

**ST MATTHEW'S SCHOOL CONDITIONS OF HIRE St. Matthew's Primary School,19 Norfolk Street, Cambridge, CB1 2LD**

***Tel: 01223 568838***

***Email: office@stmatthews.cambs.sch.uk***

**SCALE OF FEES AND CHARGES**

1. The scale of fees and charges is available from the School Secretary. Hire charges are subject to annual review by the Head teacher and revisions of charges will be made with effect from 1<sup>st</sup> April each year.
2. Bookings are charged at an hourly rate, and will be rounded up accordingly. Booked times must be strictly adhered to and must include time required for setting up, cleaning and clearing the area after use.
3. Charges for hire will be raised monthly, in arrears, and will be due for payment within 7 days.
4. Invoices not paid on time will be dealt with by following the debt escalation protocol. A copy of which can be found in the Cambridgeshire County Council Financial Regulations for Schools.
5. Lettings to school staff will be subject to a 50% discount.

**CONDITIONS OF HIRE**

6. Applications for the hire of the hall or rooms must be on the completed booking application form to the School Secretary. A deposit of 25% of the total charges payable is due with the application and the balance must be paid at least 1 month in advance of your booking/event. If the event is booked within a month of its taking place, full payment must be made at the time of booking. Cheques must be made payable to "St Matthew's Primary School".
7. Applications may not be made earlier than 53 weeks before the date of the hiring and are taken in the order in which they are received. In the event of a revision of the charges for the hire after the date of application and before a hiring is confirmed the hirer shall pay the revised charges.
8. Unless otherwise stated, the person whose name appears on the booking application form will be deemed to be responsible for the event and will be expected to be in attendance throughout. The room(s) hired shall be used only for the purpose(s) stated on the booking form or in correspondence with the School Secretary.
9. Applications will be considered in accordance with the schools lettings policy. A booking is confirmed when the application form is returned to the school Secretary. The Headteacher reserve the right to refuse any booking.
10. The hirer may cancel a booking upon giving 28 days' notice in writing. If the building or the room hired is not re-let on the date or dates in question the deposit will be forfeited. If a hiring is cancelled within fourteen days of the date of the hiring and the rooms/area in question is not subsequently re-let for those date or dates, the hirer will pay to the school the balance of the charges due.
11. The Head teacher reserves the right by notice to the hirer to terminate the hiring at any time for reasons outside the control of the Head teacher and to return to the hirers any monies paid by way of deposit but the Head teacher shall not be under any liability to the hirer for any loss or damage he may sustain out of such a termination.
12. The hirer shall not assign the benefit or burden of the hiring or sublet the premises any part thereof.

**REGULAR BOOKINGS**

13. The School Office will assess applications for regular (block) bookings for requirements and availability. Regular bookings and written confirmation of insurance will be reviewed annually to ensure that the use of the premises remains in accordance with school policies. If it is necessary to terminate a block booking groups will be given a minimum of one months notice unless resulting from misuse of the premises, in which case it will be with immediate effect. Any changes to the details of the hirer must be notified to the School Office.
14. Regular bookings will be invoiced monthly in arrears. A 25% deposit is required on application.

15. The School Caretaker is the key holder for regular bookings, and will be on duty throughout the booking.

## **HIRER'S RESPONSIBILITIES**

16. No nail or fastening of any kind shall be driven or put into any wall, partition, pillar or other fittings or furniture.
17. Electrical equipment must not be brought into the premises unless the arrangement has been approved in advance with the hirer, and the equipment has been checked and has a current certificate to confirm that it complies with the Electricity at Work regulations.
18. The hirer shall repay to the school on demand the cost of reinstating or replacing or repairing any part or parts of the premises, including any of the furniture and fittings therein contained, which shall be damaged, destroyed, stolen or removed as a result of the negligence of the hirer or his invitees, servants or agents during the period of hire.
19. The hirer shall indemnify the school and Cambridgeshire County Council against all claims, demands, actions or proceedings in respect of any loss, damage or injury caused by or to any persons which shall occur while such person is in or upon part of the premises or arise from any accident or occurrence which happens while such person is in or upon any part of the premises or in respect of any loss or damage suffered or sustained by any person by reason of use of the premises by the hirer.
20. We would advise the hirer to arrange their own insurance to cover the terms of indemnity. The limit of indemnity should be £5m, and the hirer shall supply copies of written confirmation from the insurance company or broker to the School Secretary.
21. If no suitable insurance has been arranged by the hirer, the hirer may, on payment of an additional 12.5% of the facilities hire fee, effect this insurance through a policy arranged by the school. **This scheme is for non commercial lets only.**
22. The cloakrooms or changing rooms will be in the care and custody of the hirer, who must provide his own attendants and be responsible for any loss that may occur. Hirers must inform the Site Officer of any suspicious behaviour or activity on school premises.
23. If any part of the premises are to be used for purposes of gaming or games of chance of any description the hirer shall be responsible for securing that the provisions of the Betting, Gaming and Lotteries Act 1963, the Gaming Act 1968, or any subsequent amending Act are fully observed and complied with.
24. In the event of a need for a Temporary Event Notice (TEN) ie if an event is outside the scope of the school premises licence, the hirer will take full responsibility for the application process to CCC. The hirer will forward a copy of the approved TEN to the School Secretary, at least 14 days prior to the event and provide the name of the premises user (ie the person who will take responsibility).
25. The hirer shall not use the premises or any part thereof for a performance for which copyright subsists without the consent of the owner of the said copyright or in any manner infringe any subsisting copyright.

## **GENERAL**

26. Most bookings must be completed by 22:15. Hirers and their guests must depart the premises by 22:30, including vacating the car park. Alcohol sales and entertainment are not permitted unless for "social bookings" as outlined below. Application for exceptions must be made to the School Office, and the Headteacher reserves the right to refuse such applications.
27. **Social bookings and LICENSED BARS** - The hirer is responsible for obtaining a licensed bar for social bookings. Proof of license must be shown to the School Office at least one week prior to the event and displayed at all times during the event along with the bar price list. Bar facilities must close by 11.00pm and at least half an hour before the end of a booking. Failure to provide a copy of the license will result in the bar being refused.
28. The Headteacher reserve unto themselves and their officers, servants and agents a right of entry to every part of the premises at any time when duly authorised so to enter.

Any extra cleaning costs if the premises are left in a dirty and untidy state will be recoverable from the hirer.

29. Smoking is strictly prohibited on the school premises, either in the school buildings or in the school grounds.
30. The wearing of footwear of any kind which is liable to cause damage to the floor of the school hall is prohibited.
31. Parking of cars must be restricted to the designated parking area. Hirers and users park on site at their own risk. All vehicles must be removed from the site as the premises are secured at the end of events.
32. The hirer shall not use or allow or cause any items to be used on the premises which involve a naked flame such as candles or any items which are lit with a naked flame and subsequently burn, such as incense sticks.
33. The hirer will be expected to have read and understood these Conditions prior to booking. Receipt of a signed and completed booking form will be deemed to be acceptance by the hirer of these Conditions.
34. No outdoors footwear that may cause damage to the facility carpet is to be worn by any user. No screw-in studs, large moulded studs, moulded blades or high heels. Astro turf trainers with 35 or more small rubber protrusions are permitted.

## HEALTH & SAFETY

35. The hirer will be responsible for the health and safety of clients/users whom they invite onto the premises.
36. Safety and Evacuation Procedures
  - a. It is the responsibility of the hirer to ensure that all fire and safety regulations are observed whilst s/he is using the building.
  - b. Please observe safety regulations and read the notices displayed on the wall or notice boards. **DO NOT BLOCK OR LOCK ANY FIRE EXITS** and ensure that fire doors remain closed. Fire drills will be undertaken from time to time. Please evacuate the building whenever the alarm sounds and assemble in accordance with the evacuation procedures on display in the lettings area.
  - c. The hirer shall draw up a Personal Emergency Evacuation Plan for anyone attending their event with special emergency evacuation needs to ensure that these needs are met (e.g. a group member who is deaf and would not hear the fire alarm).
  - d. No fire equipment shall be tampered with or removed from its place, except in the case of fire. Costs incurred due to misuse of fire equipment shall be charged to the hirer in full.
  - e. The user must familiarize him/herself with fire evacuation procedures and the location of fire exits in the building. The hirer should point out the location of fire exits to all in attendance.
37. Hirers are responsible for ensuring first aid supplies are available to users/clients whom they invite onto the premises.
38. All accidents must be reported to the School Office within 24 hours and a report form completed.

## PROVISION OF STEWARDS

39. The hirer shall provide such number of attendants and stewards as may be necessary to secure the efficient supervision of the premises during the hiring, including:
  - a. the orderly and safe admission and departure of persons to and from the premises and the orderly and safe clearance of the premises in case of emergency;
  - b. the safety of the premises and the preservation of good order and decency therein: and
  - c. ensuring that all doors giving egress from the premises are kept unfastened and unobstructed and immediately available for exit during the whole time the premises are in use.

## SECURITY

40. If you have hired a room please do not leave it unattended or unlocked when you leave. There should be a hand-

over to another group or to the caretaker unless other arrangements have been made with you to secure the area you have hired. The caretaker on duty's contact details will be displayed. Please also ensure individuals look after their own personal property and do not leave them on display in parked vehicles. The School and Governing Body cannot be held responsible for any loss or damage to property or accidents occurring during the occupation of the premises.

#### **41. Safeguarding and Child Protection**

Any provider of a service or activity for or involving children or young people would be expected to either:

1. Follow St Matthew's Safeguarding and Child Protection Policies and procedures (these can be found on our website at [http://www.stmatthews.cambs.sch.uk/website/how\\_to\\_book/89344](http://www.stmatthews.cambs.sch.uk/website/how_to_book/89344))
2. Provide the school with a copy of their own safeguarding and child protection policies/procedures. These must be fully compliant with best practice as outlined in the school's own policies/procedures and a copy must be given to the school at the time of booking.