child Protection Issue occur during a hirer's activity, the school have a duty to report this to the LADO and should follow normal procedures in doing so. This applies regardless of whether the child is a pupil of the school or not.

32) Need to change conditions swiftly

The Trust and school reserve the right to alter the Lettings – Conditions of Hire Policy should it be required to do so. Reasons for this may be for statutory reasons such as Health and Safety. Where swift changes in conditions are needed these will be communicated to all parties.

33) School records

The school representative and head teacher should ensure that they maintain records to show appropriate execution of this policy and that the relevant due diligence has been undertaken. This will periodically be reviewed by the Head of Operations and CFO.
The 'paperwork' should be in good order to enable someone standing in or covering to obtain the essential conditions or elements of the hire or any outstanding matters, pending before the letting is approved.

34) Complaints

We welcome feedback from hirers so to ensure that our sites and spaces are well managed. Any feedback should be given to the school representative in the first instance. Should the hirer not be satisfied or involve the conduct of the school representative then they should contact the head teacher at the school.

Should the matter not be resolved satisfactorily then the hirer or school should contact the Trust – Head of Operations or the CFO. Up to date contact details including emails can be found on www.iftl.co.uk. The Trust will liaise between parties and make a conclusion.

35) Hire Agreement:

[Please delete on School Final Template] The following is a template of the Hire Agreement required to be completed. This is to be used by Schools. Please insert your School Name where highlighted Green. You are welcome to brand the document and equally add further sections that will help clarify the letting. Please ensure that you follow the above directed policy.

HIRE AGREEMENT FOR PREMISES

The Hirer is required to sign and return one copy of this Hire Agreement to the following address: -

The school Office
[INSERT SCHOOL NAME AND ADDRESS]

Please note that until such time as the signed Hire Agreement is received by the school, together with any deposit or payment required, there is no firm booking with the school for the hire. This means that the school is free to accept alternative bookings for the Premises without any obligation to the Hirer and accepts no responsibility whatsoever for any costs incurred by the Hirer in anticipation of the hiring proceeding. Following receipt of the signed Hire Agreement by the School, cancellation of the hiring shall be governed by IFtL Lettings – Conditions of Hire Policy.

Premises, including spaces covered by this agreement:
Date and Time of Period of Hire (for single booking) Date: Start time: Finish time:
Dates and Times of Period of Hire (for regular/block booking) Start date: End date: Frequency of use: Start time: Finish time:
Purpose of Hire:

Maximum Capacity permitted in the Premises:
Expected average number of persons present during your letting:
Hirer / Organisation: **Hirer's Authorised representative if an organisation:**
Named responsible person for the management of security and obligations relating to the Terrorism (Protection of Premises) Act (Martyn's Law) with relation to the area/activity:
Where is the designated safe space for lockdown, should it be required?
Cost of Hiring:
Deposit Required:
Date for Payment of Cost of Hiring / Deposit:
Any additional sum required as security (to be refunded to the Hirer following expiration of the Period of Hire if all obligations have been complied with):
Proof of ID of Hirers representative verified by (record details, i.e., driving licence number):
Insurance certificate supplied to the school representative:
Safeguarding children and vulnerable adults and child protection & procedures policy:

DBS Certificates verified by:
DBS Certificate Numbers (include Names):
Designated Safeguarding Lead Identified:
Policies seen for Whistleblowing, Code of Conduct and Complaints:
Evidence of Registers and length registers are kept:
Name First Aider on site and appropriate first aid kit for activity:
Appropriate accreditation/training for activity:
PAT testing dates/certificates:
Risk Assessment provided by Hirer and accepted by School:
Details of any consents given by Trustees regarding alcohol, sale of foods, goods, or refreshments:
Specific requirements of the Hirer agreed and noted by the school:

I confirm that I have read the IFtL - Lettings Conditions of Hire ("the Conditions of Hire" that have been supplied to me.) I agree that this hiring is governed by those Conditions of Hire, and I agree to observe and perform the requirements of the Hirer as set out in the Conditions of Hire.

Signature of Hirer /Authorised representative of the Hirer _____

Print Full Name: _____ Date: _____