



Terms and Conditions of Hiring

The Governors of The Roundhill Academy Indemnity and Conditions of hire for school premises

1. To indemnify the Governors against the consequences of any unauthorised performance of a copyright work during the period of hire of the School 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. To pay the hiring fee or any balance not less than 28 days before the hiring is to take place. Cheques should be made payable to The Roundhill Academy and crossed. If payment is not made by the due date *or if any of the conditions in Clause 5 below is 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 the Governors *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 the Governors or their respective servants or agents.*
4. To comply in full with the *Special Conditions in Clause 9 below (if any)* and with the following conditions:
 - a) No preparation to be applied to the floors;
 - b) Intoxicants shall not be brought onto the premises *without the prior written approval of the Governors which may be given subject to the following conditions:*
 - i. Consumption of alcohol without sale will be permitted subject to the Governors being satisfied that excessive quantities of alcohol will not be made available and that an excessive number of persons will not be attending the function for the purpose of consuming alcohol;*
 - c) *The Hirer will comply with the terms of the Public Entertainment Licence conditions applicable to the premises or hiring/function where there is to be any dancing, music or entertainment of a like kind;*
 - d) There must be no interference with school equipment;
 - e) Fires and stoves *must* be left safe with the minimum of fire burning and no interference with any central heating system is allowed;
 - f) The premises shall be vacated at the *end of the hiring time specified overleaf or at such later time as may be permitted by the Governors;*
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 other organisation which has racist aims
6. The Governors may cancel any hiring; if in their opinion the organisation by or 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 County Council nor the Governors* shall incur any liability to the Hirer whatsoever other than to return of 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, then the Governors will be entitled to retain the whole of the hiring fee paid in respect of the cancelled hiring provided always that if notice of the cancellation of a hiring is received by the Governors at least 14 days before the hiring was to take place

then the Governors may at their absolute discretion repay *to the* Hirer an amount not exceeding 90% of the hiring fee.

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. Contact details for the duty premises officer can be located at the front door to reception.

9. Special Conditions may be applicable to the hiring of certain facilities.

The Roundhill Academy

GENERAL CONDITIONS OF HIRE FOR SCHOOL PREMISES

1. The School operates a STRICT NO-SMOKING policy on school grounds and facilities that must be adhered to at all times
2. Lettings will start no earlier than, and end no later than, the time indicated on the application form. All facilities hired should 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
3. The College will be closed on all Public and Bank Holidays
4. 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.
5. The period of hire is from the time of arrival to the time of leaving.
 - a) It is important that Hirers observe the agreed times and have respect to 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, deductions will be made from the deposit or a further invoice raised.
 - c) It is the responsibility of the Hirer making the booking to sign out with the Duty Premises Officer before leaving the site. It is therefore expected that this person will be the last one off the premises at the end of the period of hire.
6. The Hirer is responsible for:
 - a) Car parking. Cars must not be parked along the main Melton Road and the service road on the front of the campus MUST be kept clear at all times for access by emergency vehicles. Please also observe car parking restrictions on site.
 - b) Conduct of people using the facilities. This includes damage, accidental or otherwise, to school buildings and fixtures and fittings, including curtains, blinds, furniture, windows, doors, toilets etc.
 - c) The number of people using the facilities. For insurance purposes, the maximum number of people permitted in the Main Hall is limited to 300 at any one time. Hirers of other facilities must use their discretion and be mindful of relevant Health and Safety guidelines and Fire Evacuation procedures.
7. Hirers should make arrangements well in advance of the booking to discuss any specific requirements in detail with the premises officers. Please contact The Roundhill Academy to arrange this.

8. The consumption of alcohol **without sale** is permitted at Roundhill. It must not be provided to guests in excessive quantities.
9. It is the responsibility of the Hirer to ensure that suitably qualified first aiders (if applicable) are present during the period of hire. In the event of any accident or injury, please report the matter to the duty premises officer. Contact details for the duty premises officer can be located at the front door to reception.

The Roundhill Academy

SPECIFIC CONDITIONS OF HIRE FOR SCHOOL PREMISES

MAIN HALL

Lettings of the Main Hall for non-community based activities (i.e. private functions) attract a deposit of £300, payable by cash or cheque only, at the time of confirmation of booking. The deposit will be 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 guests do not access other areas of the school.

At all times, please respect our maximum capacity of 300 people in the Hall.

KITCHEN

As a fully operational school kitchen, The Roundhill Academy 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 Catering Supervisor, who will be on site for the period of hire.

At the time of booking, the hirer to advise whether food is to be (i) heated and served, or (ii) prepared and cooked. This will ensure the correct kitchen sanitising fee is levied to comply with the County Council guidelines on "Nut Free" and "Glass Free" policies.

Ovens and hobs are available for use by the hirer however, the deep fat fryer, freezers and refrigerators **cannot be used**. Calor Gas **must not** be brought in or used on the premises.

The Hirer must bring in all required cooking 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.

The Roundhill Academy 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 Roundhill Academy will not accept responsibility for their safety.

The number of people in the kitchen to be kept to a minimum – only those people involved in the preparation, cooking, heating or serving of food should have access.

Food and drink must be consumed in the Main Hall only. They must not be consumed in the reception area or the corridor to the toilet facilities.

SPORTS HALL

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 carpet surface.

No eating, drinking or chewing gum to take place in the sports hall.

All participants to be dressed in appropriate kit, including safety clothing, for the sport they are undertaking.

The marking of additional lines on the floor or walls is prohibited.

Cricket – Composition or leather cricket balls should only be bowled/bounced onto the matting wickets provided as to do otherwise marks the floor. The bricks forming the interior walls of the sports hall are not built to withstand impact from this type of ball. Please DO NOT throw/bowl/hit them unnecessarily against the wall. It should go without saying that spikes may not be worn.

Due to the high usage of the sports hall, for the benefit of all Hirers, we again stipulate the requirement that you have fully vacated the sports hall by the end of your period of hire, having removed/replaced all equipment.

CHANGING FACILITIES

No studded boots to be worn inside the changing rooms or corridor outside. This is to protect the flooring in both areas. Please make use of the canopy area outside the sports hall for changing and/or cleaning boots.

SWIMMING POOL

The Hirer must ensure that the appropriate number of suitably qualified life-savers are in attendance during the period of hire. **Please note we require proof of qualifications prior to use.**

The Hirer shall be responsible for ensuring that all persons attached to any event or organisation shall comply with any regulations and requirements of The Roundhill Academy or any rules of conduct to control users of the facilities are complied with throughout the period of hire.

The Hirer must not place or cause to be placed in the swimming pool before commencement of the hiring without the prior agreement of the Duty Premises Officer any luggage, equipment or personal property belonging to the Hirer or any person connected to the hiring.

Due to the high usage of the Swimming Pool, for the benefit of all Hirers we again stipulate the requirement that you have fully vacated the pool and changing rooms by the end of your period of hire, having removed/replaced all equipment.

SPORTS FIELDS

The Hirer is responsible for checking that all playing surfaces are safe to use and are free of any foreign objects 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.

LOSS OF DEPOSIT

We do hope that your period of hire with us will be an enjoyable one. It is with regret however, that 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 The Roundhill Academy.

Damage to fixtures and fittings – The Principal Hirer will be solely responsible for the cost of repair and/or replacement.

The Governor's and Principal reserve the right to take appropriate measures should the attendees at a private function exceed the maximum permitted number of 300. At all times, please respect this maximum for Health and Safety guidelines along with Fire Regulations.

Following the period of hire, any excess costs incurred by The Roundhill Academy in respect of cleaning will be deducted from the deposit.

Should it be the case that the hire of any facility exceeds the period noted on the Application Form, The Roundhill Academy reserves the right to levy the applicable hourly fee for each period of 20 minutes, or part thereof, after which the actual period of hire extends. A period of grace of 10 minutes will apply to all hires of the Main Hall and/or Kitchen.

For your safety and security while using our facilities, please be advised CCTV cameras are in operation across the site.