MODEL RENTAL AGREEMENT

Between…………………………………………………………..Club and……………………………………………….School

This Rental Agreement, dated .............................. between………………………………………………….Club and …………………………………School, covers the premises described below, for use as an Out of School Club.

The Rental Agreement is to be reviewed................ (termly/six monthly/ annually/on a specific date)

**Areas to be used**

(state all areas which the club is permitted to use, including outdoor play areas, assembly points, car parking for parents, occasional use of specific additional areas when usual space is unavailable, access routes, toilets, storage areas etc.)

**Times of use**

(Allow for setting up and cleaning/clearing time)……………………………Club has use of the specified areas between .......... and .......... each day during term time, and/or between ............... and ............... during school holidays/ school closure days. ---- Club may have reasonable access to the specified areas at mutually agreed times outside the specified times, for purposes of extra cleaning or preparation before the start of terms or holidays.

**Keys**

Keys are to be made available (specify)

**Numbers of children**

To be agreed between the club and the school taking into account risk assessments of each area to be used and staffing levels.

**Equipment**

The following equipment is available for use by ………………………………….. Club:

Specify

**Rent**

Rental payments of £......... per hour/session/day will be made against invoice

**Maintenance**

Specify all refurbishment and maintenance of the area to be included in the agreement, including cleaning arrangements.

Specify

**Insurance**

The club must undertake to arrange adequate public liability, employer’s liability, contents insurance. The …………………………………Club undertakes to provide adequate insurance cover.

Signatures..............................................................................................................

Date........................................................................................................................