

Conditions of Hire of Academy Facilities - The Archbishop Lanfranc Academy

Booking and Payment

- enquiries must be directed to the appropriate lets manager
- applications for hiring must be made on the Academy's official booking form
- the minimum period for which a charge for hire will be made is two hours (one hour for 3g pitch)
- charges are inclusive of the cost of utilities, personnel and parking
- provisional bookings will be held for 7 days, prior to the receipt of the booking form and a deposit of 25%. If the booking is to take place within three months then payment must be made in full at the time of booking
- bookings cancelled more than six calendar months in advance will receive a full refund; bookings cancelled after this date will incur a fee of 25% of the hire charge to cover the Academy's costs. In the event that the facility is let to another hirer instead, a full refund will be issued once that hire has taken place
- no use of the facilities by the hirer shall commence until the full fee has been paid
- in addition to the hiring fee, the Academy will require a deposit to secure the reparation of any damage which may be occasioned, as payment for the over-running of the agreed times and for extreme circumstances where extra cleaning is required
- such deposits will be returned less the amount the Academy may deduct to cover these costs
- hirers must state the maximum number of people expected and the school reserves the right to limit the number of people admitted dependent upon the type and size of the facility hired
- all hiring is subject to the hirer or the authorised representative occupying and vacating the facility at the stated times - should the event over-run the stated time, the hirer will be liable for extra fees
- in the event of the hirer not arriving within 10 minutes of the agreed starting time, the facility will be secured and the let considered cancelled - in this event, no money will be refunded
- if the hiring finishes earlier than the stated time, a responsible person must remain on the premises until a caretaker arrives to lock up
- the hirer must sign the caretaker's letting sheet to confirm that the hiring has been completed within the terms of the agreement
- the Academy reserves the right to refuse without explanation any application and to cancel the hiring at any time without written notice
- on the termination of the hiring under the above condition the Academy shall return all or part of any money paid but shall not be under any liability for any loss or damage arising out of such termination

Exclusions

- the hirer may not assign or sub-let the use of the facility to any other person
- the Academy buildings and site are an entirely non-smoking area
- nails, tack, screws etc must not be driven into any of the walls, ceilings, floors or fittings, or sticky tape used to affix anything on to a wall, window or any other surface
- no alterations or addition to the electrical installation shall be made and no equipment or apparatus is to be connected to it without prior agreement
- it is strictly forbidden to interfere with the noise meter in the main hall and alter the settings agreed with Croydon Environmental Health and Trading Standards Department
- no tables or fixed furniture in any rooms shall be disturbed or moved or apparatus introduced to the facility without prior arrangement
- no furniture, instruments or equipment belonging to the hirer may be left or stored on the premises without the agreement of the caretaker and if permission is granted, the hirer's goods are stored at his/her own risk
- notices must not be exhibited on any part of the facility without prior agreement of the Academy
- any hiring is subject to the condition that the facility will not be used for political purposes or the teaching of any party politics or the public exhibition of films
- the premises are not licensed for public entertainment and consequently the collection of money for admission and advertising any entertainment to the general public can not be permitted
- no alcohol may be sold on the site
- the hirer and those attending any function must not enter parts of the site other than those included in the booking agreement
- It is the responsibility of the hirer to ensure that they have the appropriate public and personal liability insurance for use of the facility along with any other NGB insurance required to cover their activity. Academy insurance covering facilities and activities does not give cover to any activity other than that conducted by Academy employees for, or on behalf of the Academy.
- the Academy does not undertake any responsibility for
 - loss or damage of any goods or effects belonging to the hirer or any other person present
 - injury to any person attending the premises unless the injury results from the Academy's negligence
 - any breakdown, leakage, fire or accident rendering necessary the closure of the premises nor for any interruption of the hiring for repairs or renewals consequent on any such breakdown, leakage, fire or accident

Health and safety and other general conditions

- parking is at the risk of the vehicle's owner, is only allowed on hard surfaces and is controlled by the Academy's caretaking staff

- the hirer must control the consumption of alcohol of those in attendance and the Academy reserves the right to insist on the ejection of any person who is acting in a disorderly fashion, whether as a result of consuming alcohol or for any other reason
- in exceptional circumstances, eg, fire, flood or other emergency situations, the Academy reserves the right to suspend the hiring until the premises are made safe
- the hirer shall ensure that noise is kept to a minimum at all times and especially when exiting the site
- in the case of youth and junior organisations, a sufficient number of responsible adults must be in charge for the period of the hire and ensure adequate supervision of all areas of the site to which children have access
- The hirer or their designated supervisor is responsible for the supervision of all persons attending the premises for the purpose of the hiring. Whilst on the premises or any part of the school site, the hirer or their designated supervisor will be responsible for preserving good order of their clientele
- the hirer shall undertake to see that the facilities are used in an orderly way and for the purposes only for which they are hired
- The hirer accepts that any property or equipment, which is brought onto the premises by their organisation, must conform to any current requirements of legislation regarding its serviceability, control and use.
- The hirer shall ensure that all persons attending the premises for the purpose of the hiring comply with all applicable notices and signs
- the hirer shall reimburse the Academy the cost of making good any damage to the Academy's property arising from the hiring
- the hirer shall not use or permit the use of the premises for the sale of goods by way of competitive bidding unless the sale is for the purpose of assisting the funds of any voluntary organisation whose activities are not carried out for the profit and the whole, or substantially the whole, of the proceeds are devoted to the funds of the organisation
- the Academy reserves the right to refuse entry to the site at all times in the interests of the health and safety of those present

Conditions of hiring the Academy kitchen

- hirers are entitled to use the two large cookers in the centre of the kitchen, the cool area of the front counter, a refrigerator and deep freezer
- hirers are not entitled to use the deep fat fryer, microwave, dishwasher or any other kitchen equipment nor should any portable cooking equipment be set up and used inside the kitchen
- the kitchen must be left clean and tidy, with no traces of food or liquids on the floor, cookers or worktops
- all rubbish must be put into black plastic sacks must be securely tied and placed by the rubbish compactor adjacent to the kitchen

Condition of hiring the 3g pitch

- hirers must only use the areas of the pitch they have hired
- clean footwear must be worn at all times – studs must be in good condition
- equipment made available must only be used for the intended purpose and should be returned to the appropriate place at the end of the let
- any damage to the facility must be reported to the member of staff on duty at the time of the let
- food, chewing gum and any drink other than water are strictly prohibited within the confines of the pitch □ litter must be placed in the bins provided
- hirers are encouraged to provide a first aid kit and have a first aid certificate holder present
- accidents or injury must be reported to the member of staff on duty

The Safeguarding Vulnerable Groups Act 2006

The above legislation for the protection of children and vulnerable adults requires that the Academy is provided with a range of information by those who hire the facilities.

In order to comply with the regulations and to allow your activity to continue on the Academy premises from 1 September 2008 you must furnish us with:

- proof of Criminal Records Bureau (CRB) checks for all adults involved in running an activity with children – this will include registration numbers and information regarding any complaints which have been investigated but remain unproven
- a list of all personnel which must be kept updated
- a written guarantee that you will inform the Academy immediately should a complaint be made against any of your personnel engaged in an activity on the Academy premises

This information will remain confidential to the Academy and will only be used should:

- we become subject to checks on our procedures
- a complaint arise resulting from a hirer's activity

It is not our intention to create unnecessary difficulties for any of our hirers and we should be pleased to offer any advice or assistance in ensuring that you comply with the requirements.

Failure to comply with any of the above regulations in any part may render the hirers ineligible for further hiring