Version 2 December 2021

**Appendix A: Application Form and Lettings Checklist**

**Hirer Details and Purpose of Letting**

|  |  |
| --- | --- |
| **Questions** | **Answer** |
| Hirer name(If a company, include company number) |  |
| Phone number |  |
| Email address |  |
| Home address |  |
| Date(s) of Letting |  |
| Times Required (start to finish, include set up and clean up/take-down time) |  |
| Purpose of letting |  |
| Number of people using the premises |  |
| Area(s) of school being let |  |
| Do you have any links with the school? |  |
| Will you be using the kitchen? |  |
| Other comments |  |

**School Checklist**

|  |  |
| --- | --- |
| **Please tick** | **Item** |
|  | Meeting with the School Business Manager or another member of SLT or a Governor |
|  | References taken (where appropriate) |
|  | Rental rate agreed (including cleaning and opening/locking up charges) |
|  | Deposit received |
|  | ID sighted and copy kept on file |
|  | Proof of address sighted and copy kept on file |
|  | Lettings agreement signed and countersigned by Headteacher |
|  | Risk assessment completed (Hirer) |
|  | Risk assessment completed (School) |
|  | Confirmation of COVID-Safe procedures |
|  | Safeguarding policy reviewed and approved (where appropriate) |
|  | Public liability insurance OR additional 12.5% fee to bring into school’s policy |
|  | Safety briefing given to hirer |

Verified by:……………………………………………………………

Signed:………………………………………………………………….

Date:……………………………………………………………………..