

APPLICATION FOR HIRE OF SCHOOL PREMISES

PART ONE: ACCOMODATION REQUIRED. (state number)

Name of School: **Sprowston Community High School**

Sports Hall		Gymnasium		Main Hall		Cafeteria	
Dance Studio		Swimming Pool		Classroom		Playing Field	
Football Pitch		Changing Rooms		Netball Court		Tennis Court	
Other: (please state)							

PART TWO: HIRER DETAILS

Your Name:
 Address:
 Contact Number/s:
 Email Address:
 Name of Organisation / Club:

DATE/S OF HIRE: (enter each date, in boxes below)

TIME/S OF HIRE: From: To:

Purpose of Hire: (if fundraising state where proceeds will be applied)

Schedule No: (if claiming subsidised use) Subsidy Level:

PART THREE: SWIMMING POOL HIRE ONLY.

Names of Supervisors/Lifeguards: (evidence of valid qualifications must be provided)

Member of school staff who will be on call whilst pool is in use:

Name: Contact No:

I have received a copy of the pool's normal and emergency operating procedures and have read and understood them. I agree to abide by them.

Signed: Date:

PART FOUR: DECLARATION.

I apply for use of the above accommodation and facilities and if my application is approved I will pay all letting charges in accordance with the terms and conditions stated overleaf and as stated on the invoice. I agree to comply with the conditions overleaf and have attained the age of 18 years.

Signed: Date:

CONDITIONS OF HIRING SCHOOL PREMISES

January 2010

BOOKING CONDITIONS

All letting fees shall be paid in accordance with the terms and conditions agreed at the time of booking, and as per the instructions on the invoice. Where a provisional booking has been made and not yet invoiced, it may be cancelled by the hirer at any time. Once the booking is confirmed and has been invoiced, it can not be cancelled unless 14 days prior notice has been given by the hirer. Where this period of notice has been given, the fee relating to the cancelled booking may be refunded by the school. Where the school is obliged to cancel a confirmed booking for any reason other than the hirer's instigation, the fee relating to the booking can be refunded or saved as a credit to be taken off the next invoice.

CHARGES

Schools may negotiate their own rates with hirer's for non-subsidised use. Where the Authority gives a subsidy to users on the Authority's Schedule of Subsidised Users, the maximum rates that may be charged are shown in the Authority's 'Standard Scale of Letting Charges'. This will be revised with effect from 1st April each year.

USE OF PREMISES

School Responsibilities

For the duration of the letting period schools will be responsible for ensuring the following provision:

- Adequate means of escape in emergency.
- Adequate equipment available for the use should an emergency situation arise. This should include: Fire extinguishers, first-aid kit, access to telephone.
- Adequate heating, lighting and ventilation. This should include external lighting where required.
- Safe equipment and premises.
- Individual arrangements should detail which equipment should be used and which not.
- Assistants available on call to deal with defects to school plant or equipment to ensure premises are secured. Sufficient information given to hirers on operation of plant, equipment and emergency facilities. (This will include, for pool hire, copies of normal and emergency procedures)
- Arrangements are in place to ensure the security of the premises at the end of the letting period if appropriate.

In addition to the above provisions, schools must ensure that hirers will have adequate supervision in attendance during letting periods. For swimming sessions this will require evidence of valid life-saving qualifications being produced.

Schools will be required to carry out periodic monitoring of hire activities to ensure compliance with hire conditions.

Hirer responsibilities

For the duration of the letting period the hirer will be responsible for ensuring the following:

- Adequate supervision is available. Normal and emergency procedures are followed.
- No school equipment, other than that specified at the time of letting is used. School furniture shall not be moved by the hirer except by arrangement with the Community Events Coordinator / Evening Caretaker or person holding custodianship for the time being e.g. a relief Caretaker.
- Familiarity with emergency equipment, such as fire extinguishers, alarms, telephone, first-aid facilities. An emergency evacuation procedure is established. This will detail who will be responsible for taking control, calling emergency services and where to assemble. Consideration should be given to the needs of any disabled participants.

- Facilities and equipment are used in a responsible manner, which does not compromise the safety of the users or the premises and equipment. This includes ensuring that; *alcohol is not consumed*.
- Emergency exits, fire extinguishers, alarm points are not obstructed. Adequate walkways are available to allow free and easy access and egress. No gas cylinders or canisters are used inside the premises.
- Combustible materials are not placed adjacent to heat sources.
- Equipment is used for the purpose for which it was designed.
- Any equipment or furniture moved by prior arrangement is to be replaced at the end of the period of hire.
- Flammable and/or hazardous substances are not to be used.
- Arrangements have been made to ensure the premises are secured at the end of the letting period if appropriate.
- Nails, tacks, screws etc., shall not be driven into, or adhesives fixed to walls, floors, ceilings, furniture or fittings and no decoration of any kind shall be put up.
- Footwear likely to damage the floors is not to be worn.
- Litter and property belonging to the hirer or his servants or agents, is to be removed by the hirer at the end of the period of hire. Any costs incurred in removing these items will be paid by the hirer.
- Alterations to lighting or heating systems are forbidden.
- To park in designated areas, leaving access for emergency vehicles.

COPYRIGHT

The hirer or his servants or agents shall not infringe any copyright, or performing rights and undertake to indemnify the County Council against the costs for infringement. The School / Community Events Coordinator will require from the hirer, the sight of a licence to use sound recordings for any let where music is played of radios, tapes, CD's, records. A licence may also be required for the performance of a dramatic or musical work. (Hirers should be warned that the use of 'home produced' tapes is illegal)

CHARGES FOR SPORTING USE

The hirer is reminded that the charges for sporting use relate to facilities available and at the standards provided for pupils. If a hirer should require facilities of a higher standard then the hirer will be responsible for the additional costs incurred by the school in meeting the special demands.

LIABILITY OF HIRER

The County Council shall not be liable for any injury or damage to, or loss of property, which shall or may occur to the hirer, his assistants, servants or agents, or others entering on the property in the exercise or purported exercise of the hiring, with the exception of injury or damage as may occur by reason of the negligence of the County Council, its servants or agents acting within the scope of their authority. The hirer will therefore need to ensure adequate insurance is purchased to indemnify the negligent actions of the group, its servants, assistants and agents resulting in a claim for injury and property damage to members of the group, the County Council or others entering the property.

Please note that this is a **NO SMOKING SITE**.