

Appendix B

USE OF SCHOOL PREMISES APPLICATION FORM NO: _____
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1 Name of Organisation: _____
Name of Applicant: _____
Address: _____

_____ Telephone: _____

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

3 Details of premises required:
(a) Name of School: _____
(b) Date(s) required: _____

(c) Accommodation Required.

Type of Accommodation		Tick if required	From	To
Classroom:	Number Required:			
Assembly Hall				
Arts Theatre				
Sports Hall				
Gymnasium				
*Swimming/Learner Pool				
*Squash/Tennis Court				
*Netball/Playing/Cricket Pitch				
Running Track				
Changing room only				
Changing Room and Shower				

4 Purpose for which accommodation/premises are required: _____

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

Please state here any additional requirements: _____

Will the general public be admitted?

 YES* NO

Details of admission charges: _____

Is copyright music to be performed?

 YES* NO

(Delete as appropriate)

Will the use of a piano be required?

 YES* NO

(Delete as appropriate)

Approximate number of people attending:

Is alcohol to be served?

 YES* NO

(Delete as appropriate)

Do you intend to use/bring into the premises any additional electrical equipment:

(see note 6 below)

 YES* NO

(Delete as appropriate)

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

5 VAT Regulations Relating to the use of Sports Facilities

Room hire alone is exempt. For example the local Brownies hiring the school hall or sports hall for a table top sale would be exempted from VAT.

If the local football club hired the school hall (NOT a sports hall) to play football, the letting would be exempt as the hall is not a sports facility.

If the local football club hired the school sports hall to play football as a one off letting, it would be standard rated.

Premises are sports facilities if they are designed or adapted for playing any sport or taking part in any physical recreation, such as swimming pools, football pitches, dance studios and skating rinks. Each court or pitch (or lane in the case of bowling alley, curling rink or swimming pool) is a separate sports facility.

However, if the same football club hired the school sports hall for a series of lets, they will be exempted from paying VAT if they meet all the following criteria:

- The bookings are for at least 10 sessions
- The interval between the sessions is not less than 1 day and no more than 14 days apart
- The bookings are all for the same activity
- The whole series is to be paid for (there must be written evidence of this)
- The grantee has exclusive use of the facilities
- The grantee is a school, club, an association or an organisation representing affiliated clubs or constituent associations.

I/WE HAVE READ THE CONDITIONS OUTLINED ABOVE AND APPLY TO BE EXEMPT FROM PAYING VAT AS WE FULFIL ALL THE ABOVE CRITERIA

SIGNED: _____

On BEHALF OF: _____

DATE: _____

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

In consideration of the Governors and/or Lancashire County Council granting me/us the use of the aforementioned premises, I/we agree to pay to the Governors or to the County Council the prescribed hire charge and to replace or pay to the Governors or the County 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 County 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 County 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 County 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 Lancashire County Property Group and the Licensing Section of Lancashire County 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 County 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.

I/We hereby undertake to provide at my/our own expense during the period hire of any swimming pool suitable and sufficient lifeguard personnel as based on the guidance of the Health and Safety Executive and as detailed in the "Instructions for the Use of Swimming Pools".

Under no circumstances does this letting give the user exclusive possession.

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

Signature _____
Designation _____
Date _____

SCHOOL USE ONLY

1 This application for the use of school premises is acceptable to us:

YES	NO
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(Delete as appropriate)

2 The Governors have determined that this will be:-

(a) A free letting

YES	NO
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(Delete as appropriate)

**(b) A chargeable letting at a cost of £..... per hour/session
Plus VAT where applicable**

3 Lettings income will be collected * by the school / by the Authority on our behalf. *
(delete as appropriate)

Signed
(Headteacher)