



HIRING THE SCHOOL, PLAYGROUNDS, SPORTS FIELD OR SPORTS HALL PREMISES

1. Alameda Middle School may hire the premises to individuals or groups under certain conditions. Our Lettings Policy is available to view on our website www.alamedamiddleschool.org.uk
2. A letting will only be confirmed by the Facilities & Lettings Manager, in writing or by email, once the School has received a fully completed application form and is satisfied that all conditions of the letting will be met. Failure to comply with these conditions of hire may result in hire agreements being cancelled immediately by the Facilities & Lettings Manager.
3. School use of the premises takes priority when necessary and that there may be rare occasions when arrangements have to be changed (where possible these will be advised at the time agreement is reached). Further, essential maintenance works can only take place during school holidays and these may lead to premises being unavailable at certain times. The School will give as much notice as possible when these affect the hire.
4. Although extremely unlikely, the School reserves the right to cancel any letting without giving any reason. Under these circumstances all fees paid will be returned. The School cannot be responsible for any additional expenses incurred.
5. Alameda Middle School reserves the right to refuse admission to any person they consider not fit to be on the school premises and to terminate, at any time, any function that they consider to be detrimental to the safety of those attending or to the fabric of the building.
6. Representatives of the School shall, at all times, have free access to the facilities for the purpose of inspection.
7. The sub-letting of any school facilities is prohibited. Only people associated with the letting are allowed on site. The hirer is responsible for controlling entry to the facility by all visitors.
8. Hire of the school kitchens is permitted under certain circumstances with the approval of the Kitchen Manger. A refundable £100 deposit is required to ensure the cleanliness of the facilities after the hire. Please contact the Facilities & Lettings Manger for more information.

BOOKING PROCEDURE

9. Booking forms can be downloaded from the Lettings tab on our website: <http://www.alamedamiddleschool.org.uk>
10. Hirers should indicate on the booking form the exact accommodation and equipment required. The hours of hiring must include preparation/changing time and clearing up/changing for the event so that the premises can be vacated promptly at the end of the hire period.
11. Completed booking forms should be returned to the Facilities & Lettings Manager by email lettings@alamedamiddleschool.org.uk or by post (details on the booking form). An email of confirmation, which should be checked for discrepancies, will be sent to the hirer once the Lettings Manger is satisfied that all conditions of the letting will be met.

12. For regular weekly hire (e.g. sporting activities over a season), only one annual booking form should be completed. The application will be renewed annually in September.
13. Invoices will be issued in advance of the hire date where possible. Regular weekly bookings will be invoiced in blocks of ten weeks in advance, or termly if preferred. Payment should be received prior to the hire date or within 7 days of the date of invoice. In the event of payment(s) not being received within 30 days, the letting(s) and/or any future bookings may be cancelled. A reminder will be sent after 30 days. The preferred method of payment is by direct bank transfer (BACS) – all payment details can be found on the booking form and invoice. We do not accept cash payments.
14. The scale of charges is reviewed annually. Published charges are exclusive of VAT (where applicable).

VAT CHARGES

15. Standard rate VAT is payable on all sports facilities lettings, unless the letting meets the 10 sessions rule and the associated VAT regulations, in which case the lettings will be exempt. Cancellations may break the series and result in VAT being chargeable on all the lettings (full VAT regulations are available on HMRC website; a summary is shown below). If the Sports Hall is let for a non-sport event no VAT is payable (e.g. a car boot sale).

VAT REGULATIONS FOR THE SPORTS HALL AND FIELD

The Sports Hall facilities are standard VAT rated except where:-

- The period of letting is over 24 hours, and is provided to a person who has exclusive control of the facilities throughout the period
- The facilities are let out for a series of 10 or more sessions where:-
 - Each session is for the same sport or activity – and
 - Each session is in the same place – and
 - The interval between each session is at least a day and not more than 14 days – and
 - The series is paid for as a whole and there is written evidence to that effect – and
 - The facilities are let out to a school, club, association – and
 - The hirer has exclusive use of the facilities during the sessions
- The letting of sports facilities for other than sporting or physical recreation use is also exempt.

16. General room hire/rent in the school is exempt from VAT, unless specialised equipment (such as projector, computer, cooker, shower, wi-fi access) is required. Additional charges will apply to such equipment, as shown on the Scale of Charges. Guest access to our Wi-Fi at the main site can be arranged free of charge during hire period. VAT standard rate applies to all function rooms hired for catered events, even if a third party provides the catering. Overnight pitches for caravans or tents are standard rated for VAT. Car park hire is standard rated. Please refer to HMRC website for full explanation.

CANCELLATION BY HIRER

17. If arrangements to use school facilities are cancelled by the hirer and five working days' notice is given of such cancellation, a charge of 50% of the total booking fee may be made. If notice less than five clear days is given, the whole of the fees paid may be retained by the School. When regular weekly/monthly bookings have been made, cancellation by the hirer will result in a negotiated fee dependent on the ability to re-let the facility. Hirers must inform the school of any booked session that they do not wish to use in order to ensure arrangements are in place to secure the building. Failure to do so may result in cancellation or refusal of future bookings.

18. The charge payable by the hirer includes an amount to cover payment for standard keyholding and cleaning duties. The hirer must adhere to the agreed times or, subject to a member of the site staff being available, be prepared to pay additional overtime. If additional work (such as moving furniture to or from a specific room/ area or a specific layout) is required, whether foreseen or not at the time of booking, the user will be required to meet the extra costs, which will incur VAT on the whole charge. It cannot be assumed that staff will be available unless prior agreement has been made.

ALAMEDA SPORTS HALL

19. Lockers are available at the Sports Hall for a small monthly charge. Please note that Alameda Middle School accepts no liability for the loss of or damage to property stored on our premises. We may withdraw this storage facility at any time, giving one month's notice. Please ensure that all equipment is returned to its original position at the end of the letting.
20. High demand for sessions in the Sports Hall requires the payment of a deposit securing seasonal use. Hirers who book ten sessions or more and use the Sports Hall seasonally will be required to pay a £100 deposit to reserve their sessions should the break in hiring be more than 3 months. This amount will be considered as part payment of the first invoice of the next season but may be retained should the hirer decide not to proceed with the letting, without giving one month's notice.
21. No outdoor shoes or shoes with black or coloured rubber/composition soles should be worn in the sports hall or school hall. Any hirer who causes damage to the floor with inappropriate shoes will be invoiced for the repair of any damage caused.
22. Gymnastic equipment fixed to the walls or roof trusses or any free standing equipment in the sports hall must not be used except by prior arrangement.
23. No food or drink (except for water bottles) is allowed in any part of the Sports Hall without prior agreement from the school.

HIRER RESPONSIBILITIES

24. The Hirer should show consideration to other hirers, school staff and students on site, and be cooperative when using shared spaces e.g. playgrounds, car parks.
25. The period of hire includes any set up and dismantling time. All hirers must remain outside the facility/playing area until it is vacated by the previous session's hirer.
26. The Hirer shall be responsible for the behaviour and conduct of all people (members of a club, general public, employees, etc.) who enter the premises for their letting. The School requires all users to take responsibilities to our neighbours seriously. Hirers should maintain low noise levels and show consideration for residents when parking.
27. No animals other than guide dogs are allowed on any part of the school site, including the sports field.
28. Motor vehicles must not be taken on to school playing fields except in an emergency, or with prior authorisation.

29. The Hirer will be permitted to use official parking areas on the school site during the period of the letting. Vehicles must not be left on the school site outside of the period of the letting. Gates may be locked after the hire period. The school accepts no responsibility for vehicles parked on school premises: any damage or theft is entirely at owners' risk.
30. The maximum number of persons attending any letting must not exceed the numbers deemed safe by the school within the Health and Safety Policy, available to view on our website, www.alamedamiddleschool.org.uk. The Facilities & Lettings Manager can provide guidance if required.
31. The premises must be left in a clean and tidy condition. Sports hall hirers are responsible for the removal of their own rubbish e.g. drinks bottles, shuttlecocks. If the facilities are not left in a tidy state the school reserves the right to charge cleaning costs to the hirer.
32. The Hirer shall ensure that any and all electrical equipment to be used by the Hirer on the Academy Premises is fully PAT Tested. All such equipment must bear the appropriate labels and be accompanied by the appropriate certificates as proof of such testing and compliance. We can carry out the required PAT testing for a small charge.
33. The use of music amplifying equipment is only allowed with prior permission, and must not cause nuisance to our neighbours.
34. Smoking and the use of e-cigarettes is not permitted within any part of the school site, including outdoors.

LIABILITY, INDEMNITY, INSURANCE

35. Alameda Middle School shall not be liable for any injury or damage to or loss of property, which 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 Governors, its servants or agents acting within the scope of their authority.
36. It is a requirement that all commercial organisations or associations hiring the premises MUST have their own Public Liability Insurance with a minimum limit of indemnity of £5,000,000 for any one incident to cover claims arising out of negligence. A copy of the public liability insurance document will be retained by the school with the booking form. If the Hirer is teaching or instructing, they shall ensure that they carry Professional Indemnity Insurance to cover against claims of professional negligence by those they are instructing. Note: a commercial hirer is regarded as a person/organisation that may make a personal financial gain or business profit from the hire.
37. Alameda Middle School has a Hirers' Liability policy to provide cover for non-commercial hirers who do not have their own policy. It insures against accidental damage to third party property and compensation for accidental injury to third parties (up to £2million), with an excess of £100 per claim (payable by the hirer). Non-commercial hirers are regarded as informal social clubs/associations, registered charities carrying out fund raising activities, scouts, guides, private parties etc. This policy does not provide additional cover to organisations which already have their own Public Liability cover.

38. Any hirer who causes damage to the premises or equipment, will be held responsible for the cost of any repairs and must insure this risk and hold legal liability for claims arising from their group's activities.

CHILD PROTECTION

39. Alameda Middle School will only work with providers who can demonstrate that they have effective policies and procedures in regard to safeguarding children and child protection. The Governors require youth organisations to demonstrate clear lines of accountability and written agreements setting out responsibility for carrying out the recruitment and vetting checks on staff and volunteers. We require a copy of DRB disclosures for those working with children; evidence of appropriate child/adult ratios; contingency arrangements for emergencies.
40. At no time should youth members be left unsupervised anywhere on the school premises. The Hirer should ensure that all members of the group have vacated the premises before being the last to leave the building.
41. PREVENT – the school will contact the Access and Referral Hub if they suspect that the letting or gathering has been used for political purposes, not previously authorised by the Headteacher; the dissemination of inappropriate material; or other purposes which could be reportable under the new statutory PREVENT duties or which contravene current legislation in any way.

HEALTH AND SAFETY

42. The Hirer shall familiarise themselves with notices related to health, safety and fire precautions, including the location of all fire exits and fire equipment prior to the start of the Hire Period. Signs for fire exits and equipment must not be obscured or moved, and access to all fire exits must remain completely unobstructed. Fire equipment must not be moved from its location unless being used for its intended purpose. The Hirer shall relate instructions to all attendees.
43. The Hirer shall ensure appropriate supervision and appropriate adult to children ratios of the activity or activities it undertakes on the school premises, and be responsible for providing adequate supervision to maintain safety, order and good conduct.
44. Use of the facilities and any equipment provided (by prior agreement only) is entirely at the Hirer's own risk. Hirers are advised to check facilities and equipment before use and report any defects to the Facilities & Lettings Manger.
45. The Hirer shall be responsible for providing First Aid equipment appropriate to their activity and for ensuring that a suitably trained First Aider is on duty during the Hire.
46. The Hirer shall ensure that all accidents are reported immediately to a member of the School's staff, if available, and that a written report of the incident is submitted within 24 hours to the Facilities & Lettings manager.
47. The Hirer shall have use of a mobile telephone or familiarise themselves with the location of the nearest public telephone for use in emergencies.
48. The Hirer shall inform the Academy of any hazard found in regard to access to the premises or the equipment used. A copy of the Alameda School's Health and Safety Policy is available on the School's website www.alamedamiddleschool.org.uk and hirers must comply with this.

IN CASE OF A MEDICAL EMERGENCY ON SCHOOL PREMISES

There is no access to a telephone or First Aid Kit in the school or Sports Hall. **It is the hirer's responsibility to arrange access to a telephone and first aid kit for use in the case of an emergency.**

IN CASE OF FIRE ON SCHOOL PREMISES

Hirers should familiarise themselves with the fire exit route plan, location of fire extinguishers, fire alarms and exit doors and assembly points. **The hirer must explain the fire evacuation procedure to individuals attending the letting at the start of the session.**

It is the responsibility of the hirer or their designated responsible adult to call the emergency services. A mobile phone will be required for this as there is no access to land line telephones in the event of an emergency.

On the main school site:

- Upon discovery of a fire activate the alarm at a break glass point. The fire alarm bell will sound continuously.
- All occupants must leave the building by the nearest fire exit and go to the designated assembly point. A register of attendees should be taken to ensure no-one is still in the building.
- Do not stop to collect personal belongings.
- Do not re-enter the building until authorised to do so.
- When the building is clear of occupants, contact the emergency services.
- Alert the school by telephoning CYS Security on 0845 475 1981 or 07983 436 544

In the Sports Hall:

If a fire is discovered the premises should be evacuated immediately and the emergency services informed. A mobile phone will be required for this as there is no access to land line telephones in the event of an emergency.

- All occupants must leave the building by the nearest fire exit and go to the designated assembly point. There are two exits:
 - The main entrance – assemble in car park.
 - The fire doors at the rear of the main hall – assemble on sports field.
- A register of attendees should be taken to ensure no-one is still in the building.
- Do not stop to collect personal belongings.
- Do not re-enter the building until authorised to do so.
- When the building is clear of occupants contact the emergency services.
- Alert the keyholder (mobile number on Booking Form) and the school, by telephoning CYS Security on 0845 475 1981 or 07983 436 544