



Conditions of Hire - School/Educational Premises

The letting/hiring is permitted by the school and its academy council on the understanding that the following rules, procedures and any specific school policies provided to you are adhered to at all times.

The school and its academy council reserve the right to refuse any application to hire facilities without reason to the hirer if they feel such a letting is not in the interest of the school. The person(s) signing the lettings agreement on behalf of the hirer are personally responsible for ensuring these terms and conditions and any other appropriate school policies and procedures are fully complied with.

Conditions of Hire

1. Accounts, Holidays & Cancellations

- i. All invoices will be raised in advance of the letting period i.e. at the beginning of the month for that month. The cost of the hire is payable immediately upon receipt of the invoice, to the Finance department at the school, cheques should be made payable to St Wilfrid's Catholic High School.
- ii. Failure to settle the account by the due date can invalidate the letting agreement and the letting will be terminated with immediate effect.
- iii. If you do not agree with an account, please contact the school Finance department immediately.
- iv. St Wilfrid's Catholic High School reserves the right to cancel any hire without reason. School activities will always take precedence over any hire. This would result in a full refund.
- v. The charge for facilities staff (if required) is the actual cost to the school and includes National Insurance, superannuation and travel costs.
- vi. The scale of charges is reviewed annually each April and any changes will take effect the following September.

2. Fire Regulations

- i. Hirers will acquaint themselves immediately with the Facilities personnel, who will then point out to you the fire evacuation procedure and assembly points, fire doors, fire appliances, and telephone and emergency contact details (see below).
- ii. In the event of a fire dial 999 – Evacuate the building immediately closing all doors and windows and if possible turning off any electrical appliance in use, assemble at the designated evacuation point (The fire assembly point is in the tennis courts outside the dining hall entrance into the pool by the car park.
- iii. After raising the alarm you must speak to the named contact provided to you by the school to advise them of the incident. It is your responsibility to take a roll call to see that everyone is out of the building. If anyone is missing, advise the Fire Brigade immediately upon their arrival.

3. Damage

Damage of any kind (except that caused by fire, which is covered by the School insurance policy) sustained to the premises, fixtures and fittings, furniture and other contents belonging to the School or the Diocese therein arising out of or in connection with the hire shall be made good at the expense of the hirer within one month to the satisfaction of the Headteacher.

4. Insurance

Hirers will be required to indemnify the school/BKCAT and Diocese in respect of any claim for loss or damage to property or personal injury, accident or loss, death of any person arising out of the use of the premises by the Hirer for a limit of liability of not less than £5m. The school will require proof of insurance before a letting is agreed.

5. DBS Certificates & Safeguarding Evidence

The school will require evidence of an organisation's safeguarding procedures and certificates for relevant staff. Plus DBS Checks (previously CRB) for those lettings involving activities with young persons or vulnerable adults or where other young persons or vulnerable adults will be occupying the premises at the same time. Hirers are responsible for letting the school know of any changes in members of staff and providing copies of the documents mentioned above.

6. Qualifications

Anyone hiring the school swimming pool must have the appropriate qualifications, and ensure that adequate supervision is in place for the numbers involved and the type of activity undertaken. The attached conditions for hire of the swimming pool must be adhered to at all times.

7. Use of Premises

- i. The premises shall not be used for any purpose other than that for which permission has been granted. (This must be stated on the request to hire form).
- ii. No articles may be left for a hire without the prior agreement of the Academy Business Manager.
- iii. Vehicles shall not be allowed on the playing fields. No unauthorised parking of vehicles will be permitted on school premises.
- iv. All vehicles left at the owners' risk.
- v. Additional conditions for hiring the swimming pool are attached to this document.
- vi. The number of persons using the premises shall not exceed the authorised number, which will be communicated to the hirer on completion of the request to hire form. For hire of the swimming pool the numbers shall not exceed those on the conditions of hire for the swimming pool.
- vii. No guarantee is given in respect of the number of chairs available. No transfer of furniture should be made between one hall or room and another by the hirer except by prior agreement with the school.
- viii. The use of any materials for preparing floors for dance and the wearing of shoes likely to damage floors is prohibited. No black-soled trainers are allowed in the Sports Hall.

8. Licences

No public performance of a play nor any cinematography exhibition nor any public dancing, singing, music or other public entertainment of the like shall be performed in the premises unless the necessary licence for the same shall first have been obtained from the appropriate authority and all the necessary measures taken to fulfil the conditions of that licence.

9. Performing Rights Society

Application must be made to this society where copyright material is to be used, it is the hirer's responsibility to comply with all appropriate laws.

10. Flammable Substances

No flammable substances should be brought into or stored or used on the school premises. Special effects and the use of pyrotechnics also require special written permissions.

11. Alcohol, Drugs, Smoking & Gambling

- i. The hirer must have permission from the school before arranging for alcoholic drinks to be consumed on educational premises. The hirer is responsible for obtaining any licence necessary if intoxicating liquor is to be available during the hiring.
- ii. Alcohol may not be brought on to the premises whilst the school is in session and children present. All empty bottles/crates etc. must be removed from the premises after the hire and before school resumes.
- iii. Drugs or smoking is not acceptable at any time, by anyone, this includes external areas of the site. Drugs must not be brought onto, sold or consumed on school premises. Gambling is not permitted under the terms of the letting agreement.

12. Health & Safety

- i. The hirer must notify the Academy Business Manager in advance if any movement of school furniture or equipment is required. Hirers must NOT move school property or furniture themselves.
- ii. The hirer is responsible for the supervision, behaviour and safety of those attending any event they hold, this includes minimising trip and slip hazards, crowd control, providing the appropriate number of attendants, noise levels and general behaviour. Addressing these and any other safety issues should form part of the hirer's risk assessment for the event or activity.
- iii. The hirer must not bring their own equipment on to site without the permission of the Academy Business Manager. In addition to this any electrical appliances must be PAT tested.
- iv. The hirer must familiarise themselves with all appropriate policies, procedures and risk assessments provided by or available upon request from the school.
- v. It is the hirer's responsibility to provide adequate (qualified) first aid for the event. The hirer must report any accidents, incidents or building defects to the building supervisor immediately.
- vi. Use of the school cooking and catering facilities is not permitted unless prior written consent has been given by the school. Where consent is obtained the hirer must have a valid basic hygiene certificate. Children must NOT be allowed in kitchen areas at any time unless supervised and risk assessed. This must be agreed in writing with the school prior to the event.

13. Transfer of Hire

The hirer shall not transfer his/her agreement with the school to another party under any circumstances.

14. Cleaning and Security

Unless otherwise indicated on your request to hire form responsibility for cleaning areas used after a letting will be that of the hirer. Hirers are responsible for their own personal security & property and ensuring the security of the school building is not compromised, hirers should ensure any window/doors/gates etc. are kept closed and or locked as instructed by the Academy Business Manager. The Facilities Staff or Security Team will be responsible for opening and closing the building and setting the alarm unless otherwise indicated.

Contact Telephone Numbers for Hirers:

School Reception

01977 691000

Lettings & Events Team

01977 691000 ext 278/149/154

Site Manager

01977 691000 ext 234

Site Staff

01977 691000 ext 209

Academy Business Manager

01977 691000 ext 147