



Soar Valley College

A SPECIALIST MATHS AND COMPUTING COLLEGE

ASPIRE ENJOY ACHIEVE

PREMISES HIRE POLICY

APPROVED BY: J Robinson

DATE: Feb 2023

LAST REVIEWED ON:

NEXT REVIEW DUE BY:

REVISION HISTORY

DATE OF REVIEW:	CHANGES MADE:

Introduction

The governors recognise the value of making the college available for hiring where possible, provided that any hiring is not detrimental to the college or its students. The purpose of this document is to ensure that any group or person hiring the college does so in a manner that is safe and acceptable. All hiring will be at the discretion of the governing body or its representatives who may refuse a hiring if they consider it is in the interests of the College to do so.

1. Aims

We aim to:

- Make sure the college's premises and facilities can be used, where appropriate, to support the community
- Allow the hiring of the premises without using the college's delegated budget to subsidise this
- Charge for the use of the premises to cover the costs of hire and, where appropriate, raise additional funds for the college
- Not let any hiring out of the premises interfere with the college's primary purpose of providing education to its students

2. Areas available for hire

The college will permit the hire of the following areas:

Sports hall	Playing fields
Dance Studio	Main Hall
Fitness Suite	Kitchen
Netball Centre	Training Centre

2.1 Capacity and charging rates

The capacity and rates for hiring each area are as follows:

AREA	CAPACITY	COST
Sports hall	40	£25 per hour – Adults £18.75 per hour – Under 16s
Dance Studio	25	£25 per hour – Adults £18.75 per hour – Under 16s
Fitness Suite	25	£25 per hour – Adults £18.75 per hour – Under 16s
Netball Centre	2 indoor courts and seating for 20 spectators	£50 per hour – Adults £37.50 per hour – Under 16s £36 per hour – Affiliated Adults £32 per hour – Affiliated Juniors
Astro turf		Full pitch - £40 per hour – Adults Full pitch - £30 per hour – Under 16s Half pitch - £22 per hour – Adults Half pitch - £16.50 per hour – Under 16s
Main Hall	236 seated 343 standing	£25 per hour – Adults £18.75 per hour – Under 16s
Kitchen	N/A	Dependent on catering staff availability
Community Lounge	25	£20 per hour
Training Centre	35 – Mel Berry 20 – Room 2	£30 per hour (incl refreshments) £20 per hour (incl refreshments)

3. Charging rates and principles

Rates

The rates for hiring out different areas are listed in the table in the section above. We may decide that certain organisations or activities can use the premises for a reduced rate, or free of charge, if it supports the core aims of the college.

Cancellations

We reserve the right to cancel any agreed hiring with a minimum of 5 days' notice. A full refund will be issued if we do cancel a hire. The college shall not be liable for any indirect or consequential losses, including (without limitation) any loss of profits, loss of business or the loss of any revenue arising out of the cancellation of any hire.

The hirer of the premises can cancel any hire with a minimum of 5 days but we do ask for as much notice as possible. If less notice than this is given, the licensee shall not be entitled to a refund.

Review

The revenue raised from hiring out will be reviewed by the Business Manager and will be fed into the college's financial reporting, to ensure best value is being achieved.

4. Application process

Those wishing to hire the premises should complete the hire request form, which you can find in Appendix 1 of this policy, and read the terms and conditions of hire set out in section 5.

The hirer should fill out and sign the hire request form and submit it to the college office. Approval of the request will be determined by the college.

If the request is approved, we will contact the hirer with details of how to submit payment and make arrangements for the date and time in question. We will also send on details of the emergency evacuation procedures and other relevant health and safety documents (Appendix 2). The hirer will also need to provide proof of their public liability insurance.

We will arrange a face to face meeting prior to the final agreement so that an induction can be carried out and the hirer can familiarise themselves with evacuation procedures and general health and safety in college,

We reserve the right to decline any applications at our absolute discretion, in particular where the organisation does not uphold the values of the college, or reputational damage may occur.

5. Terms and conditions of hire agreement

The following terms and conditions must be adhered to in the hiring of the college premises. Any breach of these terms will result in cancellation of future hires without refund.

1. "Hirer" means the person or entity identified in the relevant hire request form.
2. The hirer shall pay the full amount as stipulated by the college, and shall not be entitled to set off any amount owing to the college against any liability, whether past or future, of the college to the licensee.
3. The hirer shall occupy the part(s) of the premises agreed upon as a non-exclusive agreement and no relationship of landlord and tenant is created between the hirer and the college by this agreement.
4. The hirer shall not sub-agreement any of the premises under the agreement.
5. The hirer shall not use the premises for any purpose other than that agreed upon in the agreement, as set out in the hire request form.
6. Any additional uses of the premises not agreed in writing by the college will result in the immediate termination of the agreement.
7. The college shall retain control, possession and management of the premises and the hirer has no right to exclude the school from the premises.
8. The hirer shall be responsible for all matters relating to health and safety and shall be responsible for those in attendance during the specified time and must take out its own public liability insurance with a reputable insurer approved by the school and, where requested by the school, shall provide of copy of the relevant insurance certificate no less than 10 days before the start date of the agreement.

9. The hirer shall not conduct, nor permit or suffer any other person to conduct, any illegal or immoral act on the premises, nor any act that may invalidate any insurance policy taken out by the college in relation to the premises.
10. The hirer shall indemnify and keep indemnified the college from and against:
 - a. any damage to the premises or college equipment;
 - b. any claim by any third party against the college; and
 - c. all losses, claims, demands, fines, expenses, costs (including legal costs) and liabilities, arising directly or indirectly out of any breach by the hirer of the agreement or any act or omission of the hirer or any person allowed by the hirer to enter the premises
11. Save that nothing in the agreement shall exclude or limit either party's liability for personal injury or death arising from the negligence of either party or any other liability that cannot be excluded by law, the college shall not be responsible for any losses of a direct or indirect nature, and its maximum liability to the hirer shall not exceed the total fees paid or to be paid to the school by the hirer under the agreement.
12. Any cancellations by the hirer received with less than 5 days' notice will not be refunded.
13. Any cancellations by the college made with at least 5 days' notice will be refunded.
14. The hirer will read the emergency evacuation procedures and be ready to follow them in the event of a fire or other similar emergency.
15. The hirer will leave the premises in the condition it was found in, leaving the area clean and tidy and not leaving any of their own equipment behind.
16. The hirer shall not display any advertisement, signage, banners, posters or other such notices on the premises without the prior written agreement from the college.
17. If the hirer breaches any of the terms and conditions the college reserves the right to terminate the agreement and retain any fees already paid to the college, without affecting any other right or remedy available to the college under the agreement or otherwise.
18. The hirer shall observe the maximum capacity rules of the part(s) of the premises being hired and not allow this to be breached.
19. The hirer will acquire all appropriate additional licenses for any activities they are running, including those required for use of any third-party intellectual property.
20. The hirer is responsible for carrying out any risk assessments of the premises relating to the activities they are running.
21. The hirer shall comply with all applicable laws and regulations relating to its use of the premises.
22. The college's premises hire policy, the relevant hire request form submitted by the hirer and the relevant hire confirmation letter issued by the school shall apply to and are incorporated in the agreement.
23. This agreement shall be governed, construed and interpreted in accordance with the laws of England and Wales.
24. The college and the hirer irrevocably agree that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim arising from this agreement.

6. Safeguarding

The college is dedicated to ensuring the safeguarding of its students at all times.

It is the responsibility of the hirers to ensure that safeguarding measures are in place while hiring out the space.

If there is a chance that those hiring the premises will come into contact with students, for example if the hire occurs during college hours, or when students may be present in the college (during after college clubs or extra-curricular activities), we will ask for confirmation that the hirers have had the appropriate level of DBS check.

The Hirer shall ensure that where a hiring involves activities aimed predominantly at children, and/or the activity is positively supported by the college for the attendance of children, they have appropriate safeguarding policies and procedures in place, and that they themselves and those persons likely to have contact with children have been subject to an enhanced DBS check. 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 to impose any additional requirement they consider appropriate in connection with the hiring. If for any reason the governors are not satisfied they then reserve the right to cancel any hiring and there shall be no liability to the hirer other than to refund any hiring fee or deposit paid.

7. Health & Safety

To ensure hirers' time spent on our premises is a happy and safe one, we draw their attention to the following health and safety issues that become their responsibility during the hire period:-

- A generic risk assessment is available for the facilities they wish to hire, however it is the Hirer's responsibility to amend these to take into account the activities to be undertaken. You should submit a copy of your amended risk assessments with the hire form. (Appendix 3)
- We expect hirers to tour the premises with the hire assistant prior to the final agreement to familiarise themselves with the following:
 - a) Fire alarm points;
 - b) Fire evacuation procedures;
 - c) Location of an emergency telephone;
 - d) Location of the duty premises officer and contact telephone number;
 - e) Toilet access;
 - f) Drinking water access;
 - g) Entrance and exit locations and security systems.
- In accordance with the premises fire evacuation plan, hirers are required to
 - (a) Keep a register of people in the building and those who leave early;
 - (b) Familiarise all participants with the position of a telephone, fire alarm points, fire evacuation routes, fire refuge point and assembly point;
 - (c) Ensure specific arrangements are made to evacuate wheelchair users from the building;
 - (d) Hirers are advised to carry out a practice evacuation of the premises to highlight any causes for concern.
- Whilst we endeavour to maintain the building and equipment to a high standard, if hirers have any cause for concern about the state of the building or equipment, please ensure it is reported immediately to the duty premises officer so that the issue(s) can be rectified as soon as possible. Should any of the participants be involved in an accident on site please inform the duty premises officer who may require the completion of an accident form.

INDEMNITY AND CONDITIONS OF HIRE FOR COLLEGE PREMISES

- 1 The Hirer will indemnify Soar Valley College and the Governors against the consequences of any unauthorised performance of a copyright work during the period of hire of the College premises and to complete the returns required by the Performing Rights Society, Phonographic Performance Limited, The Copyright Licensing Agency Limited and all other similar bodies.

- 2 The Hirer will pay the hiring fee or any balance as agreed at the time of booking. Cheques should be made payable to "LCC Soar Valley Allowances Account". If payment is not made by the due date or if any of the conditions below are not complied with then the Governors reserve the right to cancel the hiring.
- 3 During the period of hiring, the Hirer shall be held responsible for all damages, losses, claims and costs arising out of the use of the premises and shall indemnify Soar Valley College from and against any expense, liability, loss, claim or proceedings, including claims for personal injury to, or the death of, any person whatsoever, whether arising under any Statute or Common Law or out of the course of or caused as a result of the hiring, except where due to the negligence of Soar Valley College or the Governors or their respective servants or agents.
- 4 The Hirer will comply in full with the following conditions:
 - a) No preparation to be applied to the floors/walls without prior agreement of the College.
 - b) Intoxicants shall not be brought onto the premises;
 - c) The Hirer will comply with the terms of the Public Entertainment Agreement conditions applicable to the premises or hiring/function where there is to be any sports, dancing, music or entertainment of a like kind;
 - d) There must be no interference with college equipment unless agreed at the time of booking and with appropriate training;
 - e) The premises shall be vacated at the end of the hiring time specified.
- 5 The premises shall not be hired to the following organisations:
 - a) The National Front;
 - b) The New National Front;
 - c) The British Constitutional Movement;
 - d) The British Movement;
 - e) The League of Saint George;
 - f) Column 88;
 - g) The British Democratic Party;
 - h) The British National Party;
 - i) Any organisation which has racist aims.
- 6 The Governors may cancel any hiring if, in their opinion, the organisation on behalf of which the premises are hired, has racist policies, regardless of the stated reason for the hiring of the premises. In such event neither the Soar Valley College nor the Governors shall incur any liability to the Hirer whatsoever, other than to return any hiring fee paid by the Hirer in respect of such cancelled hiring.
- 7 If the Hirer cancels the hiring of the premises for any of the dates booked with less than 5 days' notice, then the Governors will be entitled to retain the whole of the hiring fee paid in respect of the cancelled hiring. 90% of the hiring fee. The College reserves the right to remove/cancel dates, eg during exam periods and occasionally at short notice, or terminate the whole contract if deemed necessary.
- 8 It is the responsibility of the Hirer to ensure that suitably qualified first aiders are present during the period of hire. In the event of any accident or injury, please report the matter to the duty premises officer.
- 9 All hirers who provide activities for young persons or vulnerable adults, should ensure that adequate safeguarding procedures are in place (eg DBS checks).
- 10 The cost of hiring facilities for 'one off' events will include an amount in respect of third-party public liability insurance. Regular hirers are recommended to obtain their own insurance cover relevant to the activities taking place.
- 11 For hirers' safety and security while using our facilities, we advise them that CCTV cameras are in operation across the site.

12 OPENING TIMES DURING TERM TIME

Regular Sports & non-sports facilities availability		Function Facilities Availability	
Monday – Friday	18:00 to 21:30	Saturday	10:00 to 21:30
Saturday	09:00 to 16:00	Sunday	09:00 to 18:00
Sunday	09:00 to 16:00		

Hire times outside of those specified and during the College holidays are available upon request and at the discretion of Soar Valley College.

- 13 The college operates a STRICT NO-SMOKING policy within the college grounds and facilities. The sale and/or consumption of alcohol is NOT permitted anywhere within the college site. There must be no chewing of gum anywhere on the college site. These rules must be adhered to at all times.
- 14 The college operates a STRICT NO NAKED FLAMES/TEALIGHTS/CANDLES policy within the building and grounds.
- 15 Lettings will start no earlier than, and end no later than, the time indicated on the booking confirmation. All facilities hired should be left in an appropriate condition so that they may be used by the college or the next hirer without further need of cleaning, removal of furniture/equipment etc.
- 16 The college will be closed on all Bank Holidays and will also be closed for hire during most of the Christmas/New Year period. There will also be exams for the students and other college events eg Open Evening, during the academic year which may result in certain areas being unavailable to hirers (eg sportshall). Wherever possible the college will endeavour to give at least 1 week's notice.
- 17 The college has a wide range of facilities available for hire and it is important the hirer is specific about the facilities that will be required at the time of booking. It will not be possible to gain access to parts of the college or equipment not booked.
- 18 The period of hire is from the time of arrival to the time of leaving. Any time before or after the booking, not previously arranged, will be charged at £20 per ¼ hour or part thereof.
 - a) It is important that hirers observe the agreed times and respect groups using the facility both before and after the period of hire.
 - b) Hire charges are assessed on the information received when the booking is made. Should it be the case that the terms of the booking are altered at the time of hire, a further invoice will be raised.
 - c) It is the responsibility of the Hirer making the booking to liaise with the duty premises' officer to ensure a strategy in case of emergency and to relay this to all other users attending the letting.
- 19 The Hirer is responsible for:

Car parking: cars must not be parked along the main Gleneagles Avenue or on any access and service routes, or surrounding areas. The building MUST be kept clear at all times for access by emergency vehicles. Please also observe car parking restrictions on site. Cars are parked on these premises entirely at the drivers' risk. Cars must be parked in designated car parking areas only and must not be taken onto fields or parked on grass verges. Drivers ignoring these conditions may find their vehicle clamped and released only on payment of a £50 release fee. Please do not park on the yellow lines around the roundabout – this area is for emergency vehicles only.

Conduct of people using the facilities who are part of the hirer's group: this includes damage, accidental or otherwise, to college buildings and fixtures and fittings, including curtains, blinds, furniture, windows, doors, toilets etc. Hirers should not access other areas of the college without prior notice. The Hirer is responsible for the behaviour of members of their group and they must ensure minimum noise and disturbance is made on arrival or departure.

The number of people using the facilities: for insurance and health and safety purposes, the maximum number of people permitted in the relevant area, and agreed at the time of booking, must not be exceeded.

- 20 Hirers should make arrangements well in advance of the booking to discuss any specific requirements in detail with the Hire Assistant. Please contact Soar Valley College to arrange this.
- 21 Spiked footwear is not allowed on any surface on the college site except on grassed outdoor areas.
- 22 The Hirer is responsible for the behaviour of members of their group and they must ensure minimum noise and disturbance is made on arrival or departure.
- 23 The hiring is personal to the hirer and/or the organisation that they represent and they agree that they will not sublet any part of the hiring without the written agreement of the governors.
- 24 The hirer must not use the premises for any auction sale, trade, business or manufacture without the written agreement of the governors or for any illegal or immoral act or purpose and the governors reserve the right to cancel with immediate effect any hiring where such use is taking or is intended to take place without refund of the hiring fee.
- 25 The hirer shall ensure that no animals/birds except guide dogs are brought on to the college site other than with the written agreement of the governors.
- 26 All vehicles parked on the college site are parked at the owners' risk and no liability is accepted for damage to such vehicles or their contents.
- 27 It is the responsibility of the Hirer to ensure that their staff have been fully trained in the use of any equipment to be used during the letting
- 28 It is the responsibility of the hirer that at least one person from their party has an up-to-date first aid certificate and is on site at all times during the hiring period.

SPORTS FACILITIES

- No food to be consumed.
- Muddy or dirty footwear should be removed before entering the building.
- Light soled shoes must be worn at all times. Outdoor footwear is not allowed in the sports hall and should be changed in the changing facilities provided. The use of outdoor footwear in the sports hall causes damage to the surface.
- All participants to be dressed in appropriate kit, including safety clothing, for the sport they are undertaking.
- The marking of additional lines (even of a temporary nature) on the floor or walls is prohibited.
- Cricket – Indoor cricket balls ONLY should be used in the sports hall. Composition or leather cricket balls shall NOT be used at ANY time. Please DO NOT throw/bowl/hit cricket balls unnecessarily against the wall. Care should be taken that balls do not hit the spectator windows around the sports hall.
- Due to the high usage of the sports hall, for the benefit of all hirers, we again stipulate the requirement that having removed/replaced all equipment, hirers must have **FULLY VACATED THE SPORTS HALL BY THE END OF THEIR PERIOD OF HIRE**. If they overrun the time of finishing then an additional £20 per ¼ hour will be charged.
- Where conditions of hire are contravened, the college reserves the right to levy charges for additional cleaning etc. Currently this is £25 per hour.
- Equipment should be lifted and not dragged into place. If equipment is move incorrectly it will damage the floor surface of the sports hall. Any damaged caused by the hirer will be charged to them.

CHANGING FACILITIES

- Football & studded boots must be removed before entering the college building and changing rooms. This is to protect the flooring in both areas.
- Clothing & boots must not be washed in the showers or wash hand basins.
- The hirer/home team is responsible for ensuring that all litter is removed from the changing rooms, hired facility and surrounding area at the end of their session.

- The premises shall be vacated at the due time; changing and showering must be completed 15 minutes after the time indicated on the contract. **The finishing time is the time at which the hirer must be ready to vacate the facility hired.**
- The entire site must be vacated no later than 21:50. Therefore the changing room will not be available for sports sessions which finish at 21:30 or later.

SPORTS FIELDS

- The hirer is responsible for checking that all playing surfaces are safe to use and are free of any foreign objects or debris which could cause injury to any participant.
- The hirer is responsible for ensuring that the changing rooms (if used) are left in a fit and proper condition.
- The hirer must inform the college of any cancellation of matches (excluding severe weather conditions) **at least 48 hours** prior to the scheduled time of the hire. Failure to do so will result in the full charge being levied for the period of hire.

ALL WEATHER PITCH & NETBALL FACILITIES

- Only trainers, **NO STUDS** to be worn on the pitch and courts.
- No preparation may be applied to playing surface.
- No food to be consumed.
- Ensure all litter is placed in the bins provided or removed from site at the end of the hire. All areas used by the hirer must be left clean and tidy. If any additional cleaning is required this will be charged at £25 per hour.
- Hirers are responsible for moving goals and posts for their chosen activity & these **MUST** be put away at the end of a session.
- Portable goalposts must be secured by the use of appropriate anchor weights to prevent them from toppling forward.
- Anchor weights should be removed while goals are moved and replaced when the task is complete.
- The retrieving of balls from the marshland is strictly prohibited. In the event of a ball landing in this area, the premises staff should be contacted to recover the ball.

Each club is expected to inform all of its members, visiting teams, all supporters and officials of these conditions of hire. The home team will be held responsible for the behaviour of the visiting team and all supporters.

MAIN HALL

- Lettings of the main hall for private functions/one-off events attract a deposit (currently £500), payable by cash or cheque only, at the time of confirmation of booking. The deposit will be banked and held until after the period of hire, to be refunded within two weeks after the period of hire. Please refer to the section on Deductions/Loss of Deposit for further guidance.
- Hire of the main hall provides access to disabled, ladies' and gents' toilet facilities. **Please ensure that guests do not access other areas of the college.** At all times, please respect the maximum capacity of people in the Hall as agreed at the time of booking.
- Electrical extension cables may not be passed overhead. If extension cables are used they must be secured to the floor by the hirer, to minimise the risk of slipping and tripping or falling to those using the facilities. However, items used to secure the cables must not mark or damage the flooring in the hall. It is the hirer's responsibility to assess the risk inherent in using extension cables. All electrical equipment used must be fully PAT compliant.
- Hirers should provide their own PA/sound system (if required).

KITCHEN

- The kitchen facilities may be used for the re-heating of food only.
- As a fully operational college kitchen, Soar Valley College must be mindful that all Food Safety and Health and Safety regulations are adhered to at all times. Access to the kitchen therefore will only be as agreed with the college's Catering Supervisor, who will be on site for the period of hire. **The Catering Supervisor's decision is final on all matters relating to kitchen use.**
- Calor Gas must not be brought in or used on the premises.
- The hirer must bring in all required utensils, serving facilities and cleaning materials, and ensure the kitchen, floors, serving areas, tables and chairs are left in the condition they were provided.
- The hirer is responsible for the removal of all rubbish and waste from the kitchen and placed in the skips provided. The kitchen bins must not be used by the hirer.

- Soar Valley College maintains a policy of not allowing children to enter the kitchen. If this policy is breached, the hirer is fully responsible for their protection and the college will not accept responsibility for their safety.
- The number of people in the kitchen must be kept to a minimum – only those people involved in the preparation, reheating or serving of food should have access.
- Food and drink must be consumed in the dining hall only unless otherwise agreed at the time of booking.

LOSS OF DEPOSIT FOR FUNCTIONS

We hope that hirers' period of hire with us will be an enjoyable one. However, we must advise of certain instances which may result in the loss of part or all of your deposit, along with invoices being forwarded for any monies outstanding thereafter. This list is by no means extensive and remains at the discretion of the Governors and Principal of Soar Valley College.

Damage to fixtures, fittings and any equipment

The principal hirer will be solely responsible for the cost of repair and/or replacement.

The Governors and Principal reserve the right to take appropriate measures should the attendees at a private function exceed the maximum permitted number. At all times, please respect this maximum for health and safety and fire and insurance purposes. Following the period of hire, any excess costs incurred by Soar Valley College, eg additional cleaning, will be deducted from the deposit held.

Should it be the case that the hire of any facility exceeds the period booked, Soar Valley College reserves the right to levy the applicable hourly fee for each period of 15 minutes, or part thereof, after which the actual period of hire extends.

Appendix 1: Hire request form

Before filling out a request form, please familiarise yourself with our terms and conditions for the hire of our premises and our rates of hire, which you can find in sections 2 and 5 of this policy. If you have any questions, please contact the hire Assistant on 0116 2688490 or email: hire@soarvalley.leicester.sch.uk

Name of applicant/organisation and company number (where applicable)	
Applicant contact details	Address: Phone no: Email address:
Preferred method of contact	
Purpose/activity of organisation	
Part of the premises requesting to be hired	
Date and time of first hire	
Is this a recurring request, or one off? If recurring, indicate the frequency and number of occurrences (e.g. weekly, 10 weeks)	
Number of expected participants in the activity	
Additional equipment you will require from the school (please note we may not always be able to provide this but will inform you where this is/is not possible)	
Additional equipment you will be providing yourself	

By signing below, I agree to the terms and conditions set out in the college's premises hire policy.

Name _____ Date _____

Signature _____

Please return this form via email to hire@soarvalley.leicester.sch.uk. We will be in touch to inform you if your application is successful, and if so details of the full cost and documents that will need to be shared.



Soar Valley College

A SPECIALIST MATHS AND COMPUTING COLLEGE

ASPIRE ENJOY ACHIEVE

Hire Contract

I

On behalf of (if applicable)

Agree to take up the hire detailed in the booking confirmation reference Ref:

I understand that during the period of hire I shall be responsible for all damages, losses, claims and costs arising out of the use of the premises and shall indemnify Soar Valley College from and against any expense, liability, loss, claim or proceedings including claims for personal injury to, or the death of any person whatsoever, whether arising under any Statute or Common Law or out of the course of or caused as a result of the hiring, except where due to the negligence of Soar Valley College or the Governors or their respective servants or agents.

I understand that I will be invoiced in advance. All cheques should be made payable to LCC Soar Valley Allowances Account. Payments for one-off functions/events must be paid, and funds cleared, before the date of hire.

Lettings will start no earlier, and end no later, than the time indicated on the booking confirmation. Any additional hire will be charged at £20 per ¼ hour or part thereof. All facilities hired will be left in an appropriate condition that they may be used by the next hirer without further need of cleaning, removal of furniture/equipment etc. I understand that hirers are responsible for providing their own equipment unless agreed at time of booking. Any sessions which run excessively overtime may be charged as per the Terms and Conditions of hire.

Soar Valley College and the Governors reserve the right to remove/cancel dates (occasionally at short notice) or terminate the whole contract if it is deemed necessary.

I acknowledge that I have read and understood the Terms & Conditions of Hire booklet with particular attention to Fire Procedures, Safeguarding and First Aid.

Signature: Date:

Appendix 2 – Evacuation of premises

TO ALL USERS/STAFF AFTER 5.00PM AND WEEKENDS



The fire alarm is an electronic siren. If this should sound you must exit the building, in an orderly manner, by the quickest available, safe, route.

- ❖ Familiarise yourself with the quickest route(s) from the building; if you are unsure of these, please ask a member of the premises staff before you start your activities.
- ❖ Regularly check relevant routes and report any concerns to the premises staff immediately.
- ❖ Those responsible for groups (e.g. evening tutors/party organisers) must ensure that everyone in their group is aware of the evacuation procedures.



If a fire is identified, activate the nearest alarm point and exit the building – **DO NOT TRY TO FIGHT THE FIRE YOURSELF UNLESS YOU ARE PROPERLY TRAINED AND NEVER ON YOUR OWN.**

- ❖ Once out of the building, the initial assembly area is the roundabout at the end of the building; if necessary, moving to the main car park.
- ❖ Identify any missing persons and notify the college premises staff or the Fire Officer – **DO NOT, UNDER ANY CIRCUMSTANCES, RE-ENTER THE BUILDING UNTIL THE ALL CLEAR HAS BEEN GIVEN.**
- ❖ Any problems or comments in respect of the above procedures should be reported to the Duty Premises immediately. Tel: 07712074573

Appendix 3 – Generic risk assessment (to be adapted to individual hirer’s use of facilities)

RISK ASSESSMENT

Name of Group: _____

Name of main contact: _____

Facility used: _____

Signature of hirer: _____

WHAT ARE THE HAZARDS	WHO MIGHT BE HARMED & HOW?	RISK - H/M/L	FURTHER ACTION NECESSARY TO REDUCE RISK
Activities undertaken (please identify):			
Movement around the site			
Equipment			
Spectators watching games			
Registration and care of young people			
Condition of playing surface eg weather			
First Aid	Group members		1 member of the group to be first aid trained and able to use the defibrillator available on site. First aid kit to be provided by group and also access to mobile phone for emergency services
Emergency Evacuation			