



## Lawrence Sheriff School

# Terms and conditions for the Hiring of Premises and Grounds out of Normal Hours

## 1. Introduction

### 1.1 General Principles

It is the policy of Lawrence Sheriff School to encourage and facilitate the public use of the School facilities.

The permission to use the premises out of normal hours will ultimately be given by the Governors of the School provided the use will not, in their opinion, conflict with the educational functions of the School, or create a disturbance or inconvenience to the neighbourhood.

If the objective of the use is for the personal profit of the hirer or any other person, the hirer must declare this when applying to use the premises (see Part 3 of the Application Form).

### 1.2 Cancellation by the School

Where hired facilities are subsequently required for School use, the Operations Manager of the School may cancel a confirmed booking. In such cases, the Operations Manager will endeavour to give reasonable notice and suggest alternative arrangements where possible.

### 1.3 Hire of Sports Hall

The use of the sports Hall is subject to the following additional conditions:

1.3.1 appropriate footwear shall be worn;

1.3.2 hirers are to provide their own personal playing equipment (e.g. rackets, balls);

1.3.3 any sports hall equipment used (e.g. games posts and nets) shall be stored tidily after use;

1.3.4 where the sports hall is hired for activities in which there is physical risk, the hirer is responsible for appropriate supervision (see also section 3.1 5).

## 2. Application procedure, conditions of booking, etc.

Any application for the hire of the School premises must be made on the official application form and in accordance with these procedures.

### 2.1 Confirmation of booking

Facilities will not be regarded as booked until the completed application form has been submitted and approved. The School reserve the right to refuse any application without stating reasons. No public announcement of a function to be held in the School must be made until the booking has been formally confirmed.

### 2.2 Cancellation

The hirer must notify the Operations Manager of any occasion when the accommodation is not required, giving the required period of notice:

2.2.1 For a single booking, a minimum of one week's notice;

2.2.2 For a block booking, a minimum of one cycle of bookings, or one month's notice (whichever is shorter)

Please note that some or all of the hiring fee may be forfeited where the above periods are not observed.

### **2.3 Hiring's not transferable**

Hirers are not allowed to transfer the hiring to any other person or organisation.

## **3 Conditions for the use of School premises**

The following conditions for the use of the School premises by any hirer shall apply:

3.1.1 if alcohol is to be sold or consumed on the premises, the hirer is responsible for obtaining licences to meet the requirements of the Licencing Act 2003;

3.1.2 gambling in any form shall conform with relevant legislation;

3.1.3 smoking is not permitted in any area of the premises hired. Hirers must obtain approval and agree the area where smoking *may* be allowed prior to the hire. If a smoking area is agreed, the hirer will supply a suitable receptacle in the smoking area and be responsible for removal of such and all cigarette debris at the end of the use;

3.1.4 the school and facilities must be left in satisfactory order for re-opening at the usual time (left as found). Where it is agreed that additional cleaning will be necessary (e.g. on a Sunday morning after a Saturday night function), any additional charge for this will be agreed prior to confirming the booking and added to the cost of hiring. Hirers are responsible for the removal from site of all rubbish and waste created through and during the hire period;

3.1.5 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 to the School's premises being used. It is therefore essential that the hirer is covered by Public Liability Insurance to meet any claims which may arise as a consequence of the hiring agreement. A minimum cover of £5,000,000 is required to be maintained;

3.1.6 the hirer is responsible for obtaining all necessary DBS checks, and if required to do so, will supply details of the certificates in respect of all hiring's involving children or vulnerable people. The requirement will not apply if the hiring is for family occasions only. In all instances the decision to allow the hire of the premises rests with the Governors of the school;

3.1.7 if the School facilities are to be used for concerts or for dramatic, musical, film or any other public entertainments, or if visual aids are to be used, the hirer must ensure that:

- copyrights are not infringed;
- the hirer must be in possession of the necessary permission or licence before the hiring commences (see Part 3 of the Application Form). The hirer will produce a copy of such permission or licence upon request by the School;
- the requirements of the Licencing Act 2003 where applicable have been, or will be met and a Premises Licence for any hire involving dancing, music, alcohol or entertainment has been obtained or applied for;

- no play shall be performed or film shown which is in any way offensive;
- the provision of the Children and Young Persons Act 1933-69 (as amended), with regard to performances by children, have been or will be observed;
- any licence necessary under the Theatres Act 1968 and the Cinemas Act 1985 has been or will be obtained;
- no nuisance is caused to nearby residents.

#### **4. Security of Premises**

The hirer should notify the Duty Manager if the function ends considerably earlier than expected.

#### **5. Car Parking**

Hirers bring their own vehicles onto the premises entirely at their own risk and shall under no circumstances take or park cars or trailers on grassed areas.

If it is necessary to transport equipment on to the field by vehicle, permission must be obtained prior to the event. The hirer will be liable for the cost of making good any damage.

#### **6. Community Schemes and Activities**

For community schemes and activities (e.g. playgroups and holiday play schemes), the hire of the premises is subject to the following additional conditions:

- 6.1 the accommodation to be used must be agreed beforehand;
- 6.2 the hirer shall ensure adequate supervision of community schemes and activities by providing suitable leaders or organisers having regard to the number of children participating, their age and sex, and the nature of the activity being organised;
- 6.3 The hirer shall comply with the provisions of the Children's Act 1989;
- 6.4 Particular supervision shall be exercised to prevent misuse of toilet accommodation;
- 6.5 the Operations Manager, Duty Manager, or Caretaker shall be responsible for deciding whether the sports field is unfit for use in inclement weather;
- 6.6 no animals shall be brought on to any part of the premises without prior approval.

#### **7. Payments**

Any payments not received within 14 days of the invoice date may incur additional charges.