

Terms and conditions of use of school premises

1. There will be at least two weeks' notice for any cancellation of a booking made by the hirer.
2. Payment of the appropriate charge will be made on demand.
3. If in attendance, site managers will give reasonable assistance, within the terms of their employment, to hirers.
4. The premises will be left clean and in good order and vacated not later than the time booked. The hirer shall reimburse any costs incurred by the Governors in cleaning the premises after the hiring necessary to ensure that the premises are sufficiently clean for normal use by the school.
5. The hirer shall pay to the Governors the cost of repair or replacement resulting from any loss or damage arising from the hiring however caused or whatever nature to the school premises and all equipment or property thereon (whether provided by the Governors or any other body or person). **Hirers shall ensure they have a policy of insurance to cover such liability up to at least £2 million** (amount as advised by the Risk Management and Insurance Unit) and shall produce the policy to the Governors on demand. The school can arrange insurance for an additional fee.
6. Hirers are responsible for bringing a working mobile telephone to use in case of emergency.
7. If the site manager is in attendance and the hirer provides additional personnel to prepare for a letting, these personnel shall be subject to the general direction and control of the site manager.
8. A hirer must not sub-let to another party.
9. (a) No intoxicating liquor will be brought on to or consumed on the premises except at a function organized by a body or bodies which the Governors the school shall have approved.
(b) Where a licence for the sale of intoxicating liquor is necessary for a function the responsibility for obtaining such a licence is solely the hirer's.
10. No preparations are to be applied to the floor. The wearing of footwear likely to cause damage to floors is forbidden. Persons found wearing such footwear will not be permitted to enter the premises. Non-marking footwear must be used in the Sports Hall.
11. Seating accommodation in the room booked may be used, but the hirer must make their own arrangements for any additional chairs, tables, etc required for the letting, and for removing them, together with decorations and any other materials introduced into the premises, before the school re-opens or following day.
12. On days when the School is in session articles such as furniture, flowers, etc., may not be delivered at the school before 16:30 hours on the day of use unless arrangements for earlier delivery are made with the Site Manager.
13. In the case of lettings for music, singing, dancing, or stage plays, the entertainment must be for a closed organization such as a society or club by invitation only.
NOTE: All other entertainments are classified as public entertainments, in which case there exists a statutory requirement that the school must be properly licensed. However, most school premises do not conform with the regulations governing the issue of licences for public entertainments so they cannot normally be used for this purpose. Any proposals to use a school for a public entertainment must be discussed carefully with the local District or Borough Council.
14. There must be no infringement of copyright, and in the case of musical entertainment the requirements of the Performing Right Society must be fulfilled.
15. **Stage lighting, audio and visual equipment:** the switchboard and equipment may be operated only by competent persons approved by the school. By arrangement with the Site Manager, the hirer must visit the establishment on the first day of hiring in order that a hand-over may be made to ensure the equipment to be used is in satisfactory working order. A similar hand-over is to take place at the end of the letting.
16. All Hallows School operates a No Smoking policy in all its premises.
17. Before approving any letting for the exhibition of pictures involving the use of films or television, enquiries should be made to the appropriate District Council as to whether the exhibition is exempted from, or requires, a licence under the provisions of the Cinemas Act 1985 or any statutory modifications thereof.
18. Hirers will have access only to the particular room(s) let to them, including where it is practicable the use of a cloakroom and toilet accommodation no case is access permitted to any other part of the premises including particularly accommodation set aside for specific use of staff. Admission will be restricted to persons associated with the Hirer only. There is to be no public admission to school premises unless agreed in writing with the Govern
19. **School Playing Fields:** the hirer must ensure that the use of the playing field will not prejudice its use for normal purposes. Full supervision by a responsible adult must be undertaken while the field is being used. Motor vehicles must not be taken on to the school playing field.
20. **Swimming Pool:** hire of the swimming pool will include a total of 30 minutes use of changing rooms. Hirers are advised that the changing rooms be available for 15 minutes before the session hire and 15 minutes afterward. It is the responsibility of Hirers to ensure that the changing rooms are occupied before and after these times. A qualified lifeguard must be present at all times.
21. **Fitness Suite:** a qualified supervisor must be present at all times to oversee correct and proper use of the equipment.
22. Any dispute on the use of school facilities or school equipment out of normal school hours shall be settled by the school Governors.

Power of Revocation

- (a) The Governors reserve the right to revoke without notice any contract for the hire of school premises.
- (b) Governors, or any employee of the Governors so authorised, are empowered to withdraw, without notice, permission to use school playing fields when such playing fields are unfit for use.