



IMPORTANT INFORMATION FOR DURING YOUR LETTING

Contact Telephone Numbers:

First Contact (Monday-Saturday)

Duty Officers

01543 255714 Ext 280

07379 545896

Emergency Contact only if unable to reach first contact

Site Manager (Mick Packwood)

07964 805767

Parking

Car parking is available on site at the Sports Centre, Astro Turf or Bader Field. Please DO NOT park on Kings Hill Road Emergency access for Saxon Hill School is required at all times.

Our site has a 5mph speed limit.

All vehicles are parked at the owners risk.

Emergency procedures/Fire

Please note: We do not provide access to a landline, the hirer must ensure a mobile phone is available for use in case of emergency at all times.

Site Manager/Duty Officer to provide fire procedures.

Safeguarding of Children

All lettings involving anyone under 18 years old or vulnerable adults under 25, must provide DBS details and a copy of your organisations safeguarding policy. These must be received before the let can be agreed.

Keeping Children safe during community activities, after-school clubs and tuition guidance [Keeping children safe during community activities, after-school clubs and tuition: non-statutory guidance for providers running out-of-school settings - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/keeping-children-safe-during-community-activities-after-school-clubs-and-tuition) states that all providers

- must have a safeguarding and child protection policy in place, including procedures for dealing with safeguarding incidents which are communicated to and understood by all staff member
- should have awareness of and training on the specific safeguarding issues that can put children at risk of harm (for example, abuse and neglect, peer-on-peer abuse, extremism and radicalisation)
- should have clear procedures on what to do if they have concerns about a staff member, volunteer or other adult who may pose a risk of harm to children

- should appoint a designated safeguarding lead (DSL), who has undertaken safeguarding and child protection training
- should provide parents with a named individual (such as the DSL) so they can raise safeguarding concerns, or if you are a lone provider provide the contact details of your local authority's children's services or the NSPCC helpline number
- should have contact details for the DSL and the local authority designated officer (LADO) and know the local referral route into children's social care

Suitability of staff and volunteers

- should ensure staff and volunteers have had relevant pre-employment checks (for example, DBS check, verification of identity) or, if you are a volunteer or self-employed, checked if the organisation contracting your services, can apply for a DBS check on your behalf
- should have regular performance reviews in place to check the suitability and training requirements of staff and volunteers after their appointment

Governance

- should have a clear complaints procedure
- should have an effective whistleblowing policy

Failure to comply with safeguarding arrangements would lead to termination of the agreement

First Aid

All lettings must carry their own first aid kit and that you have the ability to call the emergency services if required (mobile phone).

The school does have a defibrillator located outside the Sports Centre Duty Office. There is also a defibrillator located outside Bader Hall for hirers using that building the code to access this is **C123- turn the handle clockwise to open the cabinet.**

Supervision

Those letting the premises must provide supervision for those taking part in the letting activity who might arrive before the scheduled start time. It is expected that there will be no spectator's onsite.

Dogs

Dogs or other animals are not permitted onto the school site with the exception of guide dogs. The person in charge of the booking is responsible for ensuring anyone connected with their let is aware of this.

Waste Disposal

Any waste generated as the result of an event must be disposed of by the event coordinator or in liaison with the Duty Officer. If Duty Officers need to spend extra time cleaning up, you may incur an additional charge.

Storage

If storage of equipment has been agreed as part of your hire agreement, this is subject to an additional cost.

The school however accepts no responsibility for goods stored on site by external users.

Damage

Please report any loss, damage or breakage to the Duty Officer. The School will charge the hirer for any such loss damage or breakage.

Respect

The School will not accept any abusive, threatening or violent behaviour towards our staff. We will take action against anyone who assaults or intimidates a member of our team.

All users/hirers must comply with these conditions of use, have regard for the safety of, and behave considerately towards other users, colleagues, the building and equipment. Any user/hirer not doing so may be asked to leave the premises and must immediately leave if asked.

You are responsible for the behaviour of any children you bring to the centre and must explain any relevant rules and conditions to them. You must comply with notices and signs on display in the school. Be mindful of other hirers around you; please refrain from the use of inappropriate language which may offend or upset other hirers.

Adverse Weather

If the school is closed due to adverse weather, a message will appear on the School Web Site and a text will be sent to the contact given to the school on the hire agreement to advise of school closures. If a letting does go ahead in adverse weather, lettings are reminded to ensure that they take gritted routes to and from the premises.

Adverse Incidents or trespassers

Please report adverse incidents such as trespassers on site immediately to the Duty Officers.

Equipment

Equipment belonging to the group letting the premises must be safely maintained and suitable for use for the activity and suitable for use in the premises. Electrical Equipment must not be used unless currently PAT tested.

King Edward VI School

September 2024

GENERAL CONDITIONS OF USE FOR HIRE OF FACILITIES

School premises are provided essentially for educational purposes and must not be let in such a manner as to prejudice their use for this purpose.

Applications

All correspondence and applications for the hire must be made directly to the School at least 14 days before the desired date. All applications are subject to approval by the Governing Body of the School, but subject to any direction given to them by the LA. Applications will not be considered for the use of educational premises for:

Committee rooms for candidates at elections.

Livestock shows.

Public meetings unless no alternative accommodation is available.

Hirer

The hirer must be over 18 years of age and shall be the person by whom the application form for the hiring is signed. Such person shall be responsible for the payment of the fees payable in respect of the hiring and for the observance and performance in all respects of the conditions and stipulations contained in the hire agreement.

Fees and charges

The hire fee shall be paid in full upon receipt of the invoice. Fees are subject to an annual review by the Governing Body. Further charges in addition to those on the agreement may be applicable in the event of damage or additional costs incurred by the school over those agreed.

Duration of the Letting

The Governors shall determine in advance the duration of a letting and the time at which the premises are to be closed.

As we are a school, please be aware that the sports hall is unavailable for hire during exam periods as follows;

- **December - 3 weeks**
- **March – 2 weeks**
- **May/June – 5 weeks**

Sports facilities also close Bank Holidays and for up to 2 weeks every Christmas.

Cancelling of hiring by Governing Body

The Governing Body reserves the right to refuse any application without stating reasons for so doing.

The right is reserved to cancel any hiring, without notice, where the Governing Body considers it necessary for any cause outside their control.

There may be occasions where the facilities are required for school use e.g Open evenings and in such circumstances, hirers will be given as much notice as possible that the facilities are unavailable.

Cancellation or postponement by Hirer

Hirers will be allowed to cancel or postpone such bookings. Refunds or fees payable are at the discretion of the Governing Body.

Hired Area

Access is strictly restricted to the hired area and any toilet facilities, entrances, exits and corridors as directed by the Governing Body.

The LA and Governing Body reserve to themselves, and their officials, the right to enter the hired area at all times on producing evidence of their identity.

Variation of Conditions

There shall be no variation to the conditions of hire without the express consent of the Governing Body.

Care of School Premises

The hirer is responsible for everyone who is on the School's premises for the activities they are organising and, generally, for everyone who comes on to the parts of the School's premises which are under the hirers control at the stated times. The hirer is responsible for ensuring that they comply with all the terms of the hire agreement.

No notices or placards shall be affixed to, lean upon or be suspended from any part of the school premises

No bolts nails, tacks, screws, pins or other similar objects shall be driven into any of the walls, floors, ceilings, furniture or fittings. The hirer shall ensure that no persons using the permitted area are wearing shoes with stiletto heels or other footwear which may in the opinion of the Governing Body be damaging to the floor surfaces of the hired.

Intoxicating Liquor

Intoxicating liquor shall not be brought into nor consumed on school premises without the prior consent of the Governing Body. Where such consent is given hirer must comply with the Licensing Laws and provide evidence of such to the Governing Body.

Smoking

There shall be no smoking on the school premises on the grounds of the fire security and the potential for damage to floors and furniture.

Public Entertainment and other Licences

The promoters of entertainment and functions to which the public are admitted on payment shall be responsible for completing to the satisfaction of the Governors all formalities in connection with the use of the premises for that purpose. Where the Chief Fire' Officer or Licensing Authority require additional facilities for. The purpose of a letting (such as "Exit" sign and emergency lighting) which are not already installed, it shall be the responsibility of the Hirer to provide such facilities of an approved type and method of installation.

Payment for admission shall be deemed to include admission by tickets or programmes or by any other method by which the making of a payment entitles a person to admission.

No entertainment or function to which the public are admitted shall be allowed unless the premises are licensed for the purpose under the bye-laws of the Local Authority in whose area the premises are situated and all necessary regulations against fire are complied with.

The hirer shall be responsible during the function or entertainment for which the premises are hired for ensuring:

- all safety requirements and recommendations of any licensing authority are complied with;
- any limitation on the number of persons admitted imposed by any licensing authority or the Governors are complied with;
- Suitably qualified persons are employed to be responsible for the supervision of the premises and the conduct of those attending so as to avoid personal danger, and damage to the premises.

Copyright and Performing Rights

No copyright work shall be performed without the licence of the owner of the copyright and the payment of any appropriate fees.

The hirer shall comply with all the provisions of the Copyright, Designs and Patents Act 1988. If the hirer shall fail to do so any permission previously granted by the Governing Body to use the school premises shall be immediately cancelled and the Governing Body shall have the right to recover fees, charges or any other payments referred to in these Regulations.

The hirer shall indemnify the Governing Body from and against all actions, proceedings, costs, claims or demands whatsoever, arising out of the performance of Copyright Works on school premises.

The hirer shall, immediately after any performance or function at which music has been performed or songs sung, complete, sign and return to the Performing Right Society a Performing Right Society Limited form obtainable from the Performing Right Society Limited, 29-33 Berners Street London W1P 4AA.

If it is proposed to play a copyright recording in public, application for a licence so to do must be made to Phonographic Performance Ltd, 103 James Street, London W1R 3HG

Evidence that the necessary licences have been obtained must be supplied to the school at one month before the letting.

Gaming

No gaming is allowed except in accordance with the conditions of the Gaming Act 1968, Section 41 when gaming is carried on at an entertainment promoted for raising money to be applied for purposes other than private gain. A copy of these conditions is open for inspection in the Local Magistrates Court during the normal hours of business and the hirer shall be deemed to have knowledge of the contents thereof whether or not he has availed himself of the opportunity of inspection.

Use of Equipment

The hire area does not include the use of any equipment except where specifically agreed and subject to any fees deemed appropriate by the Governing Body. No refreshments shall be supplied from the kitchen canteen or dining room of an establishment except after consultation with the School Catering Manager. School furniture (other than chairs for use in halls) shall not be moved except by arrangement. The hirer must do everything reasonable to avoid loss, damage or breakage to the School's property whilst the School's premises are under the hirer's control. Any loss, damage or breakage must be reported as soon as practicable to the Headteacher. The Governing Body will be entitled to charge the hirer for any such loss, damage or breakage on terms to be approved by the school.

Insurance

The hirer will be required to indemnify the School against any liability at law in respect of any accident involving death or bodily injury to any person or damage/loss of any property happening in connection with the use of the premises unless due to the negligence of the Governing Body, its Servants or its Agents.

The Authority has a special insurance policy which will provide cover for the hirer in certain cases. Policy details including conditions and exclusions can be found in the attached document.

Where the hirer is a political organisation, a professional entertainment promoter, or uses the premises on a commercial/business basis or is unable to satisfy the requirements of the Third Party Hirer's Policy then they will be required to obtain their own Public Liability insurance.

Parking of Vehicles

The parking of vehicles on the school's property shall be permitted in approved areas only on condition that persons bringing such vehicles on to the premises do so at their own risk and that they accept responsibility for any damage to the school's property or injury to any person whether connected with the establishment or not, caused by such vehicles or their presence on the school's premises.

Use of Playing Fields

Any hiring of a playing field may be cancelled at short notice if weather conditions or the state of the ground make it likely that unreasonable damage may result from use.

Suitable footwear must be worn at all times.

Miscellaneous

The hiring body shall comply with such additional conditions as the County Council, Headteacher, or the Governors may require in writing, to be observed for a particular letting.

Sub-letting is not permitted, but shared lettings of the sports hall are permissible provided that all sharing organisations are included in this application. All the organisations included in an application should be jointly and severally liable for the default of any organisation included in that application.

No photography is permitted without the express permission of the school.

Animals are not permitted on site during the let, with the exception of Guide Dogs.

Where a key is issued, it is for use at the stated time and access only those rooms/facilities specified in the hire agreement. In the event of a termination or expiry of the contract any keys that have been issued must be returned immediately.