

FACILITIES HIRE POLICY

1 FACILITIES HIRE

- 1.1** The Head of Finance and Compliance will manage and co-ordinate the hiring of the School facilities. This includes, but is not exclusive to, dealing with all queries and applications, monitoring the use of the facilities in line with the hirer conditions and ensuring payment is received.
- 1.2** Charges will be reviewed and agreed annually with the Head and the Management Committee of the Board of Governors.
- 1.3** Hirers will be provided with an application form (Appendix 1) and a copy of the conditions of hire (Appendix 2).
- 1.4** The hirer should submit the following to the Head of Finance and Compliance before hire of the facilities is considered:
- Fully completed and signed application form (details, dates, times of hire) as per Appendix 1.
 - Copies of certificates of qualifications, where appropriate.
 - Copy of certificate of insurance.
- 1.5** On receipt of the above, the Head of Finance and Compliance will check the details and liaise with the hirer to discuss availability and charges. The outcome of the application will be confirmed with the hirer, in writing (Appendix 4).

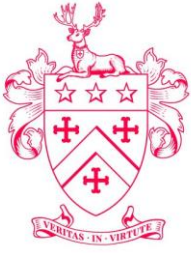
2 HIRE CHARGES (2023-24)

DESCRIPTION	COMMERCIAL CHARGE PER HOUR (£)	COMMUNITY CHARGE PER HOUR (£)
Sports Hall	50.00	25.00
Main Hall	50.00	25.00
1 classroom	25.00	20.00
2 classrooms	30.00	20.00
Grounds / Football pitch	35.00	20.00
The Barn (Junior School Hall)	30.00	20.00

Reviewed by: C Staniford
June 2023

Ratified by: The Management Committee of the Board of Governors
June 2023

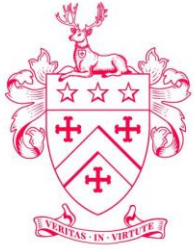
APPENDIX 1 – APPLICATION FOR HIRING OF FACILITIES



**RED HOUSE
SCHOOL**

APPLICATION FOR HIRING OF FACILITIES

NAME OF APPLICANT:	
ADDRESS:	
POSTCODE:	TELEPHONE NUMBER:
EMAIL ADDRESS:	
NAME OF ORGANISATION:	
PURPOSE OF HIRE:	
AREA TO HIRE:	
DETAILS OF GROUP: (e.g. adults, children with their and age range)	
ADDITIONAL DETAILS: (Please provide any further information relevant to the application to hire the school facilities:	



RED HOUSE
SCHOOL

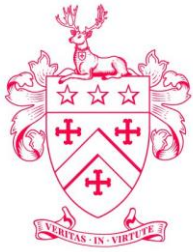
DATES REQUESTED FOR HIRE

Month	Exact date(s)	From (hour)	To (hour)
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			
July			
August			

Declaration:

- 1 I have read and accept the School's terms and conditions of hire, and agree to abide by these and any special conditions of use.
- 2 I agree to indemnify the School against any accidents or damage to School property or injury to attendees.
- 3 I have attached a copy of the appropriate insurance certificate.
- 4 I enclose a copy or copies of appropriate qualification held by the person(s) running the activities (where appropriate) in support of this application.
- 5 I accept that an additional charge may be made in respect of damage caused to the building or school property through negligence or willful intent.
- 6 I understand that there will be a minimum charge unless there is concurrent hire.
- 7 I agree to the payment conditions.
- 8 I am over 18.

NAME:	ON BEHALF OF:
SIGNED:	DATE:



CONDITIONS OF HIRING FACILITIES

1 FACILITIES HIRE

1.1 The School have the following facilities available for hire:

- Sports Hall
- Main Hall
- Classrooms
- Outdoor grounds/football pitch
- The Barn (Junior School)

1.2 If you are interested in hiring any of these facilities at the School and would like to discuss availability and charges, please contact the Head of Finance & Compliance (Head of Finance and Compliance) using the contact details below:

- Telephone: 01642 553370
- Email: craig.staniford@redhouseschool.co.uk
- Address: 36, The Green, Norton, Stockton-On-Tees, County Durham, TS20 1DX.

1.3 If you would like to apply to hire the School's facilities, please read the conditions of hire and complete and return an application form to the School marked FAO Head of Finance & Compliance.

1.4 Hirers will be advised of the School's Fire Procedures and would need to bring their own First Aid supplies and ensure there is a suitably qualified First Aider in attendance at all times.

2 CONDITIONS OF HIRE

2.1 In these conditions: *School* means Red House School.

3 ACCEPTANCE OF CONDITIONS

3.1 The hiring of accommodation is permitted only on the conditions outlined in the following regulations.

3.2 Acceptance of the hire agreement is deemed to be acceptance of these conditions.

4 COMPLIANCE WITH CONDITIONS

4.1 The *Hirer* (the person or body to whom the hire is granted) shall be responsible for compliance with these conditions.

5 APPLICATIONS

5.1 Applications for the hire of premises should normally be made at least three weeks in advance. In general, reservations will not be accepted for dates more than twelve months in advance, except for special events such as those needing extensive preparations.

5.2 The Hirer shall satisfy himself that the facilities to be hired are suitable for his purposes.

5.3 The use of the premises must not interfere with the proper working of the School or impair its efficiency. In particular, the Hirer acknowledges that it will not have exclusive use of the site.

6 THE SPORTS HALL

6.1 Only suitable footwear should be worn in the sports hall.

6.2 No School games equipment may be used without prior permission. For safety reasons, this condition also applies to other indoor activities with young people.

7 GRASS SPORTS PITCHES, THE ASTRO AND HARD COURT MULTI-USE AREAS

- 7.1** These facilities should be used for their intended purposes only i.e. participation in formal and informal play and sport.
- 7.2** The grass sports pitches, astro pitch and hard-court multi-use games areas shall be hired, together with access to toilets and changing accommodation at the School. The Hirer shall not have access to any other parts of the School.
- 7.3** The grass sports pitch shall be marked out for the sport and the astro pitch and hard-court multi-use games area may have indicative markings for sports like netball and tennis. No additional marks shall be made to the sports pitch, astro or hard-court areas by the Hirer.
- 7.4** The grass sports pitches shall have a limited playing capacity. The School reserves the right to restrict use of the grass sports pitch to protect it during inclement weather; when damaged or under repair; when waterlogged; or to fit in with School curriculum or School demands.
- 7.5** Litter must be removed from the facility at the end of the hire session.

8 SCHOOL EQUIPMENT

- 8.1** No use may be made of apparatus such as stage fittings, pianos etc., without prior specific permission.

9 FABRIC AND FITTINGS

- 9.1** The fabric and fittings (including electrical installations) and contents of the premises shall not be interfered with in any way.
- 9.2** No treatment shall be given to prepare a floor for dancing and the wearing of stiletto heels is prohibited.
- 9.3** Only authorised persons shall use steps or ladders.
- 9.4** No nails or screws shall be driven into the walls, floors, ceilings, furniture or fixings, and no placards shall be affixed to any part of the premises.
- 9.5** The School's furniture (other than chairs in the hired accommodation) and equipment shall not be moved except by prior arrangement.
- 9.6** Official exit ways must be kept clear at all times.
- 9.7** Any alteration or addition to the School's lighting or electrical heating systems is strictly forbidden, except with the written consent of the Head of Finance and Compliance.
- 9.8** Consent may be subject to conditions, which the Hirer will be required to observe the Hirer shall, at the end of the hire period, leave the accommodation in a reasonable tidy condition, all equipment being returned to the correct place of storage.
- 9.9** The Hirer is responsible for the safe guarding and safe keeping of all items belonging to the Hirer / delegates or third parties engaged by it. The School accepts no responsibility for such items.

10 STORAGE

- 10.1** Storage facilities cannot be provided. When Hirers are permitted to leave equipment on the premises, they do so entirely at their own risk.

11 HIRER'S PROPERTY

- 11.1** Furniture and apparatus required may be brought on to the premises at the Hirer's own risk.
- 11.2** Hirers shall not bring on to the premises, without the prior consent of the School, any article of an inflammable or explosive nature, nor any article producing an offensive smell, nor any other substance, apparatus, or article of a dangerous nature.
- 11.3** The Hirer shall indemnify Red House School against all claims for damages, compensation and/or costs in respect of:
- Bodily injury or illness to Third Parties, and/or
 - Damage to Third Party property caused by or arising out of being incidental to the Hirers use of the premises.
- 11.4** The Hirer shall be responsible for loss or damage to the establishment's premises and contents therein the property of Red House School.
- 11.5** The Hirer shall affect adequate insurance in respect of the liabilities and the loss or damage referred to respectively in the bullet points above.

12 REFUSAL OF HIRE

12.1 The School may refuse an application to hire the premises if:

- The premises are required by the school.
- There has been any damage to the property or breach of these conditions during previous use of the premises by the Hirer.
- For any other reason the School deem it necessary or expedient to withhold the permit.

12.2 No compensation shall be payable by the School by reason of such a decision.

13 CANCELLATION BY THE SCHOOL

13.1 The School reserves the right to cancel any hiring without notice if:

- i. The accommodation will, due to circumstances outside their control, be unavailable for the hire period.
- ii. The Hirer has failed to disclose material information concerning the proposed hiring.
- iii. There are reasonable grounds to conclude the Conditions of Hire may be breached to a material extent.

13.2 In the event of (i) all hiring fees will be refunded to the Hirer, but the School shall have no further liability to the Hirer.

13.3 In the event of (ii) and (iii), any refund of hiring fees shall be at the discretion of the School.

13.4 Apart from exceptional circumstances, the School will give at least four weeks' notice to the Hirer, should it become necessary to cancel or postpone a letting.

14 CANCELLATION BY THE HIRER

14.1 The Hirer must give at least four weeks' notice of cancellation to the Head of Finance and Compliance, acting for the governors.

14.2 If any shorter period of notice is given, the School reserve the right to pass on to the Hirer any costs unavoidably incurred or to impose a cancellation charge.

15 PAYMENT OF CHARGES

15.1 The Hirer shall pay the hiring fees, including any deposit, at the rates and times set out on the attached schedule.

15.2 The Hirer acknowledges that in the event that the Hirer cancels the hiring there will be a cancellation fee payable and any refund of monies already paid will be at the discretion of the School.

15.3 All hire charges must be paid within one month of the invoice being issued. This invoice will be issued at the end of each month for all the Hirers that have taken place in that month.

15.4 The School reserve the right, on proper notification, to invoice the Hirer for any charges arising from excessive cleaning time incurred as a result of the Hirer failing to leave the accommodation in a reasonable condition, or for repair of the premises or equipment damaged by the Hirer, or resulting from the Hirer failing to vacate the premises by the time stipulated in the hire form.

15.5 The Hirer shall, if so demanded, pay at the time of booking a refundable deposit to be held by the School against costs unavoidably incurred as the result of insufficient notice of cancellation of booking, any damage caused by the Hirer, or additional cleaning required as a result of the premises not being left in a reasonably tidy condition. The proportion of the deposit to be retained will be decided by the School and the decision will be final.

16 STATUTORY REQUIREMENTS

16.1 All statutory requirements, including those relating to health and safety and public entertainments, must be strictly fulfilled by the Hirer.

16.2 Film, music, dancing (including disco) and stage events must be considered to be public entertainment unless entrance is restricted to those who are bona fide members of the organisation hiring the accommodation.

16.3 For all public entertainment, it is the Hirer's responsibility to inform the local Council's Licensing Officer and obtain the appropriate licence. This applies if tickets are to be sold at the door or advertised to the public, but also if tickets are offered to friends and neighbours or even if admission is free and open to all.

16.4 No musical works in the repertoire of the Performing Rights Society may be performed in public on the premises unless the Hirer has obtained the permission of the society. No copyright material may be delivered or performed unless the consent of the owners of the copyright has been obtained by the Hirer.

17 ATTENDANCE AND BEHAVIOUR

17.1 The Hirer shall ensure that the number of persons using the premises does not exceed that for which the application was made and approved.

- 17.2** The Hirer shall be responsible for ensuring the preservation of good order for the full duration of the letting and until the premises are vacated.
- 17.3** The Hirer shall at all times provide that an adequate number of supervisors shall be present throughout the hiring period.
- 17.4** The Hirer shall be liable for damage caused by unruly or inappropriate behaviour.
- 17.5** It is the Hirer's responsibility to ensure that all those attending are made aware of their responsibilities, and the School's and Hirer's insurance arrangements.
- 17.6** The School reserve the right to exclude individuals or companies that it considers undesirable or inappropriate.
- 17.7** The Head of Finance and Compliance reserves the right to require a representative to be in attendance for the reservation of good order and safety and to recover from the Hirer any additional expenses incurred as a result of this condition. If the Head of Finance and Compliance's representative considers the behaviour of the Hirer, its guests/delegates or third party contractors to be unreasonable, then the representative may cancel and/or terminate the event with immediate effect and the School shall not be obliged to refund any part of the Hire charge.
- 18 SAFEGUARDING**
- 18.1** The School will only hire its facilities to Hirers who can provide assurance that they take their safeguarding responsibilities seriously.
- 19 ALCOHOL**
- 19.1** In no circumstances shall alcoholic drinks be available at any function without prior written consent of the School.
- 19.2** Permission will be granted only in exceptional circumstances.
- 19.3** Applications must be made in writing at the time the Hirer applies for the use of the premises.
- 19.4** If permission is granted for alcoholic drinks to be sold it will be the responsibility of the Hirer to ensure that a Temporary Event Notice is obtained from the local licensing authority.
- 19.5** The Hirer agrees to comply with all conditions and limitations attached to the Temporary Event Notice he obtains.
- 19.6** The School reserves the right to require sight of a Temporary Event Notice prior to the letting.
- 20 GAMBLING**
- 20.1** The premises may not be used for games of chance, other than bingo, unless specific permission has been granted by the School.
- 21 EMERGENCY EVACUATION PROCEDURES**
- 21.1** Hirers shall familiarise themselves with the fire precautions in force on the premises and with the means of evacuation in the event of a fire, bomb warning or any other threat to safety.
- 21.2** The Hirer is responsible for ensuring that persons attending are made aware of the evacuations procedures.
- 21.3** Fire and other exits must be kept clear at all times.
- 22 SMOKING**
- 22.1** Smoking is not permitted within any part of the school grounds or premises. Please refer to Smoking, Alcohol and the Misuse of Drugs and Substances Policy.
- 23 CARETAKER**
- 23.1** The caretaker is instructed by the School to ensure that the conditions of hire are fully complied with.
- 23.2** All reasonable instructions given by the caretaker on duty must therefore be followed.
- 23.3** Use of premises is limited to the accommodation hired and necessary facilities such as toilets.
- 23.4** Car parking is permitted in designated areas at the premises subject to availability.
- 24 RIGHT OF ACCESS**
- 24.1** The School and its agents reserve the right of access to the premises during the letting.

24.2 The Head of Finance and Compliance or his/her representative reserves the right to suspend or withdraw use of the School by an individual group with immediate effect on the following grounds:

- Causing intentional damage to the school, its equipment or any personal belongings of other users.
- Violent, threatening or abusive behaviour to a member of staff or other users.
- Theft of any property belonging to the school or other users.
- Disruptive behaviour which is interfering with the activities of others.
- Behaviour which puts at risk the health, safety or well-being of others.
- Behaviour which is deemed to be offensive and/or results in complaints from users.
- Refusal to follow reasonable directions from the caretaker or other members of the school's staff.
- Non-payment of School invoices.

24.3 Any other behaviour which is considered inappropriate to the smooth and efficient operation of the School, or against the interests of all users.

24.4 Following the suspension, the user will be given reasons in writing and will be offered the opportunity to appeal via the School's Complaints Policy.

25 SUB-LETTING

25.1 The Hirer may not assign or sub-let the hire of the school.

26 NO TENANCY

26.1 Nothing in this agreement shall create a tenancy.

APPENDIX 3 – HIRERS INSURANCE – INDEMNITY CLAUSE

In accordance with the terms of the hiring it is customary to require persons/organisations to accept responsibility for damage to the premises and its equipment and for the Third Party claims involving injury to persons and/or damage to property.

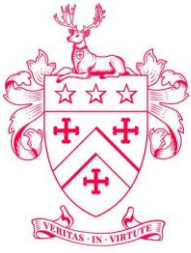
1 INJURY TO PERSONS OR PROPERTY

- 1.1** The Hirer shall indemnify the school against all claims for damages, compensation and/or costs in respect of:
- Bodily injury or illness to Third parties including the Schools servants and agents and/or
 - Damage or loss to Third Party property caused by, or arising out of, or being incidental to the Hirers use of the premises
- 1.2** The Hirer shall affect adequate insurance to cover the liability with a minimum limit of indemnity of:
- £10 million for commercial hiring's except where otherwise agreed.
 - £5 million for non-commercial hiring's.

2 DAMAGE TO PREMISES AND EQUIPMENT

- 2.1** The Hirer shall be responsible for the loss of, or damage to the premises and contents therein, which is the property of the School, except when loss or damage to the premises or contents are as a result of the negligence of the School.
- 2.2** The Hirer shall affect adequate insurance to cover this liability with a minimum limit indemnity of:
- £10 million for commercial hiring's except where otherwise agreed.
 - £5 million for non-commercial hiring's.
- 2.3** Hirers must produce evidence that the required insurance cover is in place at least 7 days before the event

APPENDIX 4 – CONFIRMATION FOR HIRING OF FACILITIES



**RED HOUSE
SCHOOL**

CONFIRMATION FOR HIRING OF FACILITIES

NAME:

ADDRESS:

Thank you for your application for use of the School facilities. (delete as appropriate)

I am sorry but your application was unsuccessful

I am pleased to confirm that your application has been successful, bookings are confirmed below.

Facility booked	Dates/times	Cost (£)

The charge is £ . An invoice will be issued separately.

Please contact the Head of Finance & Compliance should you have any queries regarding your application and/or payment.

NAME:

ON BEHALF OF:

SIGNED:

DATE: