

Lettings and Hire Policy – Poynton High School

True Learning Partnership (TLP) and Poynton High School regards its building and grounds as community assets and will make every reasonable effort to enable them to be used as much as possible.

The Trust and its schools have a responsibility to ensure that all premises and facilities are used in an appropriate and safe manner to enable the ongoing enjoyment and safety of all its users. All hirers of school facilities are required to adhere to the Terms and Conditions of Booking below.

Facility Hire

The following facilities are available for hire at the school:

Area	Cost per hour unless otherwise stated. Opening time between 3.30pm and 5.30pm during school term time – Mondays to Fridays*
Sports Field (Without use of Changing Rooms)	£15.00
Sports Field (With use of Changing Rooms)	£45.00
School Hall with stage and tiered seating for up to 200	£50.00
Hire of Lighting / Sound Technician	Price on Application
Classroom	£45.00
Gym	£45.00
Drama Studio	£45.00
Other areas	Price on Application

*All other times, price on application

If the letting overruns, then the appropriate charge will be made.

Payments

The school's preferred payment method is via invoice. Certain bookings may be subject to a deposit or full payment in advance; this will be advised to hirers when enquiring or booking. Any deposits will be retained until after the event. Regular and block bookings will be invoiced in arrears on a monthly basis. Non-payment will result in suspension or cancellation of future bookings.

Cancellation terms are outlined within the booking terms and conditions below.

On arrival

Bookings are briefed on the fire safety procedures at their first session.

Requests for bookings

Bookings can be requested via: Caroline Oakes, School Business Officer, coakes@poyntonhigh.org.uk, 01625871811.

Terms and conditions for bookings are below.

Terms & Conditions of Booking

The use of the school facilities is subject to the following terms and conditions.

Applications for bookings should be made by contacting coakes@poyntonhigh.org.uk

Cancellations by school

The school reserves the right to cancel any session. It should be noted likely reasons for cancellations by school would be weather conditions, school events, staff illness or events such as polling stations.

Cancellations will be notified directly to hirers, posted on the website and/or social media channels. The school endeavours to provide as much notice as possible to hirers.

You will receive any advance payments back, although the school will have no other liability.

Cancellation by hirer

We require a minimum of 7 days' notice to cancel or change a booking. We reserve the right to charge for hire if the sufficient 7 days' notice has not been given.

Cancellations should be made only to coakes@poyntonhigh.org.uk

The school reserves the right to cancel any booking agreement without notice if the conditions of hire have been breached or facilities have been misused.

Hours of Opening

Bookings are subject to availability and are offered during term time between 3:30pm and 5:30pm. Holiday bookings may be available by arrangement. Bookings are not available at weekends, on bank holidays, and cancellations mentioned above.

Car parking

There may be occasions when car parking is limited due to school events. School events are listed on the school website. We will endeavour to give prior notice on social media.

Cars shall not park as to cause an obstruction or on pathways. Access to emergency services is required at all times. Designated car parking spaces are provided for those with a registered disability.

Cars are parked at your own risk. The school will not accept responsibility for loss or damage as a result of using the car park.

House Keeping

- The school operates a non-smoking policy. Smoking is not permitted on the premises, this includes E-Cigarettes.
- No litter shall be left in or around the school premises.
- Noise should be kept to a minimum outside the school premises and when arriving/departing so as to not disturb neighbours or other users. Excessive bad language will not be tolerated.
- All users shall leave the premises in a clean & tidy condition. Failure to do so would be a breach of the T&Cs of the agreement. Please be aware CCTV is in operation throughout the site.
- Alcohol is not permitted to be brought on site. The sale of alcohol is also not permitted unless express, written consent has been given by the school and with an adequate TENS licence in place.
- Food and drink may be prepared on the premises; however, hirers must seek direct permission from the school. The hirer will prepare food and drink in line with current food and hygiene regulations.
- Betting/gambling shall not be undertaken on the premises that contravene the law. Hirers should check the law in advance.
- The school does not accept responsibility for loss/damage/theft of property.
- No equipment should be left on site without permission from the school.
- Furniture and fittings will not be removed or interfered with in any way, unless permission has been granted by the school.
- Photography: Clubs / Organisations making private use of the facilities are required to maintain their own photography policy. All other photography must be in line with the school policies including GDPR.
- Hirers will not bring animals onto the premises without permission from the school (Except for Guide dogs).

Health & Safety

- Obstructions should not be left in corridors or exits. Emergency exits should be kept clear at all times.
- Firefighting apparatus should be kept in its designated place and only used for its intended purpose.
- Highly flammable substances are not permitted to be brought on site.
- Fire doors should only be used in case of emergency, if they are required for loading and unloading purposes, a member of staff should be consulted prior to use on each occasion. These should be secured as soon as possible and no access to the public should be allowed.
- First aid provision is the responsibility of the hirer, including care and equipment, however some provision is available on the premises, including an AED located on the outside wall next to the main hall and in the First Aid room. Hirers will be made aware of the location of first aid kits upon arrival.
- Access to a telephone is available for emergencies only. Hirers should have access to their own mobile phone for all other calls.
- The hirer, or person in charge of the bookings must be 18 years + and shall be on the premises for the entirety of the booking. They shall ensure general supervision throughout.
- All electrical equipment brought onto site shall comply with 'Electricity at work' regulations, displaying an in date 'PAT test' label. Any equipment that does not comply should not be used. The school disclaim all responsibility for equipment that does not comply.
- No unauthorised appliances should be brought on site, this includes heaters, toasters etc.

- Any liquids brought onto the premises should be kept safe, if a spillage occurs, it is the hirers responsibility to ensure the area is made safe and the spillage cleared immediately, extra care should be taken in activity areas to avoid any accidents from spillage.
- Any accidents that occur on the school site must be reported to a member of staff on site and recorded as soon as reasonably possible.
- If you notice any damage to the facility or equipment, please report to a member of staff.
- Any damages caused by misuse of equipment or breaches of the terms and conditions outlined in this document will be charged to the organiser.
- The hirer is required to ensure so far as is reasonably practicable, that persons using the premises do so in a way that does not pose a risk to themselves or other people. A risk assessment must be undertaken by the hirer for the proposed activities.
- All hirers using Trust premises are required to support the Trust in meeting its responsibilities under Martyn's Law. Hirers must:
 - o comply with all Trust emergency procedures, including evacuation, invacuation and lockdown arrangements;
 - o ensure that their activity is conducted in a manner that does not compromise site security or public safety;
 - o cooperate with the Trust in implementing reasonable protective security measures where required; and
 - o provide sufficient information about events (including expected attendance and nature of activity) to enable appropriate risk assessment.

Safeguarding

- The hirer is responsible for ensuring any necessary DBS checks have been carried out on all appropriate individuals responsible for the proposed activities where young people or vulnerable adults are involved.
- Organisations requiring a letting which involves children or young people must submit their Safeguarding and Child Protection Policy.
- Any safeguarding concerns identified by the school in relation to bookings will be reported to the school's Designated Safeguarding Lead (DSL) and the school's safeguarding procedures will be followed.
- Any safeguarding concerns identified by hirers should be reported to the duty manager on site or directly to the school's DSL, details of which can be found on the school website.
- CCTV systems are in use and may be used to monitor events and identify incidents taking place whilst the premises are in use, in accordance with the Trust's CCTV Policy.

Insurance

- Hirers (Clubs/organisations) must have suitable public liability cover for the activity and the participants. A copy of this will need to be provided prior to hire commencing.
- None constituted groups, (who do not have public liability insurance) can be accepted however please note that Poynton High School and the Trust accept no responsibility for injury or damage arising from the activity.
- In consideration of the True Learning Partnership granting me/us the use of any part of the above premises I/we agree to replace or pay to the Trust the cost of making good any damage caused to the premises by reason of the use of the premises by me/us (except damage caused by fire).

- It is further acknowledged and agreed that the Trust give no warranty of the suitability of the premises for the use to which I/we intend to put them and I/ we hereby agree to indemnify the Trust, their officers, servants and agents against all actions, costs, claims, and demands arising out of any accidents which may occur of the said premises by reason of the use of the premises by me/us provided that the same is not due to any act, omission or default of the Trust, their officers, servants or agents.
- It is further acknowledged and agreed that I/we will indemnify the Trust in respect of all actions, costs, claims and demands arising out of any breach of copyright as defined in the Copyright Act 1956 (as amended) or under any other enactment in that behalf for the time being in force in respect of any performance of any literary, dramatic, or musical work which takes place or which is given whilst the said premises are being used by me/us, our servants or agents.
- To obtain any necessary permission from the owners of copy right in musical, dramatic, literary and other works as required by the copy right act 1956, and to indemnify the county council in respect of any infringements of such copy right.
- To agree to abide by any other regulations as directed from time to time by the Trustees or local education authority.

Sports/Leisure Facilities – Rules of Use

1. Suitable footwear must be worn for the facility:
 - 3G: No flat shoes or blades, bare feet are also not permitted. Boots must be clean (shoe brushes provided)
 - Sports Hall: Clean, no marking sole trainers.
 - Dance Studio: Indoor footwear only, no outdoor shoes can be used.
 - All other facilities, clean and fit for purpose footwear.
2. The following items are NOT permitted on the pitch, sports hall and dance studio: animals, metal objects, food, fizzy drinks.
3. Chewing gum is not permitted to be consumed in any facilities.
4. Please ensure your booking finishes their session at their allocated time.
5. Climbing on the fences or any of the equipment is NOT permitted. (This Includes swinging on goal/badminton posts)
6. Please be courteous to other users and ensure your booking DOES NOT enter the area until their allocated time. A 5-minute change over policy is in place, therefore in accepting your booking we will endeavour to provide 55 minutes of play.
7. Only equipment fit for the purpose must be used, and not damaged in anyway, i.e. swinging on goal posts.
8. Any equipment hired must be returned in working order, and in a clean and tidy state.
9. Your booking on the pitch does not give your club exclusive access to the facility, and parties must be aware that other groups may walk along the side of the pitch to access other areas.
10. Please be courteous when crossing other users' areas and cause the minimum disruption.

Pricing and Payments

All sports bookings which are not block bookings are subject to VAT.

Failure to pay fees due will result in suspension or cancellation of future bookings. Outstanding debts will be chased via the Trust's debt collection procedures.

Comments/Complaints/Appeals

Should you have any comments, or a complaint please email coakes@poyntonhigh.org.uk

We will not tolerate any bad language or threatening behaviour towards a member of staff; the school’s decision is final. Failure to comply with any of the above will result in your booking being cancelled. If you wish to appeal any decision, please do so in writing within 14 days to coakes@poyntonhigh.org.uk or alternatively follow the school’s Complaints Policy available on the school website.

To be completed by the Hirer:

I confirm I have read, understand and accept the Terms and Conditions of Booking:

Signed..... Name.....

Organisation..... Date.....