

Bowden House School

Terms & Conditions Governing the of Hiring school Premises/Facilities

1. General Conditions

1.1 Applications for the use of school premises must be made to the Headteacher or the School Business Manager and responsibility for their approval rests with the school's Governing Body. The person signing the application will be deemed to be the Hirer and must accept responsibility for ensuring compliance with these conditions

1.2 Hirers will be informed, at the time the application is approved, of the charge for the use of the facilities required.

Payment will be made in advance, at the time the hiring is confirmed/agreed. If there is damage or the school has to clean the premises used, the Hirer will pay any additional costs incurred

1.3The school reserves the right to cancel any hiring if the accommodation is required for urgent official or academic business. In these circumstances, the Hirer will be reimbursed the hiring fee

1.4 Any intention of the Hirer to cancel a hiring must be notified to the Headteacher or SBM at least 24 hours before the hiring is due to take place. In the event of the Hirer failing to give 24 hours' notice, no reimbursement of the hiring fee will be made

1.5No structural alterations to school premises, fixtures or fittings will be permitted and notices must be fixed only to the boards provided/agreed

1.6The Hirer (or designate) is responsible for providing supervision during the course of the hiring and must satisfy the Headteacher that the arrangements made are adequate

1.7 The Hirer (or designate) must be in attendance at all times and must accept responsibility for any damage caused to the school grounds, playing fields, buildings, fixtures, fittings, furniture and equipment resulting from the hiring. Every precaution must be made to avoid such damage and the Hirer will be required to meet the cost of making good any damage, however caused

1.8 Hirers are responsible for providing evidence of Insurance which should cover:

(a) Personal Accident

(b) Third Party Claims

(c) Any loss or damage to the school grounds, playing fields, buildings, fixtures, fittings, furniture, and equipment resulting from the hiring

1.9 If it is intended that to organise a public performance or entertainment or performance of music, singing or dancing to which members of the public are admitted, Hirers are advised to consult the Headteacher, in advance, to ensure that the school premises are adequately licensed for the purpose before submitting a firm application

1.10 Footwear, which is likely to cause damage to school floors, must not be worn. Particular care must be given to the floor surface of the Sports Hall

1.11 Members of the public must not be admitted to the school premises after 10.00pm

1.12 Alcoholic drinks must not be sold or consumed on the school premises

1.13 School premises must be left clean and tidy

1.14 The Hirer must adhere to the locally agreed 'No Smoking' Policy

2. Additional Conditions governing the hiring of School Playing Fields and Playgrounds

2.1 If there is any doubt as to the fitness of the ground, the Hirer must consult the Headteacher (or in his absence, any member of the school's SLT) who will make the final decision as to whether the ground may be used before the hiring takes place. In the event of the ground being deemed unfit for use immediately before a hiring is due to take place, any hiring charge already paid will be refunded and any account due will be cancelled

2.2 Hirers must be responsible for ensuring that everyone taking part in the hiring involved in the school playing fields and playgrounds and all spectators, are properly and adequately supervised

2.3 Casual spectators not connected with the hiring must not be admitted

2.4 Stakes or the like must not be driven into the ground unless permission has been specifically given

2.5 Vehicles must not be driven over or parked upon the playing fields at any time. Vehicles must not be parked on playgrounds unless permission has been specifically given

2.6 Animals must not be allowed on the playing field

2.7 No marking out of pitches may be done unless permission has been specifically given

2.8 Playgrounds and playing fields must be left in a clean and tidy condition after use

2.9 Any loudspeakers must be moderated so as not to cause a nuisance

2.10 Spiked shoes/boots must not be worn on any synthetic playing surface

2.11 The Headteacher or SBM must be consulted if there is any doubt about the interpretation of the above conditions

General conditions

1. The Hirer (or designate) shall ascertain the position of escape routes, fire alarm systems and fire fighting equipment which shall be in the charge of a suitable person
2. Thorough checks should be made by the Hirer (or designate) that all doors and windows are properly secured when vacating the school premises.

"These Terms & Conditions are intended for use in short term use of the premises and therefore give no right of occupancy beyond the expiry of the agreement. Further advice should be sought where it is intended to grant use of the premises for periods of more than a few consecutive hours or days at any one time".

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