

KINGS ROAD PRIMARY SCHOOL

TERMS OF USE FOR LETTINGS

Headteacher
Mr D. A. Morgan
Deputy Headteacher
Miss L. Grimsley
Chair of Governors
Mr P. O'Keefe



Kings Road Primary School

These terms of usage, together with the Booking Form, our policy, terms and conditions, conditional confirmation of booking and the receipted account for the hire, shall constitute the contract between Kings Road Primary School and the hirer(s)

Terms of Usage

- If the Letting is specifically for children or young people you must keep a register which should include emergency telephone contact details for parents/carers,
- The hirer must sign in and out of the visitor's book and wear a visitor's badge if the letting is held during the school day. Due to safeguarding procedures only DBS vetted visitors (those which are approved by Kings Road Primary School) are able to complete tasks outside the agreed designated areas.
- Please ensure that all facilities are left tidy and that all equipment is stored away safely. Any breakages must be reported immediately.
- You are responsible for the upkeep and safety of all equipment provided by yourselves. Any defective equipment must be disposed of immediately.
- You must complete your own Risk Assessment of the facilities you are using, taking into account the intended use and any risks associated with this. A copy of your Risk Assessment must be retained in the school office.
- You will be informed of the evacuation procedure from where you are in the building and where the assembly point is. Please ask a member of school staff if you have any problems with this.
- A list of First Aiders is displayed outside the school office and should you require any medical assistance this can be arranged by the school office.
- The Child Protection Officer is the Head Teacher;
- The cost for the hire of the facilities is £..... per.....

Please sign and date to **confirm you understand and agree to these terms of use**

Signed.....

Date.....

Print Name.....