

School Policies

Policy title	Lettings Policy
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Written on		Reviewed on	April 2017	Next review due	April 2018
SLT link	D Barnett		Governor link		

Copies in	Policies folder ✓	Handbook	Student planner	Website
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Crown Hills Sport and Education Centre



USE OF SCHOOL PREMISES
APPLICATION FORM NO:

1. Name of Organisation:

Name of Applicant

Address

Telephone:

2. Name and address of person to be billed if not same as 1:

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3. Details of premises required:

- (a) Name of school: CROWN HILLS COMMUNITY COLLEGE
- (b) Date(s) required
- (c) Accommodation Required:

Type of Accommodation	Tick if required	From	To
Classroom (Number Required)			
Assembly hall			
Auditorium			
Sports hall			
Gymnasium			
Tennis Courts (Number Required)			
Netball Court (Number Required)			
Cricket nets (Number Required)			
Badminton Courts (Number Required)			
Basketball Courts (Number Required)			
Indoor Football Courts (Number Required)			
Changing room only - £10			

Changing room and shower			
Please state any additional requirements			
Sports Field			



Crown Hills Sport and Education Centre

4. Purpose for which accommodation / premises are required:

a) If the letting is of a commercial nature, please supply details:

b) Will the general public be admitted? **Delete as appropriate*

*YES	*NO
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c) Details of admission charges:

d) Is copyright music to be performed? **Delete as appropriate*

e) Will the use of a piano be required? **Delete as appropriate*

f) Approximate number of people attending:

g) Is alcohol to be served **Delete as appropriate*

h) Do you intend to use/bring into the premises any additional electrical equipment: (see note 6 below) **Delete as appropriate*

****If you answer yes to any of these, please provide further details on a separate sheet***

*YES	*NO
*YES	*NO
*YES	*NO
*YES	*NO

5. VAT Regulations Relating to the use of Sports Facilities

The letting of school sports facilities is standard rated VAT purposes. However, if all of the conditions are met, the letting may be treated as exempt:-

- a) The series of letting is for 10 or more sessions.
- b) Each session is for the same sport or activity.
- c) Each session is at the same place.
- d) The interval between each session is at least one day and not more than 14 days.
- e) The contract is for the whole series. This must include evidence that payment is to be made in full for the series whether or not the right to use the facility for any specific session is actually exercised. A formal agreement, exchange of letter or an invoice would be sufficient evidence. Provision for a refund in the event of unforeseen non-availability of the facility would not break the condition, but provision for a refund in other circumstance would. It is acceptable for payments to be made in installments, provided that the full amount is paid whether or not the facilities are actually used on each occasion.
- f) The facilities are let to a school, a club, association or an organisation representing affiliated clubs or constituent associations (such as local league). However, if the facilities are let to an individual or private organisation rather than any of the above, the exemption does not apply, even if the other conditions are met.
- g) The organisation to which the facilities are let has exclusive use of them during the session.

I/we have read the conditions outlined above and apply to be exempt from paying vat as we fulfill the criteria

SIGNED Date

ON BEHALF OF

Crown Hills Sport and Education Centre



6. Memorandum of Agreement and Indemnity to be completed for all applications:

In consideration of the Governors and/or Leicester City Council granting me/us the use of the aforementioned premises. I/we agree to pay to the Governors or to the City Council the prescribed hire charge and to replace or pay to the Governors or the City Council the cost of making good any damage caused to the premises by me/us.

It is further acknowledged and agreed that the Governors and/or the City Council give no warranty of the suitability of the premises for the use to which I/we intend to put them and I/we hereby agree to indemnify the Governors and/or the City Council, their officers, servants and agents against all actions, costs, claims and demands arising out of any accidents and/or loss which may occur on the said premises during their use by me/us provided that the same is not due to any negligence, omission or default of the Governors and/or the City Council, their officers, servants or agents.

Under no circumstances shall the permanent electrical installation be altered or otherwise interfered with. Permission for HIRERS to erect any temporary wiring for specific function or purpose shall only be carried out on approval by both the Leicester City Council Property Group and the Licensing Section of Leicester City Council. Further I/we undertake to check and inspect the facilities to ensure that they are clear and free of hazardous material, debris and spillages prior to use.

It is further acknowledged and agreed that I/we will indemnify the Governors and/or the City Council in respect of all actions, costs, claims and demands arising out of any breach of copyright as defined in the Copyright Act 1956, or under any other enactment in that behalf for the time being in force in respect of any performance of any literary, dramatic or musical work, which takes place or which is given while the said premises are being used by me/us, our servants or agents.

(The hirer should produce evidence that this indemnity is protected by adequate insurance cover).

Signature

Designation

Date