



Aldercar High School

In pursuit of excellence

Lettings Policy

Terms & Conditions

SEPTEMBER 2021 TO AUGUST 2022

Approving Body	Governing Body
Date Approved	23 November 2021
Review Date	November 2022
Minute Number	FGB21/11/10.1

1. Applying to use School Facilities

- Lettings enquiries can be made via telephoning the school main reception on 01773 712477 or via email to lettings@aldercarhigh.co.uk
- All hirers will be directed to School Hire website, where they can apply for a letting. Once the request has been approved by the school, the booking will be secured.
- The school reserves the right to refuse a lettings application.

2. Payment Terms

- All bookings must be paid for in advance at the time of booking or as agreed between the hirer and the school. For long term block bookings invoices will be raised at regular intervals.
- Any invoice discrepancies should be raised with the Lettings Manager immediately.

3. Hours of Opening

A copy of the school calendar can be found on the school website www.aldercarhigh.co.uk. The school and its sports facilities will generally be available for lettings on any day of the year other than Bank Holidays and where the facilities are required for school events.

There may be some occasions during evenings when car parking on The school site is limited due to school events. We will endeavour to give you prior notice of any event that is not detailed in the calendar

4. Cancellation Procedures

By Hirer

The school requires a minimum of 2 weeks' notice prior to cancellation by a hirer. The school reserves the right to charge for facilities which are booked but not used without reasonable notice.

To cancel a booking please login to the School Hire website and follow the instructions to cancel.

By the School

There are occasions where the school may need to cancel lettings, such occasions will be kept to a minimum and are only likely in the following circumstances:

- Adverse weather conditions
- Special school events
- Staff illness/absence
- Maintenance and repairs

The school will always endeavour to give reasonable notice where cancellation is necessary.

The school may cancel the booking agreement with no notice due to misuse of facilities, and breaking of the terms and conditions within this policy.

5. Recording Music Licence.

It is the responsibility of the hirer, if the playing of recorded music is used as part of their activities, to check if a licence from the Phonographic Performance Ltd (PPL) is required and to obtain one if necessary.

6. Storage

Due to limited storage space the school is unable to offer storage facilities for community users to leave equipment on site.

7. Lost Property

The school does not accept responsibility for damage to, or the loss or theft of, hirers/users property.

8. Car Parking

Cars are to be parked in the school car park using the bays provided. Designated parking spaces are provided for those with a registered disability. Cars are parked at owners' risk. The school will not accept responsibility for loss or damage as a result of using the car park.

9. Cleaning

The school reserves the right to make a charge for cleaning if the facilities are not left in a reasonable condition.

10. VAT

The hire of the sports facilities is subject to standard rate VAT unless

- It is a single continuous let of over 24 hours duration
- It is a series of lets for 10 or more sessions.

Please contact the school for further guidance.

11. Insurance and Liability

Evidence of £5 million public liability insurance is required in advance for all but small non-profit making organisations and must cover all aspects of the hire for all people involved (and not just the hirer as an individual) The school will seek financial settlement for theft and/or damage to the buildings and contents.

Equipment: Where school equipment is being used, a deposit may be taken prior to the session/event, and refunded on return of the equipment in good condition at the end. Training must be received prior to equipment being used.

School Insurance Policy

A Certificate of Public Liability Insurance can be found displayed in the main school foyer and in the sport hall.

12. Main Sports Hall

GENERAL INFORMATION

- At changeover times, as a courtesy to the next group, please ensure that you vacate the main hall on time.
- Please ensure that equipment is only used for its intended purpose, e.g. football goals are not to be used for hockey practice and vice versa as this may result in damage that the hirer would be liable for.

- Groups hiring the main hall for the purpose of indoor football are reminded that if the goal posts are moved by anyone other than the site staff on duty the hirer must accept liability for damage or injuries which may be caused.
- Football boots, regardless of stud type, should not be worn, Only trainers with a non-marking sole are to be worn in the main sports hall.
- Please ensure all your litter is deposited in the litterbins or taken home at the end of your session.
- Chewing gum or glass is not permitted whilst using the main hall or other internal facilities as this can cause serious damage to the floor surfaces. The cost of repairs to such damage will be passed on to the hirer.

13. Health & Safety

There are a number of H&S measures which community users must observe:

- Obstructions should not be placed in gangways or exits, or in front of emergency exits, which must be immediately available for free public egress;
- Fire fighting apparatus shall be kept in its proper place and only used for its intended purpose.
- Highly flammable substances should not be brought into, or used, in any part of the premises. No internal decorations of a combustible nature (e.g. polystyrene) shall be erected without the consent of the school;
- First Aid equipment/resources and/or medical care will be the responsibility of the hirer though some provision is available on the premises.
- Hirers should ensure own access to a mobile telephone for all calls.
- All electrical equipment brought into the building must have an 'in date' PAT test label. Any equipment which does not comply must not be used on the school premises.
- Any accidents occurring on the school premises must be reported to a member of staff and recorded, as soon as is reasonably possible.
- If you notice any damage to the facility, or any equipment, please report to a member of staff as soon as possible.
- No dogs are allowed on site at any time.
- Smoking is not permitted anywhere on the premises this includes the use of E-Cigarettes.
- All persons must follow the school procedure for emergency evacuation of the premises.
- The Club/group organiser is responsible for the conduct and welfare of all members and spectators attending the facility. Therefore, the club/group organiser must ensure adequate supervision for any event.
- Alcohol is not permitted to be bought or sold on any part of the school. Consent to consume alcohol on the premises must be sought in advance from the Lettings Manager.
- CCTV is in operation across the whole of the premises

13. Covid 19

All hirers must agree and sign the following document.

ALDERCAR HIGH SCHOOL - COVID 19 – hire and third party use of school premises declaration form