

## **BURLINGTON SCHOOLS' TERMS AND CONDITIONS FOR THE HIRE OF SCHOOL PREMISES**

The School/Governing Body is responsible for determining to whom the school premises and facilities should be hired to. In practice this is delegated to the Finance Assistant.

1. Every application must state the nature and purpose of the hire.
2. Charges will be as the School/Governing Body determines.
3. The School/Governors reserve the right to refuse an application for hire.
4. The premises must be left in the same condition as found on arrival and vacated no later than the time booked. A charge will be levied for any time used over that booked or for additional cleaning of premises required if not left in a satisfactory condition.
5. It is the responsibility of the hirer to arrange any furniture hired and to return such furniture to its original place. This will be supervised by the School Representative.
6. No letting shall continue beyond 11 p.m.
7. The hirer must not sub-let.
8. No preparation is to be applied to the floor.
9. Footwear which may damage the floors should not be worn.
10. Lettings for music, dancing or plays are allowed only for a closed organisation or where admission is by invitation. The premises are not licensed for public entertainment. If in doubt please contact the Borough Environmental Health Officer.
11. We do not allow Weddings, 16<sup>th</sup>, 18<sup>th</sup>, 21<sup>st</sup> or adult birthday parties.
12. Hirers are responsible for the disposal of rubbish created as a result of their hire. Small amounts of rubbish may be disposed of in the correct containers on the school site (caged bins in staff car park).
13. The hirer will have access only to the particular rooms let to him/her as per the application.

### **Long term hiring of premises**

14. On acceptance of the application the hirer will be required to come in to sign the hire agreement. He/she will also need to come into school no less than 7 days before the start of the first hire session to run through the safety checks including emergency evacuation and be shown how to use equipment as appropriate to their application.
15. Charges for hire will be raised termly and the hirer will have 28 days to pay the amount due.
16. The hirer undertakes to make good any loss or damage to property or premises and to indemnify the School/Governing Body against all claims arising out of the hiring.
17. The hirer must arrange suitable, adequate Public Liability Insurance and must show original certificates/documents as evidence of such insurance a minimum of 14 days prior to the first date of hire.
18. In the event the school is unable to provide a school representative to unlock/lock the premises we will advise the hirer as soon as possible and will not charge for that occasion.
19. School events take precedence over all lettings.
20. Cancellation of long term bookings requires notice by both parties no less than 4 weeks.
21. The hirer should complete the procedures checklist for hiring school premises form on the FIRST day of the hire confirming that he/she is aware of their responsibilities, has been shown emergency

procedures, how to use equipment loaned and where to find first aid supplies as appropriate to their hire agreement. This will be endorsed by the School Caretaker or school representative, a copy given to the hirer and a copy retained by school.

**Occasional hire**

- 22. Payment in full is required prior to the start of the hire.
- 23. The hirer undertakes to make good any loss or damage to property or premises and to indemnify the School/Governing Body against all claims arising out of the hiring. A £100 deposit payment is required against accidental damage/additional charges caused as a direct result of the hire.
- 24. With effect from 1<sup>st</sup> April 2012 Burlington Schools are able to provide insurance cover through the Royal Borough of Kingston's joint Public Liability insurance cover policy. There is a small charge payable for this cover. This is however only suitable for one-off/occasional hire and long term hirers MUST arrange their own cover.
- 25. Intoxicating Liquor – No intoxicating liquors are permitted to be bought, sold or consumed on any part of the premises.
- 26. Smoking is not permitted on any part of the school premises. This includes all of the school grounds.

If you have any questions regarding the hiring of school premises please contact:

**Mrs Amanda Rogan  
Finance Officer  
Burlington Junior School  
Burlington Road  
NEW MALDEN  
KT3 4LT  
020 8942 2687  
alane9@bjs.rbksch.org**

I have read and fully understand the Terms and Conditions as above.

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Signature of Hirer

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Name of Hirer

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Date of signature

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Signature of School Representative / Name (print)