



# KENMORE PARK SCHOOLS Premises letting



## Checklist and Acceptable Use Agreement 2024/2025

**Please complete the checklist and confirm you have read and will operate in accordance with the organisations lettings procedures and policies.**

Checklist of documents provided in line with Conditions of Use Agreement:

Tick as applicable:

- Proof of your public liability insurance
- Risk assessment detailing adult teacher ratio where the hire is for the purpose of working with young people under the age of 18 years.
- Health and safety training details and policy outlining your procedures
- Qualified first aider certificate.
- Safeguarding policy and details of Level 3 training certificate of DSL on site during let (applicable where young people involved under the age of 18 years).
- Letter of assurance detailing the names and DBS information of all adults (applicable when working with young people under the age of 18 years)
  
- I can confirm that I have read the organisation's Premises letting Conditions of Use and will act in accordance with the agreement.
  
- I can confirm that I have read the organisation's Premise hire policy and understand the rates which will be reviewed annually in line with inflation and the terms for the cancellation of a booking.

**Signed by hirer:** \_\_\_\_\_

**Print name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**NB:** Where an organisation continues to make subsequent termly bookings this agreement will carry over and it will be the responsibility of the organisation and the hirer to make the other party aware of any changes in personnel, documentation, policies or procedures.