



The Priory School

Educating Students for Success in Life

Name of policy	Conditions of Hire
Statutory	No
Date policy was up-dated	Autumn 2022
Date of next review	Autumn 2023
Governors committee	F&R
Member of staff responsible for the policy	Anthony Foster

The Priory School

Conditions of Hire 2022-2023

Individuals and groups (to be known as Hirer's) hiring the school's facilities are bound to comply with the following terms and conditions of use. Bookings will only be accepted on the basis of acceptance of the conditions of hire set out below. We reserve the right to cancel any hiring with immediate effect if, in our view, these conditions are not met.

1. A refundable deposit is required from all hirers for the amount equal to one month's bookings. This deposit, less any debts identified by The Priory School as outstanding, will be refunded at the end of the hiring term.
2. All invoices for use must be paid within 15 calendar days of invoice date. If payment is not received within this time future bookings will be cancelled.
3. A complete list of all hiring's required must be given to The Priory School at the start of the booking.
4. As the facility will be made available, if individual bookings are cancelled for whatever reason, the charge will be applied.
5. Hirers wishing to stop hiring the facility must give at least 24 hours of notice, please email finance@priory.herts.sch.uk. If written notification is not received, the charge will still apply.
6. If the facility is not available due to the actions of the school or is found to be unsuitable for use no charge will be made for that booking.
7. No hiring's will take place on either Bank holidays, Christmas day, New Year's Day or any other statutory holidays and no charge will be made for these days. Hirers will be advised in advance of any other closures of the facilities where applicable.
8. To be read in conjunction with the Charges and Remissions policy

Health and Safety

Safeguarding

All organisations providing services or activities to persons under the age of 18 must provide the school with a copy of their safeguarding policy before any hirings can commence. This policy must meet the requirements of Keeping Children Safe in Education, September 2022, including all guidance on recruitment of volunteers and the identification of the required checks for personnel for both regulated and unregulated activities.

Those organisations covered by a UK Governing Board are required to provide a copy of this policy. Any instances of suspected or actual breach of policy must be notified to the school within 1 working day. This also applies where there is a transfer of control or ownership to any other organisation to take over the hiring.

For private children's parties the organiser is fully responsible for ensuring all attending adults are safe to be supervising children and that the children are kept safe throughout the event.

Costs

To be read in conjunction with the Charges and Remissions policy

Other

1. Upon hearing the Fire Alarm, all lettings must evacuate the building and muster at the furthest end of the school drive. Each letting is responsible for registering their members and advising the lettings manager of any missing persons
2. The Priory School will not be responsible for any injury, illness, loss or damage arising out of the hiring of any facilities unless such loss is caused by the negligence on the part of The Priory School.
3. Any organisation hiring any facility is responsible for ensuring the facility meets all Health & Safety, advised or lawful regulations covering the proposed use of the facilities prior to each individual use.
4. All Hirers use the facilities within the parameters of this agreement and agree to follow any reasonable instructions by The Priory School Site Management staff during the period of hiring.
5. All Hirer's must ensure their activities undertaken are done so under the control and guidance of suitably qualified individuals provided by the hirer.
6. All Hirers are responsible for the provision of first aid and that a nominated individual is available at all times during the hiring.
7. Hirers are required to be aware of the emergency exit points, location of firefighting equipment and evacuation procedures, details held at reception in sports hall.
8. Times of hiring must be strictly adhered to. Any group requiring preparation time (specific equipment set out etc.) must allow for this when completing the Application to Hire.
9. Parking must only take place in the designated parking places at the entrance to the school site. No parking is allowed either within the fence perimeter, on the pathways or grassed areas at any times. No vehicle must be parked in a position where it restricts access to either the emergency services or school staff. Access for disabled vehicles can be arranged with prior notice: finance@priory.herts.sch.uk. All vehicles are parked at the owners risk.
10. Damage caused by Hirers or their guests, other than reasonable wear and tear will be the responsibility of the Hirer. The cost of repair will be passed to the Hirer by The Priory School for payment.

11. All Hirers have a responsibility to report damage to The Priory School as soon as is possible to avoid injury to other Hirers.
12. Absolutely no repairs, maintenance or alterations to any part of the facilities can be carried out by any Hirer or agents working on their behalf
13. The Priory School is a non-smoking environment. Smoking is not permitted in any of the facilities or in the school grounds.
14. No electrical equipment can be brought for use within The Priory School without prior agreement please email finance@priory.herts.sch.uk

Complaints

The Priory School will take all complaints seriously. In the first instance, please discuss any complaints with the Lettings Manager on-site. If he/she is not able to resolve this complaint to your satisfaction, please write to:

The School Business Manager
The Priory School
Bedford Road
Hitchin
Hertfordshire
SG52UR

All complaints will be answered within 10 working days of them being received.