



# CRABTREE ACADEMY TRUST

## Conditions of Letting of School Premises

These conditions should be read in conjunction with the hiring premises management agreement.

1. Persons/groups hiring the School premises shall use only those rooms, facilities and equipment as agreed when the hire arrangements are made.
2. Hirers are expected to leave the School in a clean and tidy state, with furniture returned to where they found it. Consideration for the School's neighbours must be shown when arriving at and leaving the School's grounds
3. If use by the hirer occasions any extra cleaning or caretaking duties, a Site Manager charge will be added to the invoice at a rate of £10 per hour. Damage or breakages must be reported to the School and the cost of repair/replacement will be invoiced to the hirer.
4. Smoking is not permitted anywhere within the School premises or grounds.
5. Animals (other than guide dogs) are not permitted within the School premises or grounds.
6. Hirers are asked to make all users aware of the School's strict 'No Nuts' policy. Due to a number of pupils who have life-threatening nut allergy, no nuts or products containing nuts are allowed in School.
7. For casual hires, payment is required at the time of booking to confirm the hire. The School may request either a deposit of 10% of the hire fee or payment in full.

For regular hirings, invoices will be raised by the School Office in advance (generally termly or half-termly) even though agreement may be made to settle these monthly in arrears.

8. In the event of the School needing to cancel an agreed letting, the School will not be liable for any claim for compensation (financial or otherwise) other than the return of any monies received. A minimum of seven days' notice shall be given (14 days for regular lets), except in *force majeure*
9. The maximum number of persons occupying the School hall is restricted to 200.
10. The hirer must ensure emergency exits are unlocked and free from obstruction at the commencement of each session. For hirings of the hall, the emergency exits are via the main entrance, external dining room door, or back door on to the playground.
11. In the event of fire or other major incident requiring evacuation of the building, the hirer shall:
  - a) Operate (impact) the nearest fire bell.
  - b) Call the fire brigade and other emergency services as required.
  - c) Evacuate the building – the fire assembly point is in the playground, next to the playing field. The person in charge should confirm by roll call/register that all persons are accounted for.
  - d) Contact emergency contact numbers given overleaf.

No one should be permitted to re-enter the building unless cleared to do so by the emergency services.

12. Location of main services for the premises are on display in the main entrance
13. Security (for unsupervised lets)
  - a) At the initial hiring, details of the alarms & keys will be explained and emergency contact details provided. Key and code information is strictly confidential. The key holder will sign for both key details and security code. The code is changed periodically and the key holder will be informed.
  - b) All doors and windows opened by the hirer must be closed upon departure and locked.
  - c) In the event of the School's security contractor being called to attend the School as a result of the hirer's failure to secure the premises properly, the call-out charge will be invoiced to the hirer.
14. Any complaint in respect of the hire of premises should be addressed to the Headteacher.