CALTHWAITE CHURCH OF ENGLAND SCHOOL

Calthwaite

PENRITH

Cumbria

CA11 9QT

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LICENCE TO USE THE SCHOOL PREMISES

This is an agreement over the use of the school premises drawn up between us, the Governing Body, and you,

……………………………………………………, as the user.

Our agreement covers your use of the following areas; **………………………………………..**

You may also use the cloakrooms and the toilets and the school grounds for car parking.

Your use will be on the following date and time**: ……………………………………………………**

If you wish to use the premises at another time, we will draw up another agreement with you.

The fee for your use of the premises is **£10** per hour up to a maximum of **£30**. An additional charge of **£5** will be made for using the kitchen area. This has been set by, and is payable to the Governing Body.

The fee covers heating and lighting and other fuel costs, reasonable cleaning costs and normal wear and tear to the building. Smoking is not allowed. The premises must be left in a clean and tidy condition. Users are not permitted to make any alterations or amendments to the premises although the hall furniture can be re-arranged to suit your purpose and then replaced.

You must carry out your own risk assessment to cover the use you propose to make of the premises and you must have third party insurance. We will instruct you in the use of fire extinguishers, exit doors and the fire alarm. You are responsible for organising fire drills for your own group.

As the user you are responsible for the preservation of good order during the times you use the building and for any damage done to the premises. If there is any damage, this must be reported to the Headteacher and paid for.

Members of the school staff, the Governors and County Council representatives reserve the right to enter the premises at all times for their own use on giving reasonable notice. It is agreed that no tenancy shall exist and that the use of the premises is by licence only.

Finally, the user shall indemnify the Diocese and the Governors of the school against all actions, proceedings, claims and demands whatsoever which may arise as a result of the use of the premises by the user.

Signed on behalf of the user   Signed of behalf of the Governors

Signature ……………………………………..………   Signature …………………………………………..

Name …………………………………………..……   Name …………………………………………..........

Title …………………………………………………   Title …………………………………………………..

Address …………………………………………..……

Date……………………………………………….   Date ……………………………………………….