

Highfield CE Primary School

Lettings Policy



Approved by: The governing body

Date:
21.2.26

Last reviewed on: February 2026

Next review due by: February 2027

1. Introduction

The Governing Body recognises the role of our schools within the community and welcomes the use of the Schools' premises for a variety of after school clubs and wider community when possible.

Use of the school premises by the school or on behalf of the school (e.g. PTA) are not subject to the charging elements of this policy.

All lettings are subject to authorisation by the Headteacher or Deputy Headteacher on behalf of the school Governors. The Governors have the right to refuse any lettings that conflict with the values and ethos of the school or that would cause a disruption to neighbouring residential properties.

For the majority of lettings, the Site Manager (or appointed member of school staff) will open and close the school and be on call for any emergencies.

A copy of the Hire Agreement will be sent with the application form to the Hirer when the initial enquiry is made.

2. Categories of Lettings

The use of the school premises is divided into the following categories:

- i. School events and groups working on behalf of the school e.g. PTA (HSFF)
- ii. Non-profit making and community groups including community interest companies
- iii. Commercial companies e.g Partnership groups/ persons providing after school clubs

3. Availability of Premises

Designated areas within the school are available for hire unless required by the school.

4. Charges

The Governing Body reserves the right to make a charge for the use of the school premises. The charge will vary according to the category of the letting as laid out in **Appendix A**. We prioritise children being given opportunity to take part in extra curricular activities, so will therefore ask after school club providers to give places for pupils who are pupil premium, rather than pay a weekly charge.

5. VAT

VAT is normally chargeable only on lettings of sports facilities (a concession may be available from H.M. Revenue & Customs if certain conditions are met).

6. Application Procedures

a) Application forms (**Appendix B**), available from the school, should be submitted to the Business Manager at least two weeks before the first day of the proposed letting. In the case of block bookings, four weeks' notice should be given. The person signing the application form will be considered to be the Hirer. The Hirer will be required to return the completed booking form and required documents to the school before a booking can be accepted.

b) All applications will be considered on their merits taking into consideration the suitability of the activity. The Governing Body reserves the right to:

- refuse applications without giving a reason
- have a representative present at any function
- terminate any activity not properly conducted

c) Letting fees are reviewed annually by the Governing Body. When the letting has been confirmed, payment must be made to the school, once invoiced by the school. In the case of a regular booking, payment will be required at the end of each term.

7. Security of the Premises

Entrance to the school for the Hirer will be via the main entrance, which will be opened by the school at an agreed time. For Holiday clubs, entrance to the School will be via the gate in Roselands Gardens. This gate must not be left unsecured and unattended at any time. For security reasons, the school keys will not be available to the Hirer unless agreed by prior arrangement and form completed signed by all parties. It will be the responsibility of the Hirer to ensure that the school premises are secure during the time they are in use, i.e. ensure that the Main Entrance is locked when all members of the group are inside.

8. Use of Facilities

1) The Hirer will be responsible for the proper use of the school facilities (specialist equipment is not generally available e.g. projectors, TV and video equipment, cookers etc., unless special arrangements have been made) and must take all reasonable precautions to ensure that there is no damage to the fabric of the buildings; furniture and fittings, or school equipment. The Hirer will be responsible for making good any damage to the premises and property. Any precautions required to ensure the users' safety when using equipment are the responsibility of the Hirer. This includes, for example, the provision of information and training in the use of the equipment. In all cases, the Hirer must ensure that risks associated with the activity are properly controlled throughout the hire period and that the premises are returned to the control of the school in a clean and satisfactory condition.

2) All mains powered electrical equipment brought onto the premises must be safe and evidence may be required that it has a valid test and inspection certificate (the certificate should be less than one year old for earthed equipment, or less than 4 years old for double insulated equipment). Lower voltage equipment must also be safe and in good condition.

3) The Hirer must be advised that they cannot rely on the school's risk assessments for any activities carried out during the letting and must complete their own risk assessments, a copy of which must be held by the school.

4) Users should acquaint themselves with the Fire and Safety regulations and procedures relating to the area of the premises in use. These will be clearly displayed in each of the designated areas. It is the responsibility of the Hirer to provide first aid equipment and trained personnel. Fire drills and fire procedures will be shared with clubs by the Site Manager.

5) Fire exits must not be blocked or locked, nor should furniture, equipment, or other obstructions be placed in corridors during the hiring.

6) The Hirer must use only that area of the building hired and must observe any instructions given by the school concerning the area available. Any furniture or equipment moved by the Hirer should be returned to its original position at the end of each session.

7) The Hirer is responsible for ensuring that good order is kept on the premises and within the immediate environs of the school and that the premises are left in a clean and tidy condition.

8) The Hirer will be responsible for ensuring that the group has adequate insurance appropriate to the activities organised and in the case of long hires, renewed on an annual basis. Southampton City Council expectations are set at cover of £5,000,000.

9) The school reserves the right to levy an additional charge to cover:

- any additional cleaning that may be required after an event
- the cost of repair of damage to the school fabric or equipment; the cost of replacement of any items of school equipment if uneconomical to repair

10) For security reasons, the Hirer will not have access to the school telephone. Hirers must have a mobile telephone for use in an emergency.

11) Express approval by the Governing Body is required if alcoholic drinks are to be sold or consumed on the premises. The selling of alcohol requires a licence. Unconsumed liquor, bottles, cases, glasses and similar articles must be removed from the premises immediately after the function has ended.

12) Smoking is not permitted anywhere on the school's premises, inside or outside.

13) Animals, other than the school dog, Guide Dogs, are not permitted anywhere on the school premises.

14) No combustible materials are to be used within the school, except with the express approval of the Governing Body.

In the event of an incident, fire or near miss

The school must ensure that Incident Report forms are made available to the Hirer, who in turn, must ensure one is completed correctly and that an investigation is undertaken. A review of the risk assessment for the activity will be required. If the Hirer has produced a risk assessment then the hirer is responsible for undertaking the review and informing the school of any findings that may be relevant. Schools are NOT responsible for undertaking risk assessments for Hirer's activity(ies).

In the event of fire

The Hirer will call the Fire Service (if school staff are not present and supporting the activity). All users will evacuate the building via the nearest fire exit and muster at the designated point. Users must not re-enter the building until the 'all clear' has been given. The Fire Service will give this. Fires must be reported using the Incident Report form.

Safety

In relation to activities for children, the hirer must ensure there are sufficient adults present to be in full control and supervision of the children throughout the whole period during which they are on the school site. Any person running a club must ensure that they keep a register of children attending with emergency contact details of children attending the club. Any hirer running a club must ensure that children are collected at the end of the activity or where permission from parents is given, ensure that children leave the premises safely.

The school will check that the person(s) running the activity is both technically competent to run the activity and suitable to be responsible for children, including assurance from the hirer regarding enhanced DBS checks as appropriate. It is the responsibility of the hirer to confirm the qualifications of their staff. Guidance on the expected minimum qualifications for different sporting activities is included in the '[Safety in PE and Sport](#)' document.

All coaches/ instructors running sporting activities will need to, where appropriate, hold a nationally recognised qualification from the governing body of that activity at an appropriate level. Refer to Safety in PE and Sport document.

9. Licences

There are a variety of licences that may be required for different types of function. The onus is on the Hirer to ensure which are necessary, and must produce documentary evidence before the letting takes place. The Hirer will indemnify the school and LEA against any action brought about by failure to obtain the necessary licence(s). The following categories of letting may require a licence:

- Theatre licence
- Copyright/Royalty licence
- Cinematography licence
- Alcohol
- Music, Singing and Dancing

10. Insurance

The Hirer will be entirely responsible for the proper use of facilities and must take all reasonable precautions to ensure that there is no damage to the fabric of the building, furniture and fittings or any school equipment.

- I. The Hirer shall indemnify the Local Education Authority when signing the application form against any claim for bodily injury or loss or damage to property (real or personal) whether belonging to the LEA or to any other person if the said loss, damage or injury is either caused by the negligence of the user or by the negligence of any other person using the premises hired with the permission of the Hirer. **Non commercial hirers including PTA and other free users must complete and sign an application form in order to be covered by the Local Authority's Public Liability insurance policy**
- II. The effect of i) is that the Hirer will be liable to indemnify the Local Authority for any damage which is caused when the premises are being used for a function for which they are let. However, it is only operative if the damage etc. is caused by the negligence of the user or any other person using the premises with the Hirer's permission.
- III. A summary of the County Council's insurance policy for community use by non commercial hires will be given to all hirers (**Appendix D**).

11. Cancellations

a) By the Hirer

Cancellations should be made in writing at least 24 hours before the proposed letting; otherwise the Hirer will still be liable for the standard charges. In the event of a cancellation being made at the appropriate time, the school will credit the Hirer for a free booking the following term, if applicable, or refund the fee if no further bookings are required.

b) By the School

If the school finds it necessary to cancel a booking, as much notice as possible will be given, generally not less than 24 hours and, where possible, alternative accommodation will be offered. If this is not possible, a refund will be made. The school and Diocese will accept no liability in respect of commitments incurred by the Hirer due to such cancellations.

12. Review

This policy will usually be reviewed during the Spring Term each year, and at any other time as may be necessary.

Appendix A - Hourly Charges

Category	Hourly Rate
School events and groups working on behalf of the school e.g. HSFF	Free
Non profit making and community groups including Community Interest Companies	-
Commercial companies	-
After school clubs that provide extra-curricular activities for children attending Highfield CE Primary School between 3.15 and 4.15	Free but must allow free places for children who are eligible for PPG (pupil premium)
Sports clubs who offer holiday activities for children	£90 per day

Appendix B

Application for the Hire of School Facilities at Highfield CE Primary School

All individuals working with children require an Enhanced DBS check.

The application should be sent to the school and made at least 14 days before hiring is required.

Name and address of applicant

(to whom correspondence can be sent)

Telephone number

Postcode

Name of organisation and position within organisation (if applicable)

Facilities required at (indicate as appropriate):

Highfield CE Primary School

Hall Hard/grass area Kitchen*

Room(s) specify number Other facilities (specify)

Purpose of hire Do you wish to provide bar facilities? NO

Apart from organisers, is the proposed hire exclusively for:

Young persons under 18 or members of a registered youth group YES Older persons group or adult with disabilities NO

Date(s) required	_____	Time from	_____	to	_____
	Mondays Term Time Only		3:30pm		4:30pm
	Tuesdays Term Time Only		3:30pm		4:30pm
	Wednesday Term Time Only		3.30pm		4.30pm
	Thursdays Term Time Only		3:40pm		4:40pm
	Fridays Term Time Only		3:30pm		4:30pm
	_____		_____		_____
	_____		_____		_____

Declaration

- 1 I have read and accept the school's conditions of hire, and agree to abide by these and any special conditions communicated to me.
- 2 I agree to indemnify the School, Diocese or City Council against any accidents or damage to School property or injury to persons which may be incurred as a result of the hiring unless caused by the negligence or breach of statutory duty of the School. I understand that the School have taken out a policy of insurance, brief details of which have been supplied to me, which provides an indemnity for my legal liability for accidents, damage and injury.
- 3 I enclose a copy or copies of appropriate DBS certificates held by the person(s) running the activities (where appropriate) in support of this application.
- 4 I enclose a copy of our Risk Assessment for the hire
- 5 I accept that an additional charge may be made in respect of damage caused to the building or school property through negligence or wilful intent.
- 6 I understand that there will be a minimum charge unless there is a concurrent hirer.
- 7 I agree to the payment conditions.
- 8 I am over 18.
- 9 I have read and understood the School's Health and Safety and Child protection policy and procedures.

Signed

Name in full

Date

This section will be returned to you as confirmation or otherwise of the letting. It is **not** an invoice.

Name _____

Address _____

Approval is given/not given to your application to hire _____ (facilities) at

_____ School on _____

The charge will be £ _____ starting at _____ hours and finishing at _____

hours, unless the minimum charge applies or the period of letting exceeded. An invoice for the actual charge will be issued **after** the hire.

Appendix C

Highfield CE Primary School - Conditions of hire for issuing to the hirer

1 In these conditions:

'School' means the school identified at the head of this document. 'City Council' means Southampton City Council.

2 Acceptance of conditions

The hiring of accommodation/facilities/premises is permitted only on the conditions outlined in the following regulations. Acceptance of the hire agreement is deemed to be acceptance of these conditions.

3 Compliance with conditions

The Hirer (the person or body to whom the hire is granted) shall be responsible for compliance with these conditions.

4 Applications

Applications for the hire of premises should normally be made at least three weeks in advance. In general, reservations will not be accepted for dates more than twelve months in advance, except for special events such as those needing extensive preparations.

5 The Hirer shall satisfy himself that the facilities to be hired are suitable for his purposes.

6 The use of the premises must not interfere with the proper working of the School or impair its efficiency. In particular the Hirer acknowledges that it will not have exclusive use of the site.

7 Hall

Only suitable footwear should be worn in the hall. No school games equipment may be used without permission and if permission is granted, can only be used when an adult with recognised qualifications for the proposed activity is personally supervising at all times. If this is intended, they should notify the school and provide the proof of qualification. Any use of the school equipment will be vatable.

8 Grass sports pitches and hard court multi-use games areas

- (i) These facilities should be used for their intended purposes only ie. participation in formal and informal play and sport.
- (ii) The grass sports pitches and hard court multi-use games areas shall be hired, together with access to toilets at the School. The Hirer shall not have any access to any other parts of the School.
- (iii) The grass sports pitch shall be marked out for that sport and the hard court multi-use games area may have indicative markings for sports like netball, basketball,

tennis and small-sided football. No additional marks shall be made to the sports pitch or hard court areas by the hirer.

- (iv) The grass sports pitches shall have a limited playing capacity. The School reserves the right to restrict use of the grass sports pitch to protect it during inclement weather; when damaged or under repair; when waterlogged; or to fit in with the School curriculum or School demands.
- (v) Litter and all belongings must be removed from the facility at the end of the hire session.

9 Catering facilities

There are no catering facilities on site.

10 School equipment

No use may be made of apparatus such as gym equipment, laptop in the hall, stage fittings, pianos etc., without specific permission.

11 Fabric and fittings

The fabric and fittings (including electrical installations) and contents of the premises shall not be interfered with in any way. No treatment shall be given to prepare a floor for dancing and the wearing of stiletto heels is prohibited. Only authorised persons shall use steps or ladders. No nails or screws shall be driven into the walls, floors, ceilings, furniture or fittings, and no placards shall be affixed to any part of the premises. The School's furniture (other than chairs in the hired accommodation) and equipment shall not be moved except by prior arrangements. Official exit ways must be kept clear at all times. Any alteration or addition to the School's lighting or electrical heating systems is strictly forbidden, except with the written consent of the headteacher. Consent may be subject to conditions, which the Hirer will be required to observe. The Hirer shall, at the end of the hire period, leave the accommodation in a reasonable tidy condition, all equipment being returned to the correct place of storage.

- 12 The Hirer is responsible for the safe guarding and safe keeping of all items belonging to the Hirer, its guests/delegates or third parties engaged by it. The School accepts no responsibility for such items.

13 Safeguarding

In relation to activities for children, the hirer must ensure there are sufficient adults present to be in full control and supervision of the children throughout the whole period during which they are on the school site. Hirers running a club for children should ensure that letters to parents inviting children to take part in the club clearly request emergency telephone numbers, medical information if appropriate and ask parents to indicate who will be collecting their child.

Any hirer running a club must ensure that all children are collected at the end of the activity or, where permission from parents is given, ensure that all children leave the premises safely.

An up to date register of attendance with emergency contact details and any medical requirements along with letters sent to parents and reply slips received should be kept in the Hirers Folder supplied to all Hirers by the school.

The school will check registers in line with Safeguarding responsibilities and all hirers should provide the school office with a copy of the Register for invoicing purposes each half term.

The School's Child Protection Policy, Safeguarding and Health and Safety Policy is included in the Hirers folder and Hirers should make themselves fully aware of school procedures in respect of safeguarding children.

14 Storage

Storage facilities cannot usually be provided. When Hirers are permitted to leave equipment on the premises they do so entirely at their own risk.

15 Hirer's property

Furniture and apparatus required may be brought on to the premises at the Hirer's own risk. Hirers shall not bring on to the premises, without the prior consent of the governors, any article of an inflammable or explosive nature, nor any article producing an offensive smell, nor any other substance, apparatus, or article of a dangerous nature. Any inflatables (Bouncy Castles or similar) will not be allowed onto the premises without PAT Testing, insurance and assurance that the operators

16 The Hirer shall indemnify the establishment, School, Diocese and Southampton City Council against all claims for damages, compensation and/or costs in respect of:

- (i) bodily injury or illness to Third Parties, and/or
- (ii) damage to Third Party property caused by or arising out of or being incidental to the Hirer's use of the premises.

17 The Hirer shall be responsible for loss or damage to the establishment's premises and contents therein the property of the school.

18 The Hirer shall affect adequate insurance in respect of the liabilities and the loss or damage referred to respectively in Conditions 15 & 16 above. (See the Annexe to this section for explanatory notes on insurance).

19 Refusal of hire:-

The governors may refuse an application to hire the premises if:

- a) The premises are required by the School.
- b) There has been any damage to the property, or breach of these conditions during previous use of the premises by the hirer.
- c) For any other reason the governors deem it necessary or expedient to refuse the application.

No compensation shall be payable by the governors by reason of such a decision.

20 Cancellation by the governors

The School reserve the right to cancel any hiring without notice if:

- (i) the accommodation will, due to circumstances outside their control, be unavailable for the hire period or
- (ii) the Hirer has failed to disclose material information concerning the proposed hiring, or
- (iii) there are reasonable grounds to conclude that the Conditions of Hire may be breached to a material extent.

In the event of (i), all hiring fees will be refunded to the Hirer, but the School shall have no further liability to the Hirer. In the event of (ii) and (iii), any refund of hiring fees shall be at the discretion of the School.

Apart from exceptional circumstances, the governors will give at least four weeks' notice to the Hirer, should it become necessary to cancel or postpone a letting.

21 Cancellation by the Hirer

The Hirer must give at least four weeks' notice of cancellation to the headteacher, acting for the governors. If any shorter period of notice is given, the governors reserve the right to pass on to the hirer any costs unavoidably incurred or to impose a cancellation charge.

22 Payment of charges

The Hirer shall pay the hiring fees, including any deposit, at the rates and times set out in the attached schedule and School's Charging/Lettings Policy.

- 23
- (i) The Hirer acknowledges that in the event that the Hirer cancels the hiring there will be a cancellation fee payable as set out in the attached Schedule and any refund of monies already paid will be at the discretion of the School.
 - (ii) All hire charges must be paid within 30 days of the invoice being issued. This invoice will be issued at the end of each half term for all the hires that have taken place in that half term.
 - (iii) The School reserve the right, on proper notification, to invoice the Hirer for any charges arising from excessive cleaning time incurred as a result of the Hirer failing to leave the accommodation in a reasonable condition, or for repair of the premises or equipment damaged by the Hirer, or resulting from the Hirer failing to vacate the premises by the time stipulated on the hire form.
 - (iv) The Hirer shall, if so demanded, pay at the time of booking a refundable deposit to be held by the governors against costs unavoidably incurred as the result of insufficient notice of cancellation of booking, any damage caused by the Hirer, or additional cleaning required as a result of the premises not being left in a reasonably tidy condition. The proportion of the deposit to be retained will be decided by the governors and their decision will be final.

24 Statutory requirements

- (i) All statutory requirements, including those relating to health and safety and public entertainments, must be strictly fulfilled by the Hirer. Film, music, dancing, indoor sporting events and stage events may be considered to be regulated entertainment and, as such, are licensable activities which require authorisation from the local licensing authority. For all regulated entertainment, it is the Hirer's responsibility to inform the local Licensing Authority and obtain the appropriate licence. This applies if tickets are to be sold at the door or advertised to the public, but also if tickets are offered to friends and neighbours or even if admission is free and open to all.
- (ii) No musical works in the repertoire of the Performing Rights Society may be performed in public on the premises unless the Hirer has obtained the permission of the Society. No copyright material may be delivered or performed unless the consent of the owners of the copyright has been obtained by the Hirer. The Hirer must indemnify the school and the County Council against any action for breach of copyright.

25 Attendance and behaviour

- (i) The Hirer shall ensure that the number of persons using the premises does not exceed that for which the application was made and approved.
- (ii) The Hirer shall be responsible for ensuring the preservation of good order for the full duration of the letting and until the premises are vacated. The Hirer shall at all times provide an adequate number of supervisors for any activity and those supervisors shall be present throughout the hiring period. The Hirer shall be liable

for damage caused by unruly or inappropriate behaviour. Children should not be allowed to roam the building without an adult present.

(iii) It is the Hirer's responsibility to ensure that all those attending are made aware of their responsibilities, and the School and Hirer's insurance arrangements.

26 The School reserves the right to exclude individuals or companies that it considers undesirable or inappropriate. The headteacher reserves the right to require a representative to be in attendance for the preservation of good order and safety and to recover from the Hirer any additional expenses incurred as a result of this condition. If the headteacher's representative considers the behaviour of the Hirer, its guest/delegates or third party contractors to be unreasonable, then the representative may cancel and/or terminate the event with immediate effect and the School shall not be obliged to refund any part of the Hire charge.

27 Alcohol

In no circumstances shall alcoholic drinks be available at any function without prior written consent of the governors. Permission will be granted only in exceptional circumstances. Applications must be made in writing at the time the Hirer applies for the use of the premises. If permission is granted for alcoholic drinks to be sold it will be the responsibility of the Hirer to ensure that a Temporary Event Licence is obtained from the local Licensing Authority. The Hirer agrees to comply with all conditions and limitations attached to the Temporary Events Notice he obtains.

28 The School reserves the right to require sight of a Temporary Event Notice prior to the letting.

29 Gambling

The premises may not be used for games of chance, other than bingo, unless specific permission has been granted by the governors.

30 Emergency evacuation procedures

Hirers shall familiarise themselves with the fire precautions in force on the premises and with the means of evacuation in the event of a fire, bomb warning or any other threat to safety. The Hirer is responsible for ensuring that persons attending are made aware of the evacuation procedures. Fire and other exits must be kept clear at all times. The Site Manager will conduct a practice Fire Evacuation with regular hirers.

31 Smoking

No smoking is allowed on school property, inside or outside.

32 Site Manager

The Site Manager is instructed by the Governors to ensure that the conditions of hire are fully complied with. All reasonable instructions given by the Site Manager on duty must therefore be followed.

33 Use of the premises is limited to the accommodation hired and necessary facilities such as toilets. There is no car parking on site and hirers need to secure parking in roads surrounding the school.

34 Right of access

The governing body and its agents reserve the right of access to the premises during the letting.

- 35 The headteacher or his/her representative reserves the right to suspend or withdraw use of the school by an individual group with immediate effect on the following grounds:
- causing intentional damage to the school, its equipment or any personal belongings of other users
 - violent, threatening or abusive behaviour to a member of staff or other users
 - theft of any property belonging to the School or other users
 - disruptive behaviour which is interfering with the activities of others
 - behaviour which puts at risk the health, safety or well-being of others
 - non-compliance with or breach of licensing laws
 - behaviour which is deemed to be offensive and/or results in complaints from users
 - refusal to follow reasonable directions from the caretaker or other members of the school's staff
 - non-payment of school invoices
 - any other behaviour which is considered inappropriate to the smooth and efficient operation of the School, or against the interests of all users.

Following the suspension, the user will be given reasons in writing and will be offered the opportunity to appeal to the governing body of the School whose decision will be final.

- 36 The Hirer may not assign or sub-let the hire of the School.

Appendix D

HIRER'S INSURANCE – INDEMNITY CLAUSE

In accordance with the terms of hiring it is customary to require persons/organisations to accept responsibility for damage to the premises and its equipment and for the Third Party claims involving injury to persons and/or damage to property.

A INJURY TO PERSONS OR PROPERTY

- 1 The Hirer shall indemnify the school and Diocese/Southampton City Council against all claims for damages, compensation and/or costs in respect of:
 - (i) bodily injury or illness to Third Parties, including the City Council's servants and agents and/or
 - (ii) damage or loss to Third Party property caused by, or arising out of, or being incidental to the Hirer's use of the premises.
- 2 The Hirer shall effect adequate insurance to cover this liability with a minimum limit of indemnity of
 - £5 million for non-commercial hirings

B DAMAGE TO PREMISES AND EQUIPMENT

- 1 The Hirer shall be responsible for the loss of, or damage to, the premises and contents therein, which is the property of the School and/or Southampton City Council, except when loss or damage to the premises or contents are as a result of the negligence of the School or Southampton City Council.
- 2 The Hirer shall effect adequate insurance to cover this liability with a minimum limit of indemnity of
 - £5 million

Hirers must produce evidence that the required insurance cover is in place at least 7 days before the event.

APPENDIX E

KEYHOLDER AGREEMENT

This agreement is between Highfield CE Primary School and

(Name).....
for
(Company).....

I confirm that I will assume responsibility for keys to Highfield CE Primary School, Front Entrance/ side gate/rear gate for the period of (date)....., until date).....

During this time, I take full responsibility to ensure:

- The keys remain solely in my possession and are not passed onto third parties.
 - The gates and building are kept secure at all times
 - I will hand back the keys to the Site Manager at the end of this period.
 - Any security/alarm codes shared with me for access during the hire process will not be shared with third parties.
- I or my Company/Organisation will be liable for replacement of any keys mislaid or lost.

I realise that failure to comply with any of these terms and or conditions might result in the school cancelling any future hires to me or the Company/Organisation I represent.

Signed: Printed:

Company/Organisation:
.....

Date:
.....

For the school:

Signed: Printed: