

THE NORTON KNATCHBULL SCHOOL - TERMS & CONDITIONS OF FACILITIES HIRE

1. Payment for the hiring must be made on demand and addressed to the Finance Officer. Cheques must be made payable to The Norton Knatchbull School. In the event of payment not being received the letting may be cancelled. A deposit of 50% of the total charge is required on booking the facility; the remaining 50% will be invoiced 30 days prior to the hiring. Alternative arrangements will apply for regular lettings.
2. A deposit will be required.
3. A letting is only confirmed after a fully completed application form has been received by the school and the school is satisfied that all conditions of the letting will be met.
4. The scale of charges is reviewed annually. Published charges are exclusive of VAT.
5. If arrangements to use school facilities are cancelled by the hirer and five clear days' notice is given of such cancellation, the School Governors shall have the right to retain a sum equivalent to one quarter of the total fees. If less notice than five clear days is given, the whole of the fees paid may be retained by the School Governors. Regular lettings will require two calendar months notice of termination.

In the case of a VAT exempt series of Sports Lettings, the full charge must be paid for any cancelled sessions or VAT will be charged on the other bookings in the series.

6. Although extremely unlikely, the School Governors reserve the right to cancel any letting without giving any reason. Under these circumstances ONLY all fees paid for that occasion will be returned. The School Governors will not be responsible for any expense incurred.
7. Damage of any kind sustained by the premises, fixtures and fittings, furniture and other chattels therein arising out of or in connection with the hire shall be made good at the expense of the Hirer.
8. Hirers are responsible for arranging their own insurance for personal accidents, third party claims and any loss or damage to the school grounds, playing fields, fixtures, fittings, furniture and equipment resulting from the letting. The school can arrange insurance cover on behalf of Hirers for community groups but a charge will be made.
9. The hirer is responsible for providing supervision throughout the letting and must satisfy the School Governors that the arrangements made are adequate.
10. The hirer is responsible for their own first aid arrangements and risk assessment.
11. The hirer is responsible for ensuring that all electrical equipment brought into the school meets current safety standards.

12. Forms will be provided for reporting accidents, damage and premises defects. The relevant form should be completed and returned to the Lettings Officer, following an incident/occurrence, as soon as possible, but within 1 week at the most.
13. The Hirer shall be responsible for the behaviour and conduct of all people (members of a club, general public, employees, contractors, etc.) who come onto school premises for their letting.
14. School staff on duty during any letting have authority delegated by the Governors to implement these conditions of letting together with any special conditions which may be agreed in writing with the Hirer. They are only authorised to approve use of facilities (rooms or equipment) which are part of the agreement which has been made in writing in advance. School staff will monitor the premises but neither they nor the School Governors shall be responsible in any way for property, belongings, or people which are on site for this letting. Any reasonable instructions given by school staff must be followed.
15. Intoxicating liquor shall not be sold or supplied on educational premises without the permission of the School Governors and the obtaining by the hirer of an occasional licence.
16. On days when school is in session, no article (such as equipment, pianos, tables, flowers etc.) may be delivered at the school before 4.30 pm without the permission of the Head. Alcoholic drinks may not be brought onto the premises while the school is in session and minors are present, and all empty containers, crates etc. must be removed from the premises at the end of the letting.
17. The number of persons using the premises shall not exceed the number authorised.
18. No guarantee is given in respect of the number of chairs/table available. No transfer whatsoever of furniture may be made. The hirer may only use school furniture or school equipment which is located in the area hired.
19. Often the Hirer of a facility will require furniture and/or equipment to be laid out in a particular way. Such layouts are the responsibility of the Hirer together with the reinstatement of the furniture and/or equipment to its original position. School caretaking staff may be available to help if this does not conflict with other duties and should be requested at least 3 days in advance of the event. If the caretaking help is required outside of the period specified for the letting, then the time which is taken by the school staff may be charged at the hourly rate as though the letting period were extended.
20. The Hirer shall be responsible for leaving any facility hired by them in a clean and tidy state ready for school use.
21. The premises shall not be used for any purpose other than that for which permission has been granted.
22. No highly inflammable substances/materials or dangerous equipment shall be used on the premises.

23. Smoking is not permitted within any part of the school building or on the school site.
24. Special preparations, such as those required for the purpose of dancing, must not be applied to the floors without specific approval in advance.
25. The Hirer will be permitted to use official parking areas on the school site during the period of the letting. However, there are areas of the school where parking is not permitted for safety and other reasons, and these areas must not be used. Vehicles must not be left on the school site outside of the period of the letting. Vehicles should not be driven onto the playing fields.
26. We take our responsibilities to our neighbours very seriously and require all users of our premises to do the same. We would particularly emphasise the importance of maintaining low noise levels.
27. Letting School Sports Areas. The hirer must ensure that their use of a sports area will not prejudice its use for the normal school purposes. Appropriate footwear should be worn with non-marking soles.

GENERAL STATEMENT – HEALTH AND SAFETY AT WORK ACT

The Health and Safety at Work Act imposes duties in relation to those who are not their employees, on persons having control over places of work or places of work or places where plant or substances are used and on anyone who by virtue of a contract of tenancy has an obligation in relation to the maintenance or repair of such a place. The duties are to ensure, so far as is reasonably practicable, that the places, the means of access thereto or egress therefore are safe and without risks to health.