School Lettings Policy

Lead Person: Operations Manager
Governing Body: Committee: Resources, Staff and Pay
Review Date: September 2024

Committee	Resources, Staff and Pay (RSP)
Policy Type	School
Policy Owner	Operations Manager
Statutory	TBC
Published on website	Yes
Last review date	November 2026
Next review date	November 2027
Review Cycle	Every year, unless required sooner due to change in legislation
Expiry date	N/A
Version	2026/2027 V1.1

Document Author	Mrs Lesley Smith	Operations Manager	
Authorised By	Mr Phil Stanlake	Snr Deputy Headteacher	
Governor			

Summary

The Crypt School aims to ensure the use of the school's facilities to the fullest potential. It is intended that the premises and sports facilities are available first, for the benefit of the pupil's, and second, for local people.

This policy aims:

- To ensure that lettings are not in conflict with the fundamental purpose of the school.
- To support community involvement in the life of the school.
- To support the community in sporting and educational pursuits.
- To be consistent with the school's equal opportunities policy.
- To maximize the commercial opportunity for lettings.
- To ensure costs are fully calculated and covered.
- To provide a professional service to users of the school's premises and ensure good customer care.
- To ensure the maintenance of the high standards of the premises and grounds.

The emphasis is to ensure staff are aware of their responsibilities and to ensure hirers' compliance with health and safety and insurance requirements. The policy is part of the Safeguarding and Health & Safety suite of policies.

Responsibilities

Overall responsibility for school lettings is held by the Governing Body, which monitors the policy through the Resources, Staff & Pay Committee. The Headmaster has responsibility to ensure adherence to the policy. Practical responsibility for the policy is initially delegated to the School Operations Manager.

Operations Manager Responsibilities

- Manage the day-to-day lettings of the premises and ensure effective communication between all parties concerned.
- Maintain accurate records for inquiries and bookings.
- Confirm bookings by email, issue and maintain contracts with hirers.
- Maintain a booking calendar.
- Inspect insurance documentation and Risk assessments.
- Liaise with the Physical Education Department and keep the School Site Team informed as necessary.
- Promote the facilities to the community.
- Supply invoice information to the finance department monthly, keep track of payment and initiate legal proceedings in the case of bad debtors after consultation with the School Bursar.
- Organise cleaners when necessary.

Duty Site Staff Responsibilities

- Ensure facilities are as required by hirers.
- Monitor all hirers to ensure all aspects of the contract adhered to and that facilities are left ready for school use.
- Provide a professional service to users of the school's premises and ensure good customer care.
- Keep Operations Manager informed as necessary.

Curriculum Team Leader Responsibilities

- To liaise with Operations Manager to ensure communication of any events/bookings arranged after school or the extended day.

Charges & Bookings

All charges are to be reviewed annually and set at a commercially viable rate in consultation by the Finance and Operations Managers.

Facility bookings

School Rooms - invoices are issued on a monthly basis for the hire of classrooms and other internal areas.

Sports facilities - are let and invoiced on a monthly basis. The school may consider, on an individual basis, a reduced rate for community sports groups at off-peak times.

Social Events - weddings and social parties are no longer being held in the schools facilities.

Staff requests- staff wishing to book the school's facilities will be charged at cost if charges are applicable.

Bookings

Bookings for the facilities may be made by contacting the school. Whilst every effort is made to accommodate all requests, the school and current hirers are given priority. Other considerations include the type of event, Site Supervisor availability, the number of other lets coinciding and the suitability of our accommodation. Where hirers appear to have similar focus groups, wherever

possible, the initial hirer will be informed. However, the final decision regarding agreement to hire rests with the Operations Manager and if required, the Governing Body may be involved.

Health & Safety

The school has a no nut policy. Please ensure all attendees are aware of this and comply. For any other allergy information, please see our Allergy Policy.
No smoking or vaping is allowed anywhere on site. Hirers must take all reasonable steps to prevent injury, loss or damage to any person or property for the duration of the letting. Hirers are responsible for arranging any first aid provision for the members of their organisation. In the event of an emergency, first aid items are held by the Site Supervisor. The school's telephone system may be used in the event of an emergency.

The school reserves the right to cancel any letting where the hirer fails to comply with health and safety requirements (see Conditions of Hire information).

The school requires any electrical items used to have a PAT certificate.

The School Operations Manager in consultation with the Site Staff will monitor the number of people on site with regard to safety in the event of a fire and insurance.

Safeguarding

All hirers who provide activities for children and young people are required to complete the Application for Hiring Premises form, which indicates they have a Child Protection Policy and hold relevant DBS clearance for key leaders.

Complaints Procedure

In the event of a hirer being dissatisfied with the facilities or service, the school will investigate in line with the Complaints Procedure.

Facilities available for hire

Main Hall with stage and seating for maximum of 370
Dining Hall, including use of tables and chairs (the Kitchen is NOT hireable)
Meeting Room
Drama Room
Sports Hall
Sports Hall Classrooms
Hardcourts (unlit)

APPENDIX A: SPORTS FACILITIES HIRE AGREEMENT

The Crypt School Sports Facilities Hiring Agreement 2026/2027 v1

Facility to be Hired	Indoor Sports hall		Y / N	Outdoor Hardcourt	Y / N
Dates of use	From				
	To			**INCL SCH HOLS?**	Y / N
Hours of Use	From				
	To				
Purpose of Hire					
Applicant's Name					
Club Name					
Applicants / Club's Invoicing Address					
Contact Telephone Numbers	Home				
	Mobile				
Email Address for Contact					
Payment Terms Bank Account Details Yorkshire Bank Sort Code: **05-04-35** Account: **76991111** Reference: *Your Clubs Name*	***Indicate your selected payment method***				
	Weekly Direct Bank Transfer				
	Monthly Standing Order				
	Direct Bank Transfer 5 days following invoice				
	Please note we no longer accept cash or Cheque payments				
Agreed Hire Fee	£		per hour		
Deposit					
Total Charge	£				

It is the hirers' responsibility to provide the School with up-to-date copies of the following documents at time of application:

	Up to date Copy Attached Y/N
1. Liability Insurance copy (in date)	
2. Completed Risk Assessment Form (this can be basic, but does require a thought process from your perspective, to identify risk for your team members and the possible reduction of these risks)	

By signing this agreement, you accept and agree to all our Terms and Conditions overleaf and The Crypt Schools' Letting Policy.

Name of Signatory: **Position:**

Signed: **On behalf of:**

Date:

Dear Client,

Please read the information in this document as it contains essential information regarding your hire of our School premises. It is important that your party keeps to the hours booked (please remember to add in setting up and clearing up time when you book) and that all School facilities are kept in good order at all times. The right is reserved to cancel your booking if the terms and conditions of hiring are not met.

TERMS AND CONDITIONS FOR HIRE OF SPORTS FACILITIES

- STRICTLY NO RUNNING OVER THE ALLOCATED BOOKING TIME!
- All bookings are required to have signed the Crypt School hire agreement form and send a copy of their public liability insurance policy if available.
- In signing the Crypt School hire agreement, hirers accept and acknowledge that the hardcourt, sports hall, attached block and main School building are not manned and responsibility passes to the hirer to check that the facilities are safe to use. The School makes every effort to ensure the sports hall floor is swept and cleaned Mon – Fri term time mornings. We provide cleaning equipment outside the hall doors for hirers to use if required.
- All lettings to provide a name and phone number for point of contact on the hiring agreement.
- The School has the right to cancel a booking for School needs. The School will give prior warning of such an event.
- Unless by prior agreement, all one-off and short term lettings to make payment in full before letting commences and an access code given.
- It is the responsibility of the hirer to ensure that the hall is used appropriately and left in good order. Any charges for cleaning and/or repairs will be passed onto the hirer so please allow clear up time before the end of your allocated session.

Safeguarding:

- All lettings must be adequately supervised by responsible adults.
- In order to comply with Child Protection policies, strictly no wandering from the confines of the Sports Centre and car park area and **no contact/communication should be made with college pupils**.
- Where activities involve young persons, the club, organisation or event holder to have a Safeguarding policy and appropriate DBS clearance for at least one leader attending this booking.

General:

- **No Food to be consumed in the Sports Hall or on the hard court.**
- **The school has a no nut policy. Please ensure all attendees are aware of this and comply. For any other allergy information, please see our Allergy Policy.**
- **No Smoking/Vaping permitted anywhere on the school premises or grounds.**
- Footwear MUST be changed before entry into the Sports Hall to appropriate CLEAN NON-MARKING trainers.
- Only non-marking anti-slip trainers and indoor footballs to be used in Sports Hall.
- Any damages or breakages occurring or found at the start of a session must be reported to the Operations Manager by email to lsmith@crypt.gloucs.sch.uk or by texting mobile 07549 122 815 as soon as possible in order to identify responsibility.
- Misconduct and unexplained damages will result in withdrawal of facilities and potentially additional charges.
- No activity with balls to be played outside of the hall i.e. in the adjoining corridor.
- Hirers must ensure that all lights are switched off in the sports hall and all doors securely shut on exiting from the building.
- Access to the sports hall & building is by allocated code to the hirer. Codes only grant entry into the building 15 mins prior to booking time.
- All weekday lettings to vacate premises by 10pm.

Use of Equipment:

- All sports equipment **MUST** be returned to where found or to identified storage areas. All equipment must be retained within the hall. **CARE** must be given when removing and replacing posts into designated post sockets.

Grounds:

- Do not drive on pathways/dedicated maintenance and emergency vehicle routes.
- Please ensure vehicles are parked in allocated spaces only.
- Only walk on the dedicated pathways, do not walk on the grass.

Cancellation / No Show: Two weeks' cancellation notice required for block bookings. The full hiring amount will be charged if notice is not given, and for any no shows.

Hardcourt Rules:

DO ensure that proper sports shoes or similar are worn for play on the court surface**.**
DO keep the hardcourt tennis/netball court gates shut at all times.
DO closedown hinged lid of the socket when removing net posts from their sockets.
DO slacken off tension on tennis net cables after use and ensure that the bottom of the net is lifted off the court surface.
No shoes with hard or heavily ribbed or studded soles.
No mud or dirt to be taken on to the court surface.
No chewing gum, sticky confectionery, or food to be dropped on the court surface.
No heavy objects, eg the net posts, dropped or dragged across the surface.
No furniture, such as benches allowed on surface.
No vehicles or heavy machinery on the court area.
No bicycles or roller skates allowed.

No Smoking/Vaping is permitted anywhere on the school premises or grounds.

Sports Hall Rules:

DO ensure that non-marking anti slip trainers are worn.
DO ensure that only indoor footballs are used**.**
DO keep the hall doors closed.
DO ensure all equipment stays within the sports hall.
DO ensure sports equipment is returned to its correct storage place.
DO take care when moving the larger sports equipment – netball stands, cricket nets etc.
No shoes with hard or heavily ribbed or studded soles.
No mud or dirt to be taken into the Sports Hall.
No food or drink to be consumed in the Sports Hall.
No heavy objects, e.g. the net posts, dropped or dragged across the surface.
No bicycles or roller skates allowed.

No Smoking/Vaping is permitted anywhere on the school premises or grounds.

2. Booking Charges

SPORTS FACILITIES	Sports hall	Hard Court
Long Term Block Bookings (more than 40 week per year)	£27.50 / hour	£22.50 / hour
Block Bookings (less than 40 week, but more than 12 blocks)	£32.50 / hour	£27.50 / hour
Block Bookings (less than 12)	£38 / hour	£33 / hour

- The School reserves the right, in exceptional circumstances, to cancel the letting at any time without giving the reason. In such an event, the fee paid shall be refunded in full but the School shall not otherwise be liable for damages in respect of such cancellation.

3. Duty Site Staff Responsibilities for Main School Lettings

Where required and agreed in advance, the Duty Site Staff are the School's representative and are on call during the period of hire. They are responsible for making sure that, before and at the end of the letting, the following are adhered to:

- the premises are unlocked at the agreed time as stated on the Application for Hire Form and subsequently agreed by the School
- the premises are in a safe and satisfactory condition for the Hirer
- the premises are checked before and at the end of the let (with a representative of the Hirer) for damage and to ensure that they have been left in a neat, clean and tidy condition
- Duty Site Staff cannot change any aspect of these Conditions of Hire.
- Duty Staff will do their best to ensure your event runs smoothly. On rare occasions things can go wrong. If they do, we will do our best to put things right in a friendly and helpful manner.
- Our staff will treat you with respect and courtesy. We ask that our staff are treated the same way and are not insulted, abused or threatened.

4. Health and Safety

- In the event of an emergency, please follow the emergency instructions given and call 999.
- In the event of an intruder lockdown - this is alerted as a continual high pitched sounder. Please lock yourselves away in the nearest open room. Lock or barricade the door. Turn off all lights, close windows and blinds. Hide away from any vision points, stay silent and await further instructions from the emergency services.
- Hirers who use the premises to hold classes for children must complete the School's Safeguarding forms, and also provide a Child Protection Policy which the School will hold on file.
- It is illegal to smoke or vape on any part of the School site.
- Permission to use the premises will not be granted if, in the opinion of the School, it is likely that the let would create unreasonable disturbance or inconvenience to the residents in the neighbourhood or would interfere with any existing occupations or School activity. Hirers are requested to respect the School's neighbours' rights.
- The Hirer must secure observance of the law and the preservation of order and take all reasonable steps to prevent injury, loss or damage to any person or property on all occasions during the hire.
- The Hirer must arrange for an adequate number of responsible stewards to be present throughout the period of hire to assist in the preservation of order. At no time during the hiring may the number of persons present exceed the maximum stated in the application for Hire Form. Failure to comply with this condition may result in the let being terminated.
- The Hirer is responsible for arranging first aid provision for the period of hire.
- Where permission has been granted to enable the premises to be used for the purposes of a youth organisation, no member of that organisation may enter the School unless the Hirer (or their representative) is present on the premises and members of the organisation may remain on the premises only as long as the Hirer (or their representative) is present.
- The Security Alarm System will be set for all areas not hired. This will not in any way impede the use of the premises hired or emergency escape routes.
- Any electrical equipment brought on to the premises must have up to date PAT tested certificates.
- Furniture should not be moved into the corridors and should not block any fire exits. Any furniture which is rearranged must be returned to its original position at the end of the hire.

5. Additional facilities

- No additional staging, curtains, decorations or scenery may be erected without the School's consent, which will only be given if all of these items are rendered non-flammable and removed at the end of the let. Storage facilities cannot normally be provided. The use of sticky tape on any surface is prohibited.
- Chairs and furniture may not be removed from classrooms without the School's consent. Chairs for the Hall are included in the hire charge. No items of furniture may be taken onto the School's grounds.
- No adaptations, modifications or additions may be made to any part of the electrical installations in the School.
- Use of the School's facilities, such as audio visual equipment, computers and photocopiers is not generally allowed; however, applications will be considered on an individual basis.
- The School must be advised if food is being brought onto the premises. No portable cooking equipment is allowed on the premises.

6. Applications by External Organisations Providing Activities for Children and Young People

To ensure that all organisations who use the premises comply with the guidelines recommended by the Local Safeguarding Children Board and Department for Education (DfE), detailed below are some requirements we expect all organisations to be able to answer and provide evidence of, where requested:

- The point of contact for access to the file of professional and character references of all staff that have contact with children.
- A Child Protection Policy which includes specific arrangements for dealing with the event of a child being uncollected after the activity finishes.
- Copies of DBS (Disclosure and Barring Service) checks on all staff before they are left unsupervised with children.
- A record of appropriate qualifications and registrations held by staff.
- Registration details with an appropriate registered body as applicable.

7. Insurance Cover

- Public Liability insurance (PLI) must be in place to protect the Hirer against injury, loss or damage caused to third parties or their property.
- The Hirer must indemnify the School in the minimum sum of £5 million against all public liabilities and evidence of cover must be provided before the let takes place.
- Where the hirer does not have appropriate public liability insurance cover and is an individual or a non-profit making organisation/charity, this will be provided by the School at a cost to the hirer of 7% of the hire charge. Proof of your status will be required.
- Where the hire is a concession, insurance will be applied to the full hire charge before any concession is applied.
- Where the hirer charges members of the public for the service it is hiring the premises for, the hirer may be deemed to be a profit-making concern. It will therefore be the responsibility of the hirer to provide evidence of adequate Public Liability Insurance cover as the school's Insurance cover will not suffice. The Public Liability Insurance must be taken out in the name of the organisation/business and not in the name of an individual. If the hirer cannot provide evidence of adequate cover, the hire will not be permitted. Further clarification can be sought from the School Finance Office.

8. Copyright and Public Performances Licences

- The requirements in connection with the issue of licences for public dancing, music or any public entertainment must be strictly fulfilled. A Hirer who is organising entertainment for children must have regard to the requirements of Section 12 of the Children and Young Persons Act 1993.
- No musical works in the repertoire of the Performing Rights Society may be performed in public on the premises except on payment to the Society of the appropriate fee. It is the responsibility of the Hirer to ascertain whether works to be performed are in the repertoire of the Society. A list may be obtained from the Secretary of the Performing Rights Society Ltd., 29/33 Berners Street, London W1.
- No lecture, play or opera, drama, musical or other work in which copyright subsists shall be delivered or performed on the premises unless the consent of the owner of the copyright has been previously obtained. No performance of any recording on disc or tape etc., in which any copyright subsists, shall be given on the premises unless the previous consent of Phonographic Performance Ltd has been obtained by the Hirer. The Hirer must make his/her own enquiries as to the existence of any copyright.
- The Hirer shall indemnify and keep indemnified the School from and against all costs and claims and demand, which may be made for any breach or infringement of copyright.

9. Other Information

In the event of a fire, the fire brigade will need to know:

- Are all persons accounted for?
- The location of the fire.
- The best route to the fire.

Please note the following:

If you detect a fire, do not put yourself at risk but activate the alarm by breaking the glass. A continuous bell will sound. The assembly point is on the School playground located at the rear of the main school building.

Instructions

- All personnel must evacuate the building.
- Do not go through the building to the assembly point (school playground).
- Do not use the lifts.
- Do not re-enter the building until the all clear is given.

Organiser responsibilities

Each let should appoint a responsible person to be in charge in the event of any emergency. This responsible adult must ensure all members are registered and checked to be safe at the assembly point. **If any person is missing, they are responsible for advising the evening site supervisor immediately.** Fire evacuation routes are displayed and must be followed. Organisers should ensure no fire exit or corridor is blocked.

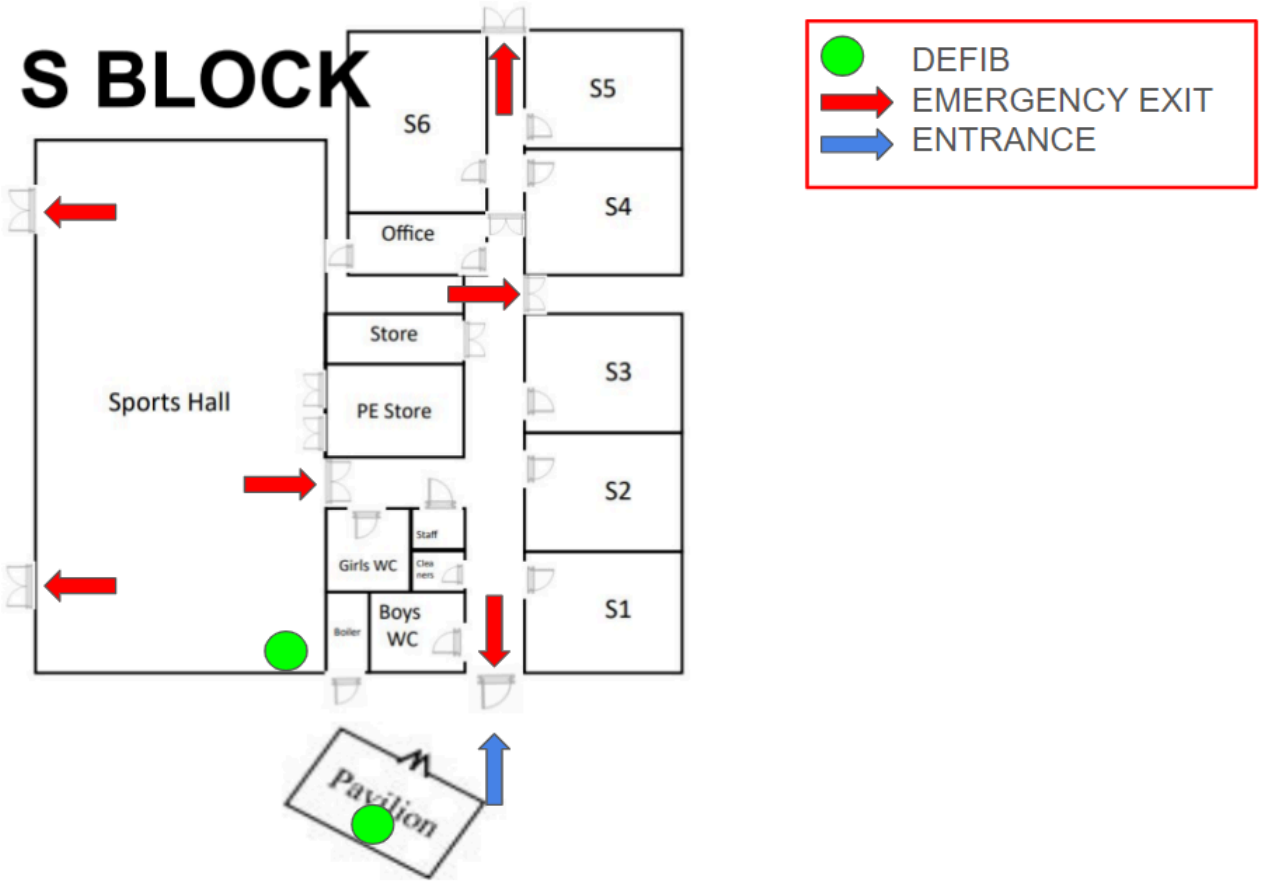
Cars on site
Do not leave cars in a position that may obstruct the evacuation of the building or the entry of emergency vehicles.

Vandalism
Misuse of fire extinguishers is unacceptable; it is a criminal offence. Misuse is potentially dangerous and may threaten everyone's safety. Any person caught misusing firefighting equipment will be charged £70 (the cost to refill an extinguisher). Our community police officer will be informed and a meeting arranged.

Outside normal hours means:
After 6pm Monday to Friday, all day Saturday, all day Sunday and when the school is not in session during holidays.

APPLICATION FOR HIRE OF SCHOOL SPORTS FACILITIES
Please email **enquiries@crypt.gloucs.sch.uk**

10. EMERGENCY EVACUATION PLAN



APPENDIX B: SCHOOL FACILITIES HIRE AGREEMENT

The Crypt School Sports Facilities Hiring Agreement 2026/2027 v1

Facility to be Hired	Indoor Sports hall	Y / N	Outdoor Hardcourt	Y / N
Dates of use	From			
	To		**INCL SCH HOLS?**	Y / N
Hours of Use	From			
	To			
Purpose of Hire				
Applicant's Name				
Club Name				
Applicants / Club's Invoicing Address				
Contact Telephone Numbers	Home			
	Mobile			
Email Address for Contact				
Payment Terms Bank Account Details Yorkshire Bank Sort Code: **05-04-35** Account: **76991111** Reference: *Your Clubs Name*	***Indicate your selected payment method***			
	Weekly Direct Bank Transfer			
	Monthly Standing Order			
	Direct Bank Transfer 5 days following invoice			
	Please note we no longer accept cash or Cheque payments			
Agreed Hire Fee	£ per hour			
Deposit				
Total Charge	£			

It is the hirers' responsibility to provide the School with up-to-date copies of the following documents at time of application:

	Up to date Copy Attached Y/N
1. Liability Insurance copy (in date)	
2. Completed Risk Assessment Form (this can be basic, but does require a thought process from your perspective, to identify risk for your team members and the possible reduction of these risks)	

By signing this agreement, you accept and agree to all our Terms and Conditions overleaf and The Crypt Schools' Letting Policy.

Name of Signatory: **Position:**

Signed: **On behalf of:**

Date:

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No mud or dirt to be taken on to the court surface.
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No food or drink to be consumed in the Sports Hall.
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2. Booking Charges

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Where required and agreed in advance, the Duty Site Staff are the School's representative and are on call during the period of hire. They are responsible for making sure that, before and at the end of the letting, the following are adhered to:

- the premises are unlocked at the agreed time as stated on the Application for Hire Form and subsequently agreed by the School
- the premises are in a safe and satisfactory condition for the Hirer
- the premises are checked before and at the end of the let (with a representative of the Hirer) for damage and to ensure that they have been left in a neat, clean and tidy condition
- Duty Site Staff cannot change any aspect of these Conditions of Hire.
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- Our staff will treat you with respect and courtesy. We ask that our staff are treated the same way and are not insulted, abused or threatened.

4. Health and Safety

- In the event of an emergency, please follow the emergency instructions given and call 999.
- In the event of an intruder lockdown - this is alerted as a continual high pitched sounder. Please lock yourselves away in the nearest open room. Lock or barricade the door. Turn off all lights, close windows and blinds. Hide away from any vision points, stay silent and await further instructions from the emergency services.
- Hirers who use the premises to hold classes for children must complete the School's Safeguarding forms, and also provide a Child Protection Policy which the School will hold on file.
- It is illegal to smoke or vape on any part of the School site.
- Permission to use the premises will not be granted if, in the opinion of the School, it is likely that the let would create unreasonable disturbance or inconvenience to the residents in the neighbourhood or would interfere with any existing occupations or School activity. Hirers are requested to respect the School's neighbours' rights.
- The Hirer must secure observance of the law and the preservation of order and take all reasonable steps to prevent injury, loss or damage to any person or property on all occasions during the hire.
- The Hirer must arrange for an adequate number of responsible stewards to be present throughout the period of hire to assist in the preservation of order. At no time during the hiring may the number of persons present exceed the maximum stated in the application for Hire Form. Failure to comply with this condition may result in the let being terminated.
- The Hirer is responsible for arranging first aid provision for the period of hire.
- Where permission has been granted to enable the premises to be used for the purposes of a youth organisation, no member of that organisation may enter the School unless the Hirer (or their representative) is present on the premises and members of the organisation may remain on the premises only as long as the Hirer (or their representative) is present.
- The Security Alarm System will be set for all areas not hired. This will not in any way impede the use of the premises hired or emergency escape routes.
- Any electrical equipment brought on to the premises must have up to date PAT tested certificates.
- Furniture should not be moved into the corridors and should not block any fire exits. Any furniture which is rearranged must be returned to its original position at the end of the hire.

5. Additional facilities

- No additional staging, curtains, decorations or scenery may be erected without the School's consent, which will only be given if all of these items are rendered non-flammable and removed at the end of the let. Storage facilities cannot normally be provided. The use of sticky tape on any surface is prohibited.
- Chairs and furniture may not be removed from classrooms without the School's consent. Chairs for the Hall are included in the hire charge. No items of furniture may be taken onto the School's grounds.
- No adaptations, modifications or additions may be made to any part of the electrical installations in the School.
- Use of the School's facilities, such as audio visual equipment, computers and photocopiers is not generally allowed; however, applications will be considered on an individual basis.
- The School must be advised if food is being brought onto the premises. No portable cooking equipment is allowed on the premises.

6. Applications by External Organisations Providing Activities for Children and Young People

To ensure that all organisations who use the premises comply with the guidelines recommended by the Local Safeguarding Children Board and Department for Education (DfE), detailed below are some requirements we expect all organisations to be able to answer and provide evidence of, where requested:

- The point of contact for access to the file of professional and character references of all staff that have contact with children.
- A Child Protection Policy which includes specific arrangements for dealing with the event of a child being uncollected after the activity finishes.
- Copies of DBS (Disclosure and Barring Service) checks on all staff before they are left unsupervised with children.
- A record of appropriate qualifications and registrations held by staff.
- Registration details with an appropriate registered body as applicable.

7. Insurance Cover

- Public Liability insurance (PLI) must be in place to protect the Hirer against injury, loss or damage caused to third parties or their property.
- The Hirer must indemnify the School in the minimum sum of £5 million against all public liabilities and evidence of cover must be provided before the let takes place.
- Where the hirer does not have appropriate public liability insurance cover and is an individual or a non-profit making organisation/charity, this will be provided by the School at a cost to the hirer of 7% of the hire charge. Proof of your status will be required.
- Where the hire is a concession, insurance will be applied to the full hire charge before any concession is applied.
- Where the hirer charges members of the public for the service it is hiring the premises for, the hirer may be deemed to be a profit-making concern. It will therefore be the responsibility of the hirer to provide evidence of adequate Public Liability Insurance cover as the school's Insurance cover will not suffice. The Public Liability Insurance must be taken out in the name of the organisation/business and not in the name of an individual. If the hirer cannot provide evidence of adequate cover, the hire will not be permitted. Further clarification can be sought from the School Finance Office.

8. Copyright and Public Performances Licences

- The requirements in connection with the issue of licences for public dancing, music or any public entertainment must be strictly fulfilled. A Hirer who is organising entertainment for children must have regard to the requirements of Section 12 of the Children and Young Persons Act 1993.
- No musical works in the repertoire of the Performing Rights Society may be performed in public on the premises except on payment to the Society of the appropriate fee. It is the responsibility of the Hirer to ascertain whether works to be performed are in the repertoire of the Society. A list may be obtained from the Secretary of the Performing Rights Society Ltd., 29/33 Berners Street, London W1.
- No lecture, play or opera, drama, musical or other work in which copyright subsists shall be delivered or performed on the premises unless the consent of the owner of the copyright has been previously obtained. No performance of any recording on disc or tape etc., in which any copyright subsists, shall be given on the premises unless the previous consent of Phonographic Performance Ltd has been obtained by the Hirer. The Hirer must make his/her own enquiries as to the existence of any copyright.
- The Hirer shall indemnify and keep indemnified the School from and against all costs and claims and demand, which may be made for any breach or infringement of copyright.

9. Other Information

In the event of a fire, the fire brigade will need to know:

- Are all persons accounted for?
- The location of the fire.
- The best route to the fire.

Please note the following:

If you detect a fire, do not put yourself at risk but activate the alarm by breaking the glass. A continuous bell will sound. The assembly point is on the School playground located at the rear of the main school building.

Instructions

- All personnel must evacuate the building.

- Do not go through the building to the assembly point (school playground).
- Do not use the lifts.
- Do not re-enter the building until the all clear is given.

Organiser responsibilities
Each let should appoint a responsible person to be in charge in the event of any emergency. This responsible adult must ensure all members are registered and checked to be safe at the assembly point. **If any person is missing, they are responsible for advising the evening site supervisor immediately.** Fire evacuation routes are displayed and must be followed. Organisers should ensure no fire exit or corridor is blocked.

Cars on site
Do not leave cars in a position that may obstruct the evacuation of the building or the entry of emergency vehicles.

Vandalism
Misuse of fire extinguishers is unacceptable; it is a criminal offence. Misuse is potentially dangerous and may threaten everyone's safety. Any person caught misusing firefighting equipment will be charged £70 (the cost to refill an extinguisher). Our community police officer will be informed and a meeting arranged.

Outside normal hours means:
After 6pm Monday to Friday, all day Saturday, all day Sunday and when the school is not in session during holidays.

APPLICATION FOR HIRE OF SCHOOL SPORTS FACILITIES
Please email **enquiries@crypt.gloucs.sch.uk**

10. EMERGENCY EVACUATION PLAN

