



George Grenville Academy

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Headteacher: Mrs Emma Killick

TERMS AND CONDITIONS FOR HIRING SCHOOL PREMISES

Use of the Premises

Use of the school's premises and its facilities is subject to the condition shown below. The premises are available to all members of the community for both commercial and non-commercial uses.

Hours of Opening

The facilities at the school are normally available for the use of hirers between the hours of 6pm and 10pm on weekdays and 9am and midnight on Saturdays, provided that authorised persons are available to open and close the premises. In exceptional circumstances, these hours may be extended on application to the Headteacher.

Charging for a Hiring

The governing body is responsible for setting the charges for the hiring of the academy premises

Maximum Capacity

The maximum capacity for the school hall is 270 persons. This figure includes helpers and performers and on no account must be exceeded.

Status of the Hirer

The "hirer" shall be the named individual on the hire agreement and this person will be personally responsible for payment of all fees or other sums due in respect of the letting.

Lettings will not be made to persons under the age of 18, or to any organisation or group with an unlawful or extremist background.

The hire agreement is personal to the hirer only, and nothing in it is intended to have the effect of giving exclusive possession of any part of the school to them or of creating any tenancy between the academy and the hirer.

Application Process

Enquiries should be made via the school office or by email (office@georgegrenville.co.uk)

A booking form is to be completed and returned to the school at least 21 days before the event. On receipt of the booking form and approval by the Headteacher, a letter of confirmation will be forwarded to the hirer asking for acceptance of the Terms and Conditions and showing the charge to be made.

Block bookings, period bookings or bookings more than 3 months in advance will only be accepted provisionally.

An invoice will be forwarded to the hirer after the event to be paid within 30 days of receipt of the invoice. For block bookings the hirer will be invoiced in arrears at the beginning of each month.

The Governing Body, or the Headteacher acting on its behalf, reserves the right to refuse any application for the use of the school premises.

Cancellations

The school reserves the right to terminate a booking with reasonable notice (normally no less than 15 working days) and to charge for all cancellations made by the hirer unless two weeks notice is given.

Safety Requirements

The School has been granted a public entertainment licence. All conditions attached to the granting of the licence, stage play or other licences and the School's Health and Safety Policy (attached hereto) shall be strictly observed. Nothing shall be done which will endanger the users of the building, or invalidate the policies of insurance relating to it and to its contents. In particular:

- a) adequate supervision must be provided to maintain order and good conduct, and, where applicable, the hirer must adhere to the correct adult/pupil ratios at all times when these are specified for particular activities, e.g. by national governing bodies of sports, scouts etc.
- b) obstructions must not be placed in gangways or exits, nor in front of emergency exits, which must be available for free public access and egress at all times. Emergency exit doors must be kept closed. The hirer is responsible for the evacuation of the premises in an emergency including all disabled persons,
- c) the emergency lighting supply must be turned on during the whole time the premises are occupied, and must illuminate all exit signs and routes;
- d) fire-fighting apparatus is provided however only trained people should use it
- e) the Fire Brigade shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to the Headteacher;
- f) performances involving danger to the public shall not be permitted;
- g) highly flammable substances shall not be brought into, or used, in any part of the premises. No internal decorations of a combustible nature (e.g. polystyrene, cotton, hay, etc) or fireworks shall be undertaken or erected without the consent of the Governing Body;
- h) no unauthorised heating appliances shall be used on the premises;
- i) It is the responsibility of the hirer to make their own first aid arrangements, such as the provision of a first aid kit, and the provision of first aid training for supervising personnel, particularly in the case of a sports letting. There is no legal requirement for the academy to provide first aid facilities and use of the academy's resources is not available. The Headteacher shall be informed **immediately** of any accident or injury occurring on the premises **and shall be provided with a written report of the incident**;
- j) all electrical equipment brought into the building shall be subject to regular PAT testing and certification provided in evidence. The intention to use any electrical equipment must be notified on the hire application form. The governing body and County Council disclaim all responsibility for all claims and costs arising out of or in any way relating to such equipment.
- k) smoking is not allowed on the premises,
- l) the use of candles is not permitted,
- m) regular hirers using the premises for sport or keep fit and providing their own first aid kit may keep any cold compresses in the school refrigerator.
- n) The hirer is responsible for familiarising themselves with the procedures for evacuation procedure (attached hereto), the escape routes, assembly points, and shall be familiar with the firefighting equipment available

- o) The hirer is responsible for formulating their own, and providing the Head Teacher with, a copy of their Risk Assessment created specifically for the activity they are undertaking on the school premises.

Right of Access

The governing body reserves the right of access to the premises during the hiring for emergency or monitoring purposes

Criminal Record Bureau (CRB) and Independent Safeguarding Authority (ISA) Checks

It may be necessary for the hirer to undergo a criminal records check via the Criminal Records Bureau (DBS). If a particular letting involves contact with children and young people, it is the responsibility of the hirer, as advised by the Headteacher, to ensure that they have complied with the CRB Code of Practice and any relevant Buckinghamshire Safeguarding Children Board requirements to establish the requirement for CRB checks.

When there is a requirement for CRB checks to be undertaken, the Hirer must keep appropriate records in line with the CRB Code of Practice and report to the school any safeguarding concerns which may arise.

The Hirer will be required to provide evidence that CRB checks have been carried out on request.

From July 2010 hirers involved with children and young people on a frequent basis will be required to have registered with the Independent Safeguarding Authority (ISA).

If applicable the Hirer is responsible for formulating their own, and providing the Head Teacher with, a copy of their Safeguarding Policy.

Permission and Licences

Intoxicating Liquor - No intoxicating liquors are permitted to be bought, sold or consumed on any part of the premises without the express permission in writing of the Governing Body, whose **written** consent must also be obtained prior to seeking any Occasional Licence or Permission for the sale of alcoholic liquor.

Betting, Gaming and Lotteries - Nothing shall be done on or in relation to the premises in contravention of the law relating to betting, gaming and lotteries, and the persons or organisations responsible for functions held in the premises shall ensure that the requirements of the relevant legislation are strictly observed.

Other Licences and Permissions - It is the responsibility of the hirer to obtain all required licences and permissions eg copyright, entertainment, before the event. The Headteacher must be given at least four weeks' notice of a stage play production and the appropriate licence obtained from the local council.

The hirer shall indemnify the Local Authority against all sums of money which the LA may have to pay by reason of an infringement of copyright or performing right occurring during the period of hire covered by this agreement.

For more information on licensing please contact your District Council:

Aylesbury Vale – Tel 01296 585 560 or e-mail: licensing@aylesburyvaledc.gov.uk

Indemnity and Insurance

Lettings are made on the understanding that the County Council and Governing Body are indemnified by the Hirer against any loss, damage, costs and expenses during the use of the

school premises by the Hirer except where such loss, damage costs and expenses are directly attributable to the negligence of the employees of the County Council or the Governing Body.

The Hirer shall insure with a reputable insurance office approved by the County Council, against such funds as the Hirer may become liable to pay as compensation, arising out of bodily injury or illness (fatal or otherwise) to any person and/or costs, fees, expenses, loss or damage caused to property or the premises by any act or neglect of himself, his servants, agents or any person resorting to the premises by reason of the use of the premises by the Hirer.

Unless specifically agreed by the County Council, the insurance cover shall provide a limit of indemnity of not less than £5,000,000 in respect of any one incident and to include liability for the premises including liability for fire and explosion risks arising from the hire of the premises.

The Hirer shall produce the policy of insurance and receipts for the current premium or premiums upon request by the Headteacher, Governing Body or Area Education Office within seven days of a request.

The Hirer must ensure such fire, health and safety and other precautions as are required by the Governing Body are properly implemented and observed, a copy of the relevant policies are attached hereto. The Hirer must complete an Accident Report Form in respect of any accident occurring during a letting and report it to the Headteacher as soon as possible.

Neither the school nor the Local Authority shall be responsible for any injury to persons or damage to property arising out of the letting of the premises.

Statutory Requirements

The hirer must not do or permit any act, matter or thing which would, or might, constitute an illegal or immoral activity affecting the school premises or which would, or might, invalidate in whole or in part any insurance effected in respect of the premises from time to time.

Car Parking

Cars shall not be parked so as to cause an obstruction at the entrance to, or exits from, the School. **In particular the Hirer must ensure that access to the school by emergency vehicles is not obstructed or delayed.** Where parking accommodation is provided and available, this must be used, and users of the school should avoid undue noise on arrival and departure.

Nuisance

Litter should be taken off site to be disposed off and not left on the school premises.

Except in the case of trained guide-dogs for the blind and hearing dogs for the deaf, animals shall not be permitted on the school premises.

Hirers and organisers of events in the school premises are responsible for ensuring that the noise level of their functions does not interfere with other activities within the building nor to cause inconvenience for the occupiers of nearby houses and property.

Supervision

The hirer and persons in charge or on duty shall have been informed of the procedure for evacuation of the premises and shall be familiar with the fire-fighting equipment available.

Fire fighting equipment is located in the hall as follows and alarms are located by the emergency exits:

2 x H2O extinguisher by both fire exit doors (entrance door and opposite fire exit door)
CO2 extinguisher by storage cupboard in the hall

Although extinguishers are provided they are not to be used unless training has been received. Should a fire occur sound the alarm, call 999, close all doors and windows where possible, and evacuate the building.

Care of the Premises

Premises are let as they stand and no alterations or additions shall be made to lighting, heating, seating, gangway, fittings, fixtures or other arrangements of the accommodation except with the express permission of the Governing Body.

Any special arrangements **for example** for seating must be requested in the application and any additional costs incurred by the school paid for by the Hirer.

No bolts, screws, nails, tacks or adhesives, shall be driven into, or used on, any part of the premises, other than for materials displayed on boards provided specifically for that purpose.

Hall floors are used by children for physical education and no substance is to be applied to floors to prepare them for dancing or any other activity. No footwear liable to damage floors may be worn in school buildings.

Smoking

The whole of the academy premises which includes the grounds is a non-smoking area and smoking is prohibited

Food and Drink

No food and drink may be prepared or consumed on the property without the direct permission of the Head teacher in line with current food hygiene regulations.

Arrangements for the use of the kitchen and/or equipment should be made with the Headteacher prior to the hiring of the premises.

Caretaking

The charges made for the use of the premises will normally be inclusive of all payments for the caretaker, or other staff of the County Council.

The school **must** be left tidy after use. Should the premises require more than half an hour cleaning/caretaking time after the letting, Hirers will be charged the full extra cost. No allowance has been made for this in the quoted total charge given.

The hirer shall accept full responsibility for reimbursement to the County Council for any additional staffing costs resulting from the use of premises or grounds by the Hirer and the cost of reinstating grounds or reinstating, repairing, or replacing any part of the accommodation or any property in or upon the accommodation which is damaged, destroyed, stolen or removed during the letting. The Hirer shall undertake to accept as final and conclusive the decision of the County Council as to the fact of any such loss, injury, or destruction and as to the amount of such expenses.

Storage

The permission of the Governing Body must be obtained before goods or equipment are left or stored at the School, except that the Headteacher is authorised to grant permission for the overnight storage of goods and equipment brought to the School for a particular function or event.

Loss of Property

The Governing Body and County Council cannot accept responsibility for damage to, or the loss or theft of, hirers' property and effects.

Complaints

Any complaints arising from the hiring agreement will be dealt with using the school's complaints procedure, a copy of which is available from the School Office, or the hirer own complaints policy, depending on the nature of the complaint. It will be at the Headteacher's discretion which complaints' procedure is followed.

Sub-Letting

The hirer shall not sub-let the premises, underlet or share possession with any other parties.

Rules

The hirer shall comply with any rules and regulations with the Governing Body shall make from time to time.

Vacation of Premises

The hirer shall ensure that the premises is vacated promptly at the end of the hiring session. The hirer is responsible for supervising any children taking part in an activity until they are collected by a responsible adult.

2021

This will be reviewed annually