

1. General

1.1 Premises may only be used for the purpose for which they have been hired.

Uppingham Community College Governors have agreed to allow the College's facilities to be hired by the community and general public at the following times: School Term 5-9.30pm. Holiday periods 9-3.30pm.

1.2 A booking will only be accepted, subject to availability, upon completion of the booking form and signed indemnity.

1.3 Failure to comply with the conditions of hire may incur additional charges. There shall be no variations of these conditions without the prior approval of the College

1.4 The Principal on behalf of the Governors reserves the right of entry to the hired premises for any authorised officer of the College who is carrying out official duties.

1.5 In the event of breach of any of these regulations, the Business Director reserves the right to cancel the letting without notice.

2. Fees

2.1 Fees for hiring College premises shall be in accordance with the scale of charges. Further charges may be levied if additional personnel or running costs are incurred by the hiring of the premises and a charge may be applied for large room set ups. These fees are subject to revision from time to time without notice.

2.2 The College has the authority to waive or reduce the fee in appropriate circumstances.

2.3 For block bookings invoices are payable termly in advance and in accordance with the College's payment terms unless otherwise agreed with the Finance Manager

2.4 All outstanding payments must be cleared at the end of each term for further details please contact the finance department on finance@ucc.rutland.sch.uk

3. Cancellation

3.1 A notice of cancellation needs to be given to the Premises Manager on sitestaff@ucc.rutland.sch.uk before noon on the day of the cancellation, otherwise you may still be charged the full amount quoted.

3.2 The College reserves the right to amend a booking where there is a conflict with a statutory Academic date, which we are required to abide by.

3.3 On rare occasions, where a room unexpectedly closes due to circumstances beyond our control, we will endeavour to inform you at the earliest opportunity. In this event, every effort will be made to offer a solution to facilitate your booking.

3.4 ATP: Due to the playing surface of this area, extreme weather conditions may cause sessions to be cancelled eg: ice/snow. Please request permission from the Facilities Manager via email sitestaff@ucc.rutland.sch.uk if you wish to cancel your session so that a refund can be authorised.

3.5 In order to ensure a smooth transition between clients, may we remind you to please leave on time. This will prevent any frustrations with clubs over running. Failure to leave on time will incur a late fee. (1 Hr Booking = 55 Minutes Play).

3.6 Due to the mock examinations in January and Summer Exams in May and June the Sports Hall may be closed, we will release the dates as soon as they have been finalised. We will also try our best to minimise cancellations and offer alternative rooms.

4. Insurance

4.1 The hirer shall be liable for all damages to the premises arising from the hiring howsoever and whomsoever caused, and shall indemnify the Governors against all loss, damage and expense. Any damage caused shall be reported to the site team immediately as it occurs, and shall be confirmed in writing to the College within 10 days via email to the Premises Manager, on sitestaff@ucc.rutland.sch.uk.

4.2 All hirers should ensure that they have adequate public liability and where appropriate employer's liability insurance with a minimum limit of £5M. Please return a copy of your insurance document with the booking form.

5. Use of Premises

5.1 The purpose of hire must be submitted to and approved by the College in advance of booking confirmation.

5.2 No smoking (including E-Cigarettes) will take place on the College premises.

5.3 No animals other than guide dogs are permitted on the College premises at any time.

- 5.4 The hirer shall ensure that any equipment intended to be brought into/left on the premises and used is safe and meets the standards of any statutory requirements. This includes PAT testing of electrical equipment.
- 5.5 Fireproofing of all scenery, props etc. to be used in any performances in accordance with instructions issued by the Licensing Authority.
- 5.6 The hirer will be responsible for obtaining the licence of the owner of the copyright of any dramatic or musical work intended to be performed or sung and must indemnify the College against any infringement of copyright.
- 5.7 The hirer shall "at the end of the hire period" leave the premises in a clean and orderly state. Failure to do so may result in a charge for cleaning at commercial rates & where applicable, paid for by the deposit.
- 5.8 Footwear used on the ATP must be clean prior to entry to the site, metal studs and blades of any sort must not be worn
- 5.9 Access to the pitch must be made from the paths to reduce soiling.
- 5.10 Sports Hall – outdoor shoes should be changed to clean indoor shoes on entry to the sports hall.
- 5.11 No food, gum or sweets is permitted within the sports hall.
- 5.12 No junior groups should enter the sports hall until adult supervision has arrived.
- 5.13 Heating settings must not be altered. Site staff should be contacted if changes are required.
- 5.14 The hire of premises does not include the use of any College equipment within the premises unless specified, nor permit entry to, or use of, any space not agreed upon in advance.
- 5.15 The College reserves the right to refuse a particular activity if it is felt it is not appropriate use of the facility or is not compatible with the College's equal opportunity policy.
- 5.16 Events will be assessed beforehand to determine the amount of site staff required; the staff required will be charged accordingly.

6. Health & Safety

- 6.1 The Hirer must carry out appropriate risk assessments for their event(s) and a copy must be provided to the College on request.
- 6.2 The Hirer shall comply with all rules and guidance displayed/issued and shall take all reasonable steps to ensure the health & safety of the individuals using College premises. Any accidents occurring during the hiring must be reported to the College in writing, within 48 hours of the event via email to sitestaff@ucc.rutland.sch.uk
- 6.3 Hirers should familiarise themselves with the location of escape routes, fire extinguishers, fire alarms, exit doors and emergency procedures and the location of the Automated External Defibrillator (AED)
- 6.4 Only approved equipment may be used on College premises and the College retains the right to prohibit the use of any equipment it deems to be unsuitable at its sole discretion.
- 6.5 It is the hirers' responsibility to ensure that staff have undergone appropriate checks and clearance procedures, e.g. DBS (previously CRB) if the group consists of children under of the age of 18 or vulnerable adults.
- 6.6 Hirers are responsible for arranging first aid cover for their event. Cover for large events can be arranged through St John Ambulance or the Red Cross. They will make a charge for their services.

COLLEGE HEALTH AND SAFETY NOTICE

This notice is an abridged version of the Health and Safety Policies in force at the College with documents available on request. The main points to note are:

In the event of a **FIRE**, the fire alarm sounds continuously and you are required to leave the building immediately in an orderly fashion without returning to collect belongings. Follow the Fire Exit signs and congregate at designated assembly points until further instruction.

The College operates a strict **NO SMOKING** policy (this includes E-Cigarettes). Smoking is only permitted outside of the school premises on London Road

If you are in need of any emergency assistance whilst in the College, please speak to a member of the site staff.

7. Licensing

- 7.1 Where a license is required for any purpose proposed by the hirer for use of the premises, this shall be notified to the College and a copy of the license supplied at the time of submitting an application.
- 7.2 The hirer shall strictly observe the conditions of any license agreement granted in respect of the hired premises.
- 7.3 For lettings involving a play, music, dancing or film show, a public license may be required. The hirer must check with the licensing authority.
- 7.4 The sale of alcohol on College premises is permitted only if it is approved by the Principal and where appropriate, subject to obtaining a license to sell alcohol