



**Campion School**

# **Hiring Policy**

**Dated:** May 2024

**Review:** May 2025

# TERMS & CONDITIONS FOR THE HIRING OF PREMISES AND GROUND OUTSIDE SCHOOL HOURS

## Definitions

***'The School'*** means Campion School Academy

***'Hirer'*** means the person named as the hirer on the applications form and any member of the group/organisation or persons attending the event

***'Premises'*** means all building and grounds that comprise Campion School Academy

## General Principles

It is the policy of the School to encourage and facilitate the public use of the School's premises.

- The use will not, in their opinion, conflict with the educational functions of the premises, the image of the School or create any disturbance or inconvenience to the neighbourhood, or interfere with any existing hiring.
- The object of the use is not for the personal profit of the hirer or any other person, except that where such use is organised with the support of the School and is perceived by the School as being of benefit to the local community.
- The School reserve the sole right to refuse any application without stating reasons.
- Hire periods include toilet facilities, and parking facilities (where available).
- The above principles and the following conditions apply to all hiring of Campion School premises. If the Hirer is in any doubt as to the meaning of the following, they should contact the Lettings Manager immediately.

## Standard Conditions of Hire

### **1. Use of the Premises**

- The Hirer shall not use the premises for any purpose other than that described on the application form and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way, nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol thereon without written permission.

- Smoking is not permitted anywhere on the School premises.
- The Hirer is not permitted to affix any signs or notices to walls or doors on the premises, without prior consent.
- Appropriate footwear must be worn in the Sports Hall, Gym & Dance Studios.
- Sports equipment is not available for hire and must not be used without prior permission from the School. Hirer's equipment shall be properly maintained and tested (where applicable).
- Hirers are not permitted to store equipment on the premises without prior consent.
- Other than drinking water, food and drink is not permitted in any of the hired facilities.
- No animals (except guide dogs) shall be brought on the premises without prior approval from the School.
- The School makes no representation as to whether the premises are appropriate for a particular event. It is the hirer's responsibility to assess the facilities provided and determine suitability.
- The Hirer is **not** permitted to apply polish or similar to floor surfaces.
- Bikes or similar equipment are not permitted on the MUGA under any circumstances.
- The Hirer is required to notify all participants and monitor compliance.
- Hirers **must** bring any issues to the attention of the Lettings Manager, at the earliest opportunity.
- The Hirer should have read and be aware of the fire evacuation procedure in the event of a fire.

## 2. Licences

The Hirer shall ensure that that they are in possession of the necessary permissions or licences before the hire commences. The Hirer will provide a copy of any such licence upon request by the School.

## 3. Health & Safety Compliance

The Hirer shall ensure that their booking complies with current relevant;

- I. fire safety legislation and regulations
- II. electrical safety legislation and regulations
- III. food hygiene legislation and regulations

Further guidance is provided in the 'Health and Safety' document, supplied separately.

## **4. Explosives & Flammable Substances**

The hirer shall ensure that;

- Highly flammable substances or gases are not brought into, or used in any part of the Premises.
- No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without prior consent of the School. No internal decorations are to be put up near light fittings or heaters. No decorations are to be put up near light fittings or heaters.

## **5. Supervision**

The Hirer shall, during the period of the hiring, be responsible for: supervision of the facility hired, the fabric and the contents; their care, safety from damage however slight or change of any sort; and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway.

As directed by the School, the Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

The Hirer is solely responsible for standard of supervision required for their booking. In accordance with The Childrens Act 1989, the hirer shall ensure that appropriate safeguarding and child protection policies and procedures place, including relevant DBS certification, where applicable, and will provide evidence upon request. Failure to comply with this would lead to termination of the agreement.

## **6. Gaming, Betting & Lotteries**

Raffles, bingo, lotteries or the like, shall not normally take place on the premises for money prizes. Where agreed by the School, the Hirer shall ensure that all such activities do not contravene the relevant legislation.

## **7. Insurance/Indemnity**

The Hirer will indemnify the School against all claims from third parties involving death, injury to persons and/or loss or damage to property and also for loss or damage School

premises. Public Liability Insurance (min cover £5m) is required to be maintained and evidence supplied prior the booking commencing.

## 8. Cancellation

The Hirer must notify the Lettings Manager, in writing, of any occasion when the accommodation is no longer required, no later than 14 days prior to the date of the booking. Some or all of the hire fee may be forfeited if cancellation is received within the 14 day period.

Where outdoor facilities are hired during winter months, it is reasonable to foresee that bookings may be affected by inclement weather. The School accepts no financial liability for cancellations caused in such circumstances.

The School reserves the right to close or prohibit the use of any facility at its discretion. The School will not be liable for any loss of expenditure incurred on or behalf of the Hirer, or by any other persons, arising from the exercise of this discretion. Any payments already made will be refunded.

Hirers are not permitted to transfer their booking to any other person or organisation.

Any abuse of the facilities may result in immediate withdrawal of the facilities and cancellation of subsequent bookings. Damages will be invoiced accordingly.

## 9. Payments, Charges & Booking Confirmation

Facilities will not be regarded as booked until the completed application form has been processed by the School and a confirmation notification has been sent by the Lettings Manager.

No public announcement of an event shall be made until confirmation notification is received by the Hirer.

All bookings **must** be paid for in advance. On receipt of a completed application form, an invoice will be raised by the School, which must be paid 14 days prior to the booking, or upon receipt if the booking is made within the 14 day period.

Hirers must inform the Lettings Manager of any payment issues as soon as possible.

Where hirers exceed the finish time stated on the application form, the School reserves the right to apply a penalty charge of £200 per hour (or part thereof). Failure to pay may result in cancellation or non-acceptance of future bookings.

## 10. Noise

The Hirer shall ensure that noise disturbance/inconvenience to neighbouring properties is minimised at all times.

## **11. End of Hire**

The Hirer shall be responsible for leaving the facilities in a clean and tidy condition. Basic cleaning equipment can be obtained from the Site Team.

The Hirer shall ensure that furniture is returned to its original position, unless agreed otherwise in advance.

The School shall not be liable to the Hirer for any delay or failure to provide the premises if such delay or failure results from an event beyond the control of the School.

Any damage or breakages shall be reported to the Letting Manager as soon as possible but no later than 24 hrs after the end of the booking, via email or telephone. Contact information is available on the School website.

### **Note:**

These terms and conditions relating to the hiring of Campion School and may be reviewed at any time and during its annual review.

### **Issued by:**

Campion School Academy Trust