

## **BURY GRAMMAR SCHOOLS SERVICES LIMITED**

### **LETTINGS POLICY FOR HIRERS**

#### **Rationale**

The Directors of Bury Grammar Schools Services Limited have agreed to the letting of Bury Grammar Schools' premises where possible, provided that any letting is not detrimental to the Schools or their pupils. The aim is to promote community cohesion and provide an invaluable service to the community.

#### **Guidelines**

- All lettings will be at the discretion of the Directors of Bury Grammar Schools Services Limited, who may refuse lettings if they consider it in the interests of the Schools to do so.
- Where demand for booking is high, priority shall be given to groups that promote the education of sport to children.
- Lettings after midnight will not be permitted.
- All hirers must comply with the agreements set out in the hiring agreement.
- All hirers must be aged over 18.
- All hirers must secure insurance cover for the letting, including for public liability.
- Associated premises and grounds are strictly non-smoking areas.
- The Schools are not responsible for any loss or damage to vehicles parked on their premises, or their contents.
- The School playing fields will not be let unless they are in a suitable condition to be used.
- Details of current letting charges are available from the Bursar's office.
- The Bursar's decision in respect of any particular booking is final.

#### **Charges**

All charges will be subject to periodic review by Bury Grammar Schools Services Limited.

#### **The Application Process**

A booking/bookings will be provisionally made on the electronic system by the Bursar's Office to confirm availability either on receipt of a telephone call to the Bursar's Office or an email to [hireme@burygrammar.com](mailto:hireme@burygrammar.com)

A Hiring Agreement will be emailed or sent to the organiser for completion, together with a copy of the Lettings Policy, prior to the booking being confirmed.

All forms and appropriate attachments must be completed and returned to the Bursar's Office in order for a booking to be confirmed.

Hirers must abide by the capacity regulations and not exceed the maximum permitted numbers per facility booked (see Appendix I).

The application is considered by the Bursar on behalf of Bury Grammar Schools Services Limited and a decision is made whether to permit the hire to take place (NB: the signed agreement and all relevant documentation must be provided).

The booking is confirmed (or not) and communicated in writing to the hirer. At the same time, an invoice is issued.

Payment must be made as stated on the invoice.

**Conditions of Hire**

- (1) The hirer shall not use the premises for any other purpose other than the purpose stated in the application and shall ensure that all activities shall be conducted in an orderly and lawful manner.
- (2) The hirer is responsible at all times for full provision of Health & Safety measures under the Health & Safety at Work 1974 Act and the Management of Health & Safety at Work Regulations 1992, and all other relevant Health & Safety statutory law as available on request.
- (3) All hirers must have appropriate arrangements for monitoring who is on the premises during hire periods.
- (4) It is the hirer's responsibility to set up any of their equipment and dismantle it after their event within the hire period. If any School equipment/furniture, such as chairs or tables, are required, the Caretaker will set up prior to booking and remove thereafter to return the room to its original position at the end of hire period, as requested on the booking form. If more chairs/tables are required the Bursar's Office should be informed at the time of booking. Any hirer who takes it upon themselves to move School equipment/furniture should do so at their own risk, taking due care and attention for themselves and others.
- (5) Payment must be made in advance for all bookings, unless otherwise agreed, and sent within 14 days of the date of the invoice. Failure to pay by this time will result in the booking being cancelled.
- (6) Bury Grammar Schools Services Limited must receive cancellations in writing not less than 7 working days before the date of hiring. In the event of cancellation, a reasonable fee will be forfeited to cover administrative and other costs. Cancellations received less than 7 working days before the hiring will forfeit the hiring costs in full.
- (7) Payment can be made by cheque made payable to Bury Grammar Schools Services Limited, or via BACS payment through Barclays Bank. Cheque payments should be sent to Bury Grammar Schools Bursar's Office, Farraday House, Bridge Road, Bury BL9 0HG.
- (8) Bury Grammar Schools Services Limited reserves the right to cancel any confirmed hiring (whether regular or occasional) at any time prior to the commencement of the hiring by written notice given to the hirer. As much notice of cancellation as possible will be given by Bury Grammar Schools Services Limited to the hirer but no minimum period is stipulated and Bury Grammar Schools Services Limited shall be entitled to give notice to cancel any hiring as aforesaid without incurring any liability whatsoever to the hirer.
- (9) Booking will not be accepted for public holidays. If an exception is made and a booking is agreed on a public holiday an additional charge may be made to cover extra caretaking costs.
- (10) Written application on the appropriate booking form should be received by Bury Grammar Schools Services Limited at least ten working days prior to the date of booking.
- (11) If any damage has been made to the facilities/furniture during your booking the hirer will be asked to sign a form confirming the details of the damage.
- (12) Alcohol must not be consumed and smoking is not permitted in any part of the premises or grounds, including the car park.
- (13) Hirers shall indemnify Bury Grammar Schools Services Limited from and against any damages, costs or expenses which may be made against Bury Grammar Schools Services Limited in respect of personal injury, death or loss of or damage to property sustained by any persons and occurring during or in consequence of the hiring and which shall arise from any act or omission by the Hirer or persons using any of the Bury Grammar Schools' facilities as a result of the hiring.
- (14) The hirer is responsible for insuring their property and equipment against all usual risks and hirers must take out Public Liability Insurance to cover themselves should a member of the public suffer any loss or injury due to the hirer's negligence.

- (15) Premises must be vacated by the agreed time.
- (16) The Schools have priority over facilities booked by hirers. In the event that the Schools require use of any of the facilities at a time which has previously been booked by the hirer, then the hirer's booking will be required to give way to the School booking and any amount paid will be returned in full to the hirer, or carried over as credit agreed if the hirer is able to make a future booking. Where possible, Bury Grammar Schools Services Limited will provide a reasonable notice period of intention to cancel the hirer's booking for a one-off date.
- (17) In the interest of safety, no additional cooking facilities may be brought into the building by the hirer or any person on their behalf.
- (18) Any equipment the hirer would like to bring with them must be listed on the application form.
- (19) The hirer will not, without prior permission, introduce any electrical equipment for use on the School premises, alter fixed installations, remove/cover up any fire and safety notices or equipment (eg fuses from heaters) or take any actions which may create a hazard for persons using the premises or the staff or pupils. Permission will not be unreasonably withheld but the Caretaker may at any time spot check equipment brought in, for example check electrical equipment has a current PAT (portable appliance testing) test sticker.
- (20) Where the event or activity has elements of increased risk the hirer will be required to submit a Risk Assessment and proof of Public Liability Insurance cover.
- (21) The Schools are unable to store hirers' equipment on site.
- (22) The use of inflatable play equipment is only permitted in Bury Grammar Schools' indoor facilities if:
  - (i) confirmation is received from the provider that the equipment is regularly maintained
  - (ii) the provider holds Public Liability insurance (a copy of which must be sent in with the booking form)
  - (iii) the equipment does not require any anchorage to floor or wall
  - (iv) mats are provided by the equipment provider around the inflatable to protect the floor and users. The hirer will be held liable to the cost of repair if any damage to the floor is found at the end of the booking. Use of inflatables outside the Schools will be permitted provided the booking form is completed accurately and a copy of the Public Liability Insurance is attached to the booking form.
- (23) Stiletto heeled shoes, tap shoes or black-soled trainers are not permitted in the Sports Halls; groups must provide suitable mats to protect the floor. Studded footwear must not be worn on the artificial football pitches. Staples, sellotape, blu-tack, etc, is not to be used anywhere without the Schools' permission.
- (24) Bury Grammar Schools Services Limited reserve the right of entry to the premises for their employees during the period of hiring. The hirer shall comply with any directions given on behalf of the Schools.

### **Security**

The hirer is responsible for the security of the premises and individuals on site in the event of no caretaker/member of staff being on the School premises.

Where possible, the hirer should ensure that the School buildings are kept secure by restricting access to those areas needed by the hirer (whilst also ensuring that fire safety is not compromised).

Site access should be restricted to avoid potential intruders gaining entry to an open site/building.

Wherever possible, a member of staff will be present during lets, and be responsible for opening and locking of the facilities/site. However, if no member of staff is on site, the hirer is responsible for opening and locking of the facilities/site.

## **Safety instructions**

At all times emergency exits and doorways must be kept clear and free from obstruction.

The hirer must make himself/herself familiar with the fire instructions on the site and must ensure that their group is also aware of these, including the location of fire extinguishers, fire alarm call points and emergency exits (see Appendix I). Each group must keep a register of those present and know who is on site at any time. The Caretaker or staff member may ask to have sight of the register for the purposes of Safeguarding and Health & Safety at any time during the booking.

In the event of a fire or emergency evacuation situation, the hirer must ensure that the building is immediately and safely evacuated and that the emergency services are called.

Bury Grammar Schools Services Limited undertakes to carry out regular checks of the premises to ensure that the facilities remain safe to let (eg inspections of goal posts, floor surfaces and School equipment being used).

If the hirer is using an external provider (eg disco), no smoke machine or other items of equipment that may accidentally trigger the smoke alarms should be used.

If the adult who is responsible for the letting becomes concerned about the welfare of a child who is attending, they should contact the NSPCC on 0808 800 5000.

All hirers must be trained in first aid and bring with them an appropriate first aid kit. No first aid equipment is provided by Bury Grammar Schools. All accidents must be notified to the Bursar's Office and must be recorded in the Users' Accident book. None of the School caretaking staff are first aid trained. If a health emergency occurs whilst the hirer is on the School premises it is the responsibility of the hirer to call the emergency services.

If, for any reason, the hirer needs to contact the Schools whilst on site, the following telephone numbers should be used:

### **Bury Grammar School Boys**

Brendon Kelly (Caretaker)  
Simon Williams (Director of Sport)  
David Glynn (Head of Estates)  
Jane Stevens (Bursar)

### **Bury Grammar School Girls**

Brian Tasker (Caretaker)  
David Brownrigg (Caretaker)  
David Glynn (Head of Estates)  
Jane Stevens (Bursar)

**In an emergency contact 999 for police or 0161 xxx xxxx for Bury Council Security Patrol.**

## **APPENDIX I**

### **EMERGENCY EXITS & CAPACITIES**

<b>Facility</b>	<b>Emergency exits</b>	<b>Maximum no of people</b>
Boys' School Sports Hall	3 (all more than 1m wide)	150
Swimming pool & pool side	3	100
Girls' School Sports Hall	3	150
3G Pitch	3	40
Large MUGA	2	40
Small MUGA	2	15

**The Directors of Bury Grammar Schools Services Limited thank you for your co-operation in these matters. It is our aim to maintain our facilities to the very highest standards for your enjoyment. If we fail to reach our aims, please contact The Bursar's Office, on 0161 696 8600 (3) and we will do our best to rectify the situation as soon as possible.**

**Bury Grammar Schools is committed to safeguarding and promoting the welfare of children and expects all staff and visitors to our premises to share this commitment.**