



THE GARIBALDI SCHOOL

Terms and Conditions of Hire

1. The hirer shall pay the charge requested in advance of using the facility.
The governing body reserves the right to adjust the hiring charge:-
 - to cover any increase in hire charges that may occur if an application covers an extended period, and
 - to cover an increase in a hiring charge which may be between the date of application and hiring.
2. The hirer shall ensure during this time these premises are so used that such activities are conducted in an orderly manner and under adult supervision and that the right to use the premises is exercised quietly not causing annoyance or inconvenience to the neighbouring properties or the public.
3. For a large gathering it is the responsibility of the organisers to ensure the venue is properly controlled by appointed stewards or responsible persons to maintain order throughout the letting
4. **Safeguarding** - Where a letting involves activities attended by children, and/or the activity is positively supported by the school for the attendance of children, the school must ensure that the hirer has appropriate safeguarding policies and procedures in place and that they, themselves and those persons likely to have contact with children, have been subject to Enhanced Disclosure and Barring Service checks.
The governors reserve the right to require the Hirer to produce evidence that enhanced DBS checks have been carried out on all persons and to review safeguarding policies and procedures and to impose any additional requirement they consider appropriate in connection with the hiring. If for any reason the governors are not satisfied with the arrangements, they reserve the right to refuse or cancel any hiring and there shall be no liability to the Hirer other than to refund any hiring fee or deposit paid.
With regard to safeguarding responsibilities the school will contact the hirer for confirmation that:
 - the instructors hold appropriate qualifications for the activity being undertaken
 - all adults in the regulated activity with children have been subject to an enhanced DBS and Barred list checkThe school will require the hirer to provide proof of their identity and this information should be photocopied / photographed and held on the school lettings file.
The school will also require confirmation that all organisations whilst using the school premises have:
 - appropriate safer working policies in place
 - appropriate ratios of adult instructors supervising children
5. The hirer will be responsible for any loss, injury or damage occurred unless it is upon negligence of the Sports Centre/School.
6. School activities and events will take precedent over any bookings and the hire of the facility may be suspended in this case with an alternative date offered to the hirer
7. All users are expected to wear appropriate footwear for the surface at all times. The school reserve the right to refuse access to any facility if this is not fully complied with.
8. The school reserves the right to review our pricing policy at any time.
9. The hirer shall gain all the relevant documentation required to carry out the booking. Eg; insurance, Chartered Standard
10. The use of the premises is restricted to finish at 10.00pm, unless approval to 11.00pm extension is granted prior to letting.
11. No notice, either fixed or temporary may be affixed to School notice boards or displayed on the school premises without prior approval of the Head Teacher.
12. No special preparation may be made to any of the school surfaces for any activity.
13. The school is a **no smoking site** and hirers should be aware of this for all members of their parties.
14. **Hirers will be liable for full payment in the event of cancellation not being communicated to the Sports Caretaker at least 72 hours before their intended usage commences.**
15. The school does not accept any liability in the respect of parking at the facility whilst using the Sports facilities. As well as no liability for any goods and personal belongings misplaced on the premises.
16. All hirers should be aware that traffic calming measures are in place around the site and there is a maximum speed limit of 5 mph. All hirers should only park in designated areas.
17. The hirer must not sublet or assign facilities to different parties without the permission of the Sports Caretaker.
18. All litter and belongings must be removed from areas at the end of a letting or as soon as thereafter.
19. It is forbidden to use any of the facilities for hire to advocate or promote extreme views including religious, sexist or racist violence.