



Carr Manor Community Hub
LETTINGS POLICY

Lettings Agreement & Key Conditions of Hire

Carr Manor Community Hub is part of Carr Manor Community School and is available for use by community groups, organisations and individuals, subject to the conditions outlined below. The education and safeguarding of children remains the school's primary purpose at all times.

This summary below highlights the **key responsibilities and conditions** that all hirers must agree to before a booking is confirmed. Full details are contained within the School's Lettings Policy.

1. Use of the Premises

- All lettings are at the discretion of Carr Manor Community School and must not interfere with school activities.
 - Approved use is limited to the **agreed rooms, dates and times only**.
 - Normal letting hours are **8.00am-8.00pm weekdays**. Weekend use may be agreed in advance.
 - Activities must align with the school's values, including **respect, equality, democracy, the rule of law, and tolerance of different faiths and beliefs**.
 - The premises must **not be used to promote extremist views**, discrimination, or activities that harm community cohesion.
-

2. Safeguarding, Equality & Legal Responsibilities

- Hirers working with children or vulnerable adults must have **appropriate safeguarding policies**, including DBS checks where required.
 - Hirers must comply with **equality and diversity legislation** and ensure safe, inclusive practice.
 - The school reserves the right to request evidence of safeguarding, insurance, or references.
-

3. Health, Safety & Supervision

- The Hirer must nominate a **responsible person in charge** who is present at all times to supervise the group.
- Adequate supervision must be provided to ensure the safety of all participants.
- Fire procedures and emergency exits must be followed at all times.
- The Hirer is responsible for arranging **first aid provision** during their event.
- Any accidents, incidents or damage must be reported to school staff immediately.

4. Liability, Insurance & Personal Property

- The school accepts no responsibility for **loss, injury or damage** to persons, personal property / vehicles or personal property during the let, except where caused by school negligence.
 - The school's insurance **does not cover hirers**.
 - Hirers are **strongly advised to hold Public Liability Insurance**.
-

5. Facilities, Equipment & Care of the Premises

- Rooms and facilities must be left **clean, tidy and as found**.
 - Normal heating/lighting included. Additional charges may apply if cleaning or repairs are required.
 - Use of **school equipment** (eg sports, IT, AV) is not included unless agreed in advance.
 - Electrical equipment brought on site must be **PAT tested**.
 - Kitchen/catering facilities may only be used with prior permission and may incur additional charges.
 - Appropriate clothing and footwear must be worn for activities (non-marking shoes indoors)
-

6. Behaviour, Smoking & Alcohol

- **Smoking, vaping and e-cigarettes are strictly prohibited** anywhere on the school site.
 - Alcohol may only be served (not sold) with **prior written approval** from the school.
 - The school reserves the right to **terminate a let immediately** if behaviour breaches these conditions or the school's ethos.
-

7. Photography & Licences

- Photography or filming is only permitted where **appropriate consent** has been obtained.
 - Hirers are responsible for obtaining any **copyright or performance licences** required.
-

8. Charges & Cancellations

- Hire charges must be agreed **before the event takes place**.
- Cancellations must be made **in writing** and 7 days' notice given.
- Late cancellations may incur charges.
- The school reserves the right to cancel bookings in exceptional circumstances, with as much notice as possible.

9. Complaints & Appeals

- Any concerns raised by the school must be addressed promptly by the Hirer.
 - Continued failure to comply may result in **termination of the letting agreement**.
 - Hirers have the right to appeal a withdrawal of a let to the Governing Body. The Governing Body's decision is final.
-

Agreement

By signing below, I confirm that I:

- Have read and understood this **Summary Lettings Agreement** and understand that I can contact the Carr Manor Community Hub for a copy of the full Lettings Policy
- Accept responsibility for all activities, participants and conduct during the period of hire

Organisation: _____

Name of responsible person: _____

Signature: _____

Date: _____