



OAKLANDS CATHOLIC SCHOOL **AND** **SIXTH FORM COLLEGE**

With delegated responsibility from the
Edith Stein Catholic Academy Trust

TERMS AND CONDITIONS OF HIRE POLICY

APPROVED BY BUSINESS AND COLLABORATION COMMITTEE	September 2020
SCRUTINISED BY SENIOR LEADERSHIP TEAM	September 2020
DATE LAST REVIEWED	September 2020
MEMBER OF STAFF RESPONSIBLE	Director of Business and Finance
STATUTORY / NON-STATUTORY	Non-Statutory



Community

Unity



Opportunity

Policy Amendments

Version Date	Section / Page	Amendments
September 2020	16.3	Inclusion of requirement for Risk Assessments including for pandemics.

EDITH STEIN CATHOLIC ACADEMY TRUST
A Company Limited by Guarantee
Registered in England and Wales, Company Number 7721932

OAKLANDS CATHOLIC SCHOOL & SIXTH FORM COLLEGE

Conditions of hire for issuing to the hirer

1.0 In these Conditions:

'School' means the school identified at the head of this document.

'Governors' means the Local Governing Body of Oaklands Catholic School

2.0 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.

3.0 Compliance with Conditions

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

4.0 Applications

- 4.1 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.
- 4.2 The Local Governing Body endeavours to make available all facilities in a safe condition. It is the Hirer's responsibility to inspect and to be satisfied as to the safety and suitability of the facilities provided before the hire commences. It is the Hirer's responsibility to ensure all policies and procedures are in place with regard to safe guarding of children and signing the booking form confirms a 'transfer of agreement' is in place and that all vetting checks have been carried out.
- 4.3 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.
- 4.4 The School reserves the right to move a group from one general purpose room to another in the interests of economy (i.e. to save on heating).

5.0 Sports Hall/Gym

- 5.1 The use of outdoor footwear, including any footwear used on 3G or 4G pitches is not permitted in either the Sports Hall or Gym. All users must change their shoes before entering these areas and no black soled shoes or any soled shoes, which mark the floor, may be used.
- 5.2 The use of the Sports hall/Gym includes the use of changing facilities and showers.
- 5.3 Youth Groups will not be allowed to enter the Sports Hall or Gym without their authorised trainer/adult supervisors
- 5.4 Litter must be removed from the facility at the end of the hire session.
- 5.5 **Cricket**
- (i) The school provides nets, mats and stumps.
 - (ii) The hiring group is responsible for laying out all equipment ensuring that the nets are fully drawn.
 - (iii) It is the responsibility of the group to replace all equipment neatly at the end of the hire period.
 - (iv) Only the correct non-marking cricket balls may be used, to be provided by the Hirer
- 5.6 **Badminton**
- (i) There are 3 courts available for use in the Sports Hall and 1 in the Gym. There are separate prices for these 2 areas.
 - (ii) Nets and posts will be provided but rackets and shuttlecocks must be provided by the Hirer.
 - (iii) It is the responsibility of the Hirer to replace all equipment neatly at the end of the hire period.
- 5.7 **Football**
- (i) The use of any ball other than an **INDOOR FELT COVERED FOOTBALL** is strictly forbidden.

6.0 Grass Sports Pitches and Hard Court Multi-Use Games Areas

- 6.1 These facilities should be used for their intended purposes only ie. Participation in formal and informal play and sport.
- 6.2 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.
- 6.3 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.
- 6.4 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.
- 6.5 Litter must be removed from the facility at the end of the hire session.

7.0 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.

8.0 School Equipment

Hire does not include and no use may be made of apparatus such as stage fittings, sound equipment, pianos etc., without specific permission.

9.0 Fabric and Fittings

- 9.1 The fabric and fittings (including electrical installations) and contents of the premises shall not be interfered with in any way.
- 9.2 No treatment shall be given to prepare a floor for dancing and the wearing of stiletto heels is prohibited.
- 9.3 Only authorised persons shall use steps or ladders.
- 9.4 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.
- 9.5 The School's furniture (other than chairs and tables in the hired accommodation) and equipment shall not be moved except by prior arrangements.
- 9.6 Official exit ways must be kept clear at all times.
- 9.7 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.
- 9.8 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.
- 9.9 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.

10.0 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.

11.0 Hirer's Property

- 11.1 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 school, 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.
- 11.2 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.
- 11.3 It must be emphasised that part of the agreement between the school and the hirer is that the hirer will pay the full cost of repairs for any damage caused by the group of a member of the group who have hired the school facilities.
- 11.4 The Hirer shall affect adequate insurance in respect of the liabilities and the loss or damage referred to respectively in Conditions 14 & 15 above. (See appendix following Conditions of Hire for explanatory notes on insurance).

12.0 Refusal of Hire

- 12.1 The Governors/Headteacher 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.
- 12.2 No compensation shall be payable by the Governors by reason of such a decision.

13.0 Cancellation by the Governors/Headteacher

- 13.1 The School reserves 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.
- 13.2 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.
- 13.3 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.

14.0 Cancellation by the Hirer

The Hirer must give at least one weeks' notice of cancellation in writing to the Lettings administrator, acting for the Head Teacher and Governors. In the event that the Hirer cancels within 48 hours of the booking the full hire charges will be payable.

15.0 Payment of Charges

- 15.1 The Hirer shall pay the hiring fees, including any deposit, at the rates and times set out in the Booking form.
- 15.2 All hire charges must be paid within 30 days of the invoice being issued.
- 15.3 The School reserves 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.
- 15.4 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 approval and a deposit of £250 is required.

16.0 Statutory Requirements

- 16.1 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. The Hirer must inform the School, and such activities may already be covered under the School's Premises licence. 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.
- 16.2 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 and the County Council against any action for breach of copyright.
- 16.3 A copy of risk assessments for all activities undertaken by hirers on Oaklands Catholic School premises must be provided to the school on request. This will normally be before the first hiring and periodically after the initial hire. Risk assessments must be reviewed and updated to include all changes in factors including any required for the management of any local, national or international health concerns such as the control of the spread of illnesses or infections.

17.0 Attendance and Behaviour

- 17.1 The Hirer shall ensure that the number of persons using the premises does not exceed that for which the application was made and approved.
- 17.2 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.
- 17.3 It is the Hirer's responsibility to ensure that all those attending are made aware of their responsibilities, and the County Council's and Hirer's insurance arrangements.
- 17.4 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.

18.0 Alcohol

- 18.1 In no circumstances shall alcoholic drinks be available at any function without prior written consent of the Governors/premises licensee. 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 the function is covered by the School's Premises Licence or a Temporary Event Licence is obtained from the local Licensing Authority. The Hirer agrees to comply with all conditions and limitations attached to the School's Premises Licence or the Temporary Events Notice he obtains.
- 18.2 The School reserves the right to require sight of a Temporary Event Notice prior to the letting.

19.0 Gambling

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

20.0 Emergency Evacuation Procedures

- 20.1 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.
- 20.2 The Hirer is responsible for ensuring that persons attending are made aware of the evacuation procedures.
- 20.3 Fire and other exits must be kept clear at all times.

21.0 Smoking

Smoking is prohibited anywhere on the School premises and the Governors have levied a fine of £25.00 per person, adult or young person, who disregards this policy.

22.0 Site Manager

22.1 The Site Manager is instructed by the Governors to ensure that the conditions of hire are fully complied with. All reasonable instructions given by the Site Manager on duty must therefore be followed.

23.0 Use of Premises

Use of the premises is limited to the accommodation hired and necessary facilities such as toilets.

24.0 Vehicles on Site

24.1 Car parking is permitted in designated areas at the premises subject to availability. Parking is not permitted on the playgrounds, courts or pavements.

24.2 Vehicles on site should be driven at a responsible speed at all time, not exceeding the maximum speed limit of 5 miles per hour and having full regard to the safety of others.

25.0 Right of Access

25.1 The Governing Body and its agents reserve the right of access to the premises during the letting.

25.2 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 site supervisor or other members of the School's staff
- non-payment of School invoices
- driving irresponsibly and exceeding the speed limit of 5 mph.
- any other behaviour which is considered inappropriate to the smooth and efficient operation of the School, or against the interests of all users.

25.3 Following the suspension, the user will be given reasons in writing and will be offered the opportunity to appeal to the Governing Body whose decision will be final.

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

APPENDIX

A1.0 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.

A2.0 INJURY TO PERSONS OR PROPERTY

- A2.1 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 the 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.
- A2.2 The Hirer shall affect 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

A3.0 DAMAGE TO PREMISES AND EQUIPMENT

- A3.1 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.
- A3.2 The Hirer shall affect 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
- A3.3 Hirers must produce evidence that the required insurance cover is in place at least 7 days before the event.

A4.0 NON-COMMERCIAL HIRERS

Due to difficulties experienced by non-commercial hirers in arranging Public Liability Insurance with a Limit of Indemnity of at least £5 million the School has arranged Hirer's Liability insurance through Zurich to a limit of £2,000,000 with an excess of £100. Any hirer who cannot produce evidence of Public Liability Insurance, must as a condition of the proposed hiring, accept the Hirer's Insurance arranged by Oaklands Catholic School, (The Hirer has to inform the School if this cover is required.)