

# Facility Hire Information

# Contents

Item	Page Number
Terms and Condition of Hire	3
Booking Form	6

## HENLOW CHURCH OF ENGLAND ACADEMY

### TERMS AND CONDITIONS OF HIRE

For the purpose of these 'Terms and Conditions' the following definitions apply.

- 'School' – The Governing Body, Head Teacher or person authorised to act on behalf of the Governing Body of Henlow Church of England Academy.
- 'Hirer' – The person or organisation who has signed the Schools Application for Hire Booking Form irrespective of whether or not a charge is made for use of the premises.
- 'Let' or 'Letting' – Where the School has issued a written confirmation to the hirer that School premises may be used in accordance with the applicable Conditions for Hire.
- 'Block Booking' – means a contract for a series of hire periods, which also includes bookings by clubs, societies or any other groups or organisations.

#### Hirer

- The hirer, being the person, or organisation, signing the booking form shall be responsible for observance of the school's 'Conditions of Hire' and must be present throughout the period of the letting.
- The hirer undertakes to comply with all instructions relating to the hire of the premises made by the school's onsite representative.
- Where the hirer signing the booking form is an individual, he/she must be over 18 years of age. A person authorised to sign on behalf of an organisation must be over 18 years of age.

#### General Terms

- The use of the premises will include use of ladies and gent's toilets and such tables, chairs and equipment as are determined by the hirer and school at the time the booking is confirmed. The school will provide free car parking facilities within the school grounds up to a number agreed.
- School equipment, materials, students work etc must not be used or moved without prior consent in writing from the school.
- The hirer shall not bring onto school premises or use: any equipment for heating food, any equipment involving combustible material, film projectors using combustible film, wall attachment items.
- Only that part of the premises hired, apart from access, toilets and areas designated for parking, may be used. The hirer must ensure that any persons attending shall not enter upon any other part of the school premises.
- All lockers must be vacated at the end of the agreed hiring period.
- If the hirer cancels within 60 days of the date of the booking or fails to use the facilities hired, the hirer shall pay the school the full hire charge. If the hirer cancels prior to 60 days before the date of the booking, the hirer shall pay 50% of the full hire charge.

The school reserves the right to:

- a) Cancel the letting at any time without reason and, in such event, shall not be liable for damages or otherwise in respect of such cancellation; the school will endeavour to find alternative accommodation
- b) Cease the letting if the hirer fails to comply with the fire and health and safety regulations
- c) Relocate lets depending on need and circumstances and alter times where necessary.
  - The hirer shall not assign or sublet the premises or any part of the premises
  - School staff may enter the premises at any time for any reason during the period of hire.
  - The hirer is responsible for the area of the premises hired and access and egress routes for the period of the hire.
  - It is the responsibility of the hirer to ensure that the accommodation used is left in a clean, neat and tidy condition. If in the opinion of the Site Agent the premises are not left clean, the Site Agent will arrange for premises to be cleaned and the cost will be recovered from the hirer.
  - All hirers must comply with the allocated times of the booking; failure to adhere to this condition will incur costs for any additional extra time. The hirer must ensure that all attendees are off the school site by the end of the letting time.
  - When classrooms are hired for use, it is the responsibility of the hirer to ensure that pupils property, work and school equipment is not interfered with in any way.
  - Any damage, litter or disorder to the premises upon your arrival must be reported to the site agent immediately.

Site Agent's Duties in Connection with Lettings

- The Site Agent is the school officer supervising your letting.
- The Site Agent is responsible for making sure before and after the letting that:
  - a) The premises are open at the agreed time as stated on the application form or subsequently approved by the school
  - b) Room(s) to be hired is unlocked and that the accommodation to be hired is in a safe and satisfactory condition for the organisation to hire.
  - c) The security of the site is ensured at all times while the letting is taking place
  - d) Premises are checked before and after your letting for damage and to ensure that the premises have been left in a clean and tidy condition.
  - e) Where the same accommodation is hired by more than one group on the same day, to ensure that the accommodation is checked in between each letting
  - f) As far as is practicable, it is ensured that the users of the site do not behave in a manner likely to cause injury to themselves or others or result in damage to the buildings or contents; in the event of an emergency, telephone for assistance and assist the organisation on the school site
  - g) They remain on the school premises throughout the duration of the let

## Health & Safety

- There will be NO smoking on school premises including the use of e-cigarettes.
- Permission to use the premises will not be granted if the school feel that the occupation would create unreasonable disturbance or inconvenience to the residents in the neighbourhood or if it interferes with any existing letting or school activity.
- The hirer must secure the preservation of law and order and take all reasonable steps to prevent injury, loss or damage to any person or property on all occasions during the hire.
- The hirer must risk assess the hired area before occupation. If they do not deem the area safe, they must not occupy the letting and inform the schools representative immediately.
- The hirer is responsible for arranging any first aid provision for their organisations members whilst on the premises. The school will require a letter of indemnity from the hirer to prove this.
- Any equipment brought onto site will be the responsibility of the hirer.

## Nuisance

- The hirer shall ensure no nuisance is caused to the residents of nearby houses by reason of the letting.
- Noise, particularly music, shall be no more than as deemed reasonable by the schools on site representative.
- The hirer will ensure guests/visitors to the event park vehicles in the designated parking bays within the school grounds and not on residential roads surrounding the site.

## Insurance Cover

- The hirer must arrange adequate Public Liability Insurance to protect them against claims for injury, loss or damage caused to third parties or their property.

(On behalf of the hirer)

(On behalf of the school)

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_ Print Name: \_\_\_\_\_

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

Please return the following documents to Henlow Church of England Academy:

[facilities@henlowacademy.org.uk](mailto:facilities@henlowacademy.org.uk)

**Signed Letting Booking Form**

**Signed Terms & Conditions of Hire**

**Copy of Public Liability Insurance**

**Proof of First Aid Provision/Letter of Indemnity**

**Proof of Safeguarding Training (if working with young people)**

Failure to provide any of the above documents will result in the booking being cancelled immediately.

# Lettings Booking Form

Name of Applicant: .....

On behalf of: .....  
(organisation name if applicable)

Address of Applicant: .....  
.....  
.....

Tel: ..... Mobile: .....

Email: .....

Nature of Hire: .....

Date of Hire to Start: ..... Date of Hire to Finish: .....

Day	Time Start	Time Finish	Total Cost
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Facilities Required					
Sports Hall		Playground		Field	
Theatre		Whole MUGA		Classroom	
Hall		Half MUGA		Kitchen	

Do you require use of the changing rooms?     Yes     No

Is a licensed bar being applied for?     Yes     No

*(Applicants are responsible for obtaining the necessary licences)*

**I confirm that I/we have my/our own Public Liability Insurance cover and have provided a copy to the school.**     Yes     No

I agree to the Terms & Conditions of Hire as set out by Henlow Church of England Academy.

Signed: ..... Print Name: .....

Position: ..... Date: .....