



TERMS AND CONDITIONS OF HIRE

1. In these conditions:

‘School’ means the school identified at the head of this document.

2. Acceptance of conditions

The hiring of accommodation/facilities/premises is permitted only on the conditions outlined in the following regulations. Acceptance of the hire agreement is deemed to be acceptance of these conditions.

3. Compliance with conditions

The Hirer (the person or body to whom the hire is granted) shall be responsible for compliance with these conditions.

4. Applications

Applications for the hire of premises should normally be made at least three weeks in advance. In general, reservations will not be accepted for dates more than twelve months in advance, except for special events such as those needing extensive preparations.

5. The Hirer shall satisfy himself that the facilities to be hired are suitable for his purposes.

6. The use of the premises must not interfere with the proper working of the School or impair its efficiency. In particular the Hirer acknowledges that it will not have exclusive use of the site.

7. Gymnasium/sports hall

Only suitable footwear should be worn in the gymnasium or sports hall. No school games equipment may be used without permission and gymnastic equipment can only be used when an adult with recognised qualifications for the proposed activity is personally supervising at all times. For safety reasons, this condition also applies to other activities with young people. For further guidance the Hirer should consult the regulations described in the document ‘Safety in Physical Education’ available at the school.

8. Grass sports pitches and hard court multi-use games areas

1. These facilities should be used for their intended purposes only ie. participation in formal and informal play and sport.
2. The grass sports pitches and hard court multi-use games areas shall be hired, together with access to toilets and changing accommodation at the School. The Hirer shall not have any access to any other parts of the School.
3. The grass sports pitch shall be marked out for that sport and the hard court multi-use games area may have indicative markings for sports like netball, basketball, tennis and small-sided football. No additional marks shall be made to the sports pitch or hard court areas by the hirer.
4. The grass sports pitches shall have a limited playing capacity. The School reserves the right to restrict use of the grass sports pitch to protect it during inclement weather; when damaged or under repair; when waterlogged; or to fit in with the School curriculum or School demands.
5. Litter must be removed from the facility at the end of the hire session.

9. Catering facilities

The Hirer must agree to the contractual, hygiene and health and safety obligations set out by the School and to the payment of the deposit 10 days prior to the hire and the payment of the hire charges. This is in addition to any separate charges levied by the school for the use of any school facilities used in conjunction with the hire of the catering premises.

10. School equipment

No use may be made of apparatus such as stage fittings, pianos etc., without specific permission.

11. Fabric and fittings

The fabric and fittings (including electrical installations) and contents of the premises shall not be interfered with in any way. No treatment shall be given to prepare a floor for dancing and the wearing of stiletto heels is prohibited. Only authorised persons shall use steps or ladders. No nails or screws shall be driven into the walls, floors, ceilings, furniture or fittings, and no placards shall be affixed to any part of the premises. The School's furniture (other than chairs in the hired accommodation) and equipment shall not be moved except by prior arrangements. Official exit ways must be kept clear at all times. Any alteration or addition to the School's lighting or electrical heating systems is strictly forbidden, except with the written consent of the headteacher. Consent may be subject to conditions, which the Hirer will be required to observe. The Hirer shall, at the end of the hire period, leave the accommodation in a reasonable tidy condition, all equipment being returned to the correct place of storage.

12. The Hirer is responsible for the safe guarding and safe keeping of all items belonging to the Hirer, its guests/delegates or third parties engaged by it. The School accepts no responsibility for such items.

13. Storage

Storage facilities cannot usually be provided. When Hirers are permitted to leave equipment on the premises, they do so entirely at their own risk.

14. Hirer's property

Furniture and apparatus required may be brought on to the premises at the Hirer's own risk. Hirers shall not bring on to the premises, without the prior consent of the governors, any article of an inflammable or explosive nature, nor any article producing an offensive smell, nor any other substance, apparatus, or article of a dangerous nature.

15. The Hirer shall indemnify the establishment against all claims for damages, compensation and/or costs in respect of:

- i. bodily injury or illness to Third Parties, and/or
- ii. damage to Third Party property caused by or arising out of or being incidental to the Hirer's use of the premises.

16. The Hirer shall be responsible for loss or damage to the establishment's premises and contents therein the property of Bartley C Of E Junior School.

17. The Hirer shall effect adequate insurance in respect of the liabilities and the loss or damage referred to respectively in Conditions 15 & 16 above. (See the Annexe to this section for explanatory notes on insurance).

18. Refusal of hire

The governors may refuse an application to hire the premises if:

- a) The premises are required by the School.
- b) There has been any damage to the property, or breach of these conditions during previous use of the premises by the hirer.
- c) For any other reason the governors deem it necessary or expedient to refuse the application.

No compensation shall be payable by the governors by reason of such a decision.

19. Cancellation by the governors

The School reserve the right to cancel any hiring without notice if:

- i. the accommodation will, due to circumstances outside their control, be unavailable for the hire period or
- ii. the Hirer has failed to disclose material information concerning the proposed hiring, or
- iii. there are reasonable grounds to conclude that the Conditions of Hire may be breached to a material extent.

In the event of (i), all hiring fees will be refunded to the Hirer, but the School shall have no further liability to the Hirer. In the event of (ii) and (iii), any refund of hiring fees shall be at the discretion of the School.

Apart from exceptional circumstances, the governors will give at least four weeks' notice to the Hirer, should it become necessary to cancel or postpone a letting.

20. Cancellation by the Hirer

The Hirer must give at least four weeks' notice of cancellation to the School Business Manager. If any shorter period of notice is given, the governors reserve the right to pass on to the hirer any costs unavoidably incurred or to impose a cancellation charge.

21 Payment of charges

The Hirer shall pay the hiring fees, including any deposit, at the rates and times set out in the attached Schedule.

22. Invoicing

The Hirer acknowledges that in the event that the Hirer cancels the hiring there will be a cancellation fee payable as set out in the attached Schedule and any refund of monies already paid will be at the discretion of the School.

All hire charges must be paid within 14 days of the invoice being issued.

The School reserve the right, on proper notification, to invoice the Hirer for any charges arising from excessive cleaning time incurred as a result of the Hirer failing to leave the accommodation in a reasonable condition, or for repair of the premises or equipment damaged by the Hirer, or resulting from the Hirer failing to vacate the premises by the time stipulated in the hire form.

The Hirer shall, if so demanded, pay at the time of booking a refundable deposit to be held by the governors against costs unavoidably incurred as the result of insufficient notice of cancellation of booking, any damage caused by the Hirer, or additional cleaning required as a result of the premises not being left in a reasonably tidy condition. The proportion of the deposit to be retained will be decided by the governors and their decision will be final. Use of school meals facilities and equipment is subject to Bartley C of E Junior School conditions and a deposit of £100 is required.

23. Statutory requirements

1. All statutory requirements, including those relating to health and safety and public entertainments, must be strictly fulfilled by the Hirer. Film, music, dancing, indoor sporting events and stage events may be considered to be regulated entertainment and, as such, are licensable activities which require authorisation from the local licensing authority. For all regulated entertainment, it is the Hirer's responsibility to inform the local Licensing Authority and obtain the appropriate licence. This applies if tickets are to be sold at the door or advertised to the public, but also if tickets are offered to friends and neighbours or even if admission is free and open to all.
2. No musical works in the repertoire of the Performing Rights Society may be performed in public on the premises unless the Hirer has obtained the permission of the society. No copyright material may be delivered or performed unless the consent of the owners of the copyright has been obtained by the Hirer. The Hirer must indemnify the school against any action for breach of copyright.

24. Attendance and behaviour

- i. The Hirer shall ensure that the number of persons using the premises does not exceed that for which the application was made and approved.
- ii. The Hirer shall be responsible for ensuring the preservation of good order for the full duration of the letting and until the premises are vacated. The Hirer shall at all times provide an adequate number of supervisors for any activity and those supervisors shall be present throughout the hiring period. The Hirer shall be liable for damage caused by unruly or inappropriate behaviour.
- iii. It is the Hirer's responsibility to ensure that all those attending are made aware of their responsibilities, and Barlley C of E Junior School and Hirer's insurance arrangements.

25. The School reserves the right to exclude individuals or companies that it considers undesirable or inappropriate. The headteacher reserves the right to require a representative to be in attendance for the preservation of good order and safety and to recover from the Hirer any additional expenses incurred as a result of this condition. If the headteacher's representative considers the behaviour of the Hirer, its guest/delegates or third party contractors to be unreasonable, then the representative may cancel and/or terminate the event with immediate effect and the School shall not be obliged to refund any part of the Hire charge.

26. Alcohol

In no circumstances shall alcoholic drinks be available at any function without prior written consent of the governors. Permission will be granted only in exceptional circumstances. Applications must be made in writing at the time the Hirer applies for the use of the premises. If permission is granted for alcoholic drinks to be sold it will be the responsibility of the Hirer to ensure that a Temporary Event Licence is obtained from the local Licensing Authority. The Hirer

agrees to comply with all conditions and limitations attached to the Temporary Events Notice he obtains.

27. The School reserves the right to require sight of a Temporary Event Notice prior to the letting.

28. Gambling

The premises may not be used for games of chance, other than bingo, unless specific permission has been granted by the governors.

29. Emergency evacuation procedures

Hirers shall familiarise themselves with the fire precautions in force on the premises and with the means of evacuation in the event of a fire, bomb warning or any other threat to safety. The Hirer is responsible for ensuring that persons attending are made aware of the evacuation procedures. Fire and other exits must be kept clear at all times.

30. Smoking

There is a no smoking policy in force on the School site.

31. Site/lettings staff

The site and lettings staff are instructed by the governors to ensure that the conditions of hire are fully complied with. All reasonable instructions given by the site and lettings staff on duty must therefore be followed.

32. Use of the premises is limited to the accommodation hired and necessary facilities such as toilets. Car parking is permitted in designated areas at the premises subject to availability.

33. Right of access

The governing body and its agents reserve the right of access to the premises during the letting.

34. The headteacher or his/her representative reserves the right to suspend or withdraw use of the school by an individual group with immediate effect on the following grounds:

- causing intentional damage to the school, its equipment or any personal belongings of other users
- violent, threatening or abusive behaviour to a member of staff or other users
- theft of any property belonging to the School or other users
- disruptive behaviour which is interfering with the activities of others
- behaviour which puts at risk the health, safety or well-being of others
- non-compliance with or breach of licensing laws
- behaviour which is deemed to be offensive and/or results in complaints from users

- refusal to follow reasonable directions from the caretaker or other members of the school's staff
- non-payment of school invoices
- any other behaviour which is considered inappropriate to the smooth and efficient operation of the School, or against the interests of all users.

Following the suspension, the user will be given reasons in writing and will be offered the opportunity to appeal to the governing body of the School whose decision will be final.

35. The Hirer may not assign or sub-let the hire of the School.

ANNEXE

HIRER'S INSURANCE – INDEMNITY CLAUSE

In accordance with the terms of hiring it is customary to require persons/organisations to accept responsibility for damage to the premises and its equipment and for the Third Party claims involving injury to persons and/or damage to property.

A. INJURY TO PERSONS OR PROPERTY

1. The Hirer shall indemnify the school against all claims for damages, compensation and/or costs in respect of:
 - i. bodily injury or illness to Third Parties, including Bartley C of E Junior School School's servants and agents and/or
 - ii. damage or loss to Third Party property caused by, or arising out of, or being incidental to the Hirer's use of the premises.
2. The Hirer shall effect adequate insurance to cover this liability with a minimum limit of indemnity of
 - £10 million for commercial hirings except where otherwise agreed
 - £5 million for non-commercial hirings

B. DAMAGE TO PREMISES AND EQUIPMENT

1. The Hirer shall be responsible for the loss of, or damage to the premises and contents therein, which is the property of the School, except when loss or damage to the premises or contents are as a result of the negligence of the School.
2. The Hirer shall effect adequate insurance to cover this liability with a minimum limit of indemnity of
 - £10 million for commercial hirings except where otherwise agreed
 - £5 million for non-commercial hirings

Hirers must produce evidence that the required insurance cover is in place at least 7 days before the event.



**Health and Safety Policy
For Community and Out of hours use
(See school office for full copy of the H&S Policy)**

1. All visitors, including volunteers, are responsible for the safety of themselves and others. Their actions must not in any way jeopardise the safety of others. Any hazards must be dealt with as soon as possible, all reasonable steps taken to minimise any risk by removing and isolating the hazard and be reported to the Site Manager or School Business Manager.
2. All visitors including volunteers, must be responsible for ensuring that no dangerous chemical substances or appliances are used in any way on the site in a manner likely to constitute a danger either to themselves or to others. Furthermore, all visitors, including volunteers, must check with the Site Manager or School Business Manager if they are unsure whether any substance or appliance may constitute a hazard. COSHH regulations must be adhered to at all times. Appropriate training will be given to all Community visitors, including volunteers.
3. All visitors, including volunteers, must be fully aware of the fire procedures and competent in carrying out their duties in the event of an emergency.
4. Whilst on site all visitors, including volunteers, and customers must adhere to the no smoking policy.
5. There is a fully stocked, accessible First Aid box on the premises.
6. Any accidents to visitors or volunteers must be reported in the accident books held in the School Office.
7. The School Business Manger carries out an annual risk assessment for Community operation.



Community Complaints Procedure

If you have a complaint or would like to make a suggestion to help us improve our level of service then we would welcome your comments.

1. Speak to any member of the Site team and they will be happy to help.
2. If you prefer or are not satisfied then you can write directly to the School Business Manager at: Bartley C of E Junior School, Winsor Road, Bartley, Southampton SO40 2HR. We will respond to you within 14 working days of receipt of your complaint.
3. If you are not satisfied with the response then please write to the Headteacher who will respond within 14 days of receipt of your letter.
4. In the event that you remain unsatisfied, please send a copy of your letter to the Chair of Governors. The complaint will be considered by a panel who will respond within 28 days of receipt. The decision of this panel will be final.



FIRE PROCEDURES

PROCEDURE IN THE EVENT OF A FIRE

School Staff are to be aware of the procedures outlined in the School's Health and Safety Policy.

After hours (3.30 pm onwards and weekends and school holidays)

Break glass or detectors

- Site management staff will do their best to ascertain whether there is a real fire or not, but, realistically this will probably not be possible. Therefore the fire brigade will automatically be sent by the monitoring station.

Fire Procedure: - Evacuation plan – evenings and weekends

A. Procedure for all people on site.

1. Fire will be indicated by a continuous ringing on the electric bell system (or air horn if they are out of action – kept in school office and Site Manager's office).
2. All persons should leave the buildings by the nearest exit, leaving any personal belongings which have been left in changing rooms.
3. All persons should move in silence so that any instructions from the designated person in charge are heard.
4. All persons should gather outside on the playground. Pupils who are on the site for an evening function should remain under the control of the member of staff responsible for them. They should not attempt to leave the site with or without parents until they have been accounted for.
5. The designated member of staff in charge should contact the Headteacher as soon as is practical.
6. Once the building has been cleared the person in charge of fire safety for the evening will determine whether people can return to their activity or will need to leave the site.
7. If the Fire Brigade has been called on the automatic monitoring station, the Site Manager and/or assistant will ascertain the location of the fire and meet the fire brigade at the main gate, with the school keys, and will assist them as required.