

# LETTINGS OF EDUCATIONAL PREMISES - SUBSIDISED USERS

L2

	1	2	3				4	5	6	7	8	9	10	11	12	13	14	15
	Date	Time	Organisation	Wear and Tear & Energy Hours of Use				Key Holder	Simultaneous Paid Lettings	Caretaker : Hours of Employment					Notes			
				Room	Hall	Gym	P/Field			Weekday up to 8 pm	Weekday after 8 pm	Sat up to 8 pm	Sat after 8pm	Sun				
1																		
2																		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		
	Total Hours							Total Hours										
	Rate per Hour							Rate per Hour incl NI										
	TOTAL CLAIM							TOTAL CLAIM										

School .....

Month/Term .....

Please complete monthly or termly and in each financial year.

Has your school entered into a shared Caretaker Agreement?

Yes ..... No .....

If 'YES' please enter the name of the Caretaker

Name of Caretaker .....

**NOTES ON COMPLETING FORM:**

- Column 8 - Keyholder. If keyholder scheme applies to this user please put 'YES' in this column.
- Column 9 - Paid Lettings. If there was a letting at the same time as the subsidised use please put 'YES' in this column.

Caretaker reimbursement is only payable where neither column 8 or 9 has a Yes.

- Totals. Schools are asked to insert the current rate per hour in the appropriate spaces and to total the columns of the claim. These amounts, when approved, will be reimbursed to the school.

**CONDITIONS OF HIRE - INSURANCE**

Commercial hirers must make Public Liability insurance arrangements to cover any liabilities arising from the letting and must provide evidence of that insurance.

The level of indemnity for such cover should be £10,000,000 unless the level required is determined to be varied by the client officer's risk assessment and agreed by the Director of Finance or his nominated officer.

Signed on behalf of school:

CERTIFIED CORRECT	
AMOUNT	INIT
£	