



The Priory School Terms and Conditions of Lettings

Indemnity and Insurance

1. **Clubs and organisations hiring the school facilities are required to have Public Liability insurance with cover of at least £5 million.** A copy of the insurance will be kept with the booking form.
2. All items and personal possessions are on the school premises at the owners' risk. You are advised not to leave valuables in the rooms.

The Premises

1. The Hirer must adhere to the arrival and departure times they have specified on the agreed booking form and ensure all persons and vehicles leave the school premises by the agreed time. The booking form must show the actual period of the letting, to include time for preparation and for cleaning up afterwards.
2. Football clubs using the sports pitches must provide written evidence that they have football Association Charter Standard status.
3. Smoking, the serving of alcoholic drinks and gambling are not allowed on the school premises.
4. School premises must be left in order for re-opening at the usual time on the next school day.
5. The hirer shall be held responsible for making good any damage done to the school premises, furniture, equipment or materials within seven days of notice.
6. The hirer shall be responsible for prevention of overcrowding and for keeping clear all fire exits.
7. If any portable electrical equipment is to be used, the booking form must be signed to confirm that the equipment has been tested.
8. Access is restricted to the rooms agreed within your booking and access shall only take place during the designated time and for the permitted purpose.
9. The parking of motor vehicles and bicycles etc, are at the individuals' own risk. By parking on school premises, each individual accepts responsibility for any damage or injury caused by such vehicles. Please ensure you do not cause any obstruction to others when parking.
10. Any abuse of privilege on the part of the hirer will lead to immediate cancellation of the letting.
11. The hirer shall not cause nuisance or annoyance to the occupiers of any neighbouring premises.
12. The hirer must ensure that everybody making use of the accommodation complies with the conditions of use.
13. This agreement is personal to the hirer and may not be assigned to a third party.

Health & Safety

1. The hirer is responsible for the health and safety of those present for the duration of the event/function (including First Aid) and must make themselves aware of the fire precautions and procedures in existence (please see below)
2. The hirer is responsible for ensuring they have their own Risk Assessment in place pertaining to their activity or function.
3. The hirer must have a responsible adult on site throughout the letting period.
4. The hirer must have an operational mobile telephone for use in emergencies (please note that it is difficult to obtain a signal inside some of the rooms – calls should be made from outside).
5. The disposal of any refuse arising from the use is the responsibility of the hirer.
6. The Lettings Assistant is responsible for opening and locking of all rooms of the school. The Lettings Assistant will be located in the sports hall office for the duration of your booking.

Payment

1. All monies due shall be paid within 14 days of receipt of invoice. **No payments to be made to the Lettings Assistant.**
2. Continuous hirings will be terminable by written notice of one calendar month on either side.
3. Sub-letting is forbidden.
4. A charge will be made if any extra cleaning is required.
5. Cancellation charges will apply to any booking cancelled within 14 days of the event, please refer to the cancellation rates below:
Within 14 days of the event, 25% of the fee will be charged
Within 7 days of the event, 50% of the fee will be charged
Within 2 days of the event, 100% of the fee will be charged

Out of Hours Fire & Evacuation Procedures

1. Anyone discovering a fire or suspect device should sound the nearest alarm. The alarm warning is a continuous siren of the school fire alarm.
2. On hearing the alarm teachers/external booking leaders are responsible for their students/clients and should ensure they evacuate the buildings immediately and assemble on the netball courts. Please refer to the fire exit plan displayed in your room.
3. When assembled teachers/external booking leaders are to check via registers/attendee information that all students/clients are present and notify the Lettings Assistant immediately with details of any missing persons. Please do not re-enter the building until advised by the Lettings Assistant that it is safe to do so.
4. Should you need to contact the Lettings Assistant during your booking, they will be located in the sports hall office.
5. On hearing the alarm, the Lettings Assistant on site will ascertain from the Fire Alarm panel the location of the suspected fire and telephone the Fire Brigade and appropriate Managers if required.

PLEASE NOTE THAT BY SIGNING THE PRIORY SCHOOL ROOM BOOKING FORM YOU ARE AGREEING THAT YOU HAVE READ, UNDERSTOOD AND WILL ABIDE BY THE ABOVE TERMS AND CONDITIONS AND FIRE PROCEDURE