



BURTON BOROUGH SCHOOL

TERMS AND CONDITIONS OF HIRE EFFECTIVE DECEMBER 2013

SCHOOL BOOKINGS

Bookings should be made on the main via a booking form and sent or emailed to Kay McClean, Extended Schools Liaison, (kay.mcclean@taw.org.uk) who is responsible for all Extended School bookings. You can also contact Kay on her direct line (01952 386502).

The School is usually available for hire at the following times:

Monday to Friday (Term Time) - from 5.30pm to 10.00pm
Saturday from 9.00am to 8.00pm

School Holidays

Monday to Friday from 9.00am to 10.00pm
Saturday from 9am to 8pm

Our licence permits us to extend beyond the advertised opening times for certain events, please speak to the Extended School Liaison for further information.

The facilities are available for hire throughout the year, with the exception of the School's Christmas holiday, Easter Weekend, Bank Holiday Mondays and some. Certain other dates may be set aside for essential maintenance and School functions (such as Presentations Evening) at the discretion of Burton Borough School. Notice of these dates will be given to hirers whose bookings are affected.

CONTINUAL / TERMLY BOOKINGS

Organisations wishing to book sessions for a whole term must give details of start and end dates, and any breaks or holidays during the term on the booking form. In instances of a rolling booking, hirers should re-book a half-term in advance to ensure continuation of hire.

INVOICING

Invoices are posted directly to the hirer when payment is due. Should a booking need to be cancelled, provided that at least 5 days' notice is given, no payment will be due. If less than 24 hours' notice is given of cancellation, the school will endeavour to re-let the facility, but it reserves the right to make a charge of up to 50% of hire fee. Should a hirer not turn up for their hire and, if no notice of cancellation has been given, then the full cost of the hire will be payable. Invoices should be paid within 28 days of the date of invoice.

Please note that the School reserves the right to move or postpone a booking, with due notice to the hirer. Further bookings CANNOT be accepted if there are any debts outstanding to Burton Borough School.

PUBLIC LIABILITY INSURANCE

The hirer will indemnify Burton Borough School against all claims from third parties involving death, injury to persons and/or loss or damage to property and also for loss or damage to Burton Borough School premises being used. A copy of the relevant Insurance Certificate is required, which will then be held on file. Public Liability Insurance cover must be for an amount of at least £5 million.

BURTON BOROUGH SCHOOL

Please note that the following basic rules apply:-

- ❖ NO smoking
- ❖ NO nuisance, including excess noise to be created for local residents/site staff
- ❖ NO outdoor shoes when using sports facilities (appropriate footwear must be worn)
- ❖ NO chewing gum
- ❖ NO dogs
- ❖ NO alcohol, unless the appropriate approval has been granted by the school
- ❖ Please use the litter bins provided

HIRE CHARGES

The hire charges are that as outlined by the Business Manager only. Hire charges will be reviewed annually. A copy of the School's hire charges can be obtained from the Extended Schools Officer.

GENERAL

Hirers are asked to remember that the School is within a residential area, and hirers should display due consideration for residents. Hirers should ensure that they leave the School site as quietly as possible.

The period booked should include any time needed to prepare and clear up, including setting up and setting down of equipment. All users should vacate the facility promptly on completion of their hire period. All facilities should be left in a clean and tidy condition after use. The school reserves the right to charge for damage caused or additional cleaning required after use.

Hirers should be aware that they bring their own equipment and vehicles onto the School site entirely at their own risk.

PREMATURE TERMINATION OF HIRE PROCEDURE

The school reserves the right to prematurely terminate the hire agreement of any hirer without offering due reason. When a hirer is in breach of the Terms and Conditions or School Lettings Policy, the following procedure will be followed:

- 1) First Offence = Verbal warning
- 2) Second Offence = Written Warning
- 3) Third Offence = A meeting will be sought between the hirer and the school. If a satisfactory arrangement cannot be met, the result will be termination of hire

Where applicable the school will follow this procedure, however if the offence is deemed serious enough the school reserves the right to move immediately to stage 3 and terminate hire.

EMERGENCY PROCEDURES

Please note that duty Site Team is on site whilst the facilities are open, and will assist regarding any concerns or emergencies. However it is a requirement of all hires that an adult takes responsibility for the provision of first aid equipment, and the application of first aid where necessary. All hirers must ensure that they know who is attending their classes / events.

In the event that the fire alarm is sounded, you are required to evacuate the building as quickly as possible and assemble in the car park area. Hirers are responsible for carrying out their own roll-call to ensure all members are present.

CRIMINAL RECORDS BUREAU CHECKS

We require anyone who owns, manages or works in a service dealing with children or vulnerable adults to undergo an enhanced CRB check. This applies to both managers and providers alike. As a manager, you are responsible for arranging CRB checks for both yourself and your staff.

For Further information then please visit the CRB Website to read further guidance on the Criminal Records Bureau at <https://www.gov.uk/disclosure-barring-service-check>.