

Premises hire policy

Kings International College



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1. Aims and scope

We aim to:

- Make sure the school's premises and facilities can be used, where appropriate, to support community or commercial organisations
- Allow the hiring of the premises without using the school'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 school
- Not let any hiring out of the premises interfere with the school's primary purpose of providing education to its pupils
- Hire out facilities in a way that is safe, within current legislation and following government guidelines

2. Areas available for hire

2.1 Available areas

The school will permit the hire of the following areas:

- Sports hall
- Gym
- Drama Studio
- Dance Studio
- Playing fields
- Astro Pitch

The Main hall, Cyber Café or classrooms are not as standard hireable but may be so on occasion if agreed by the Headteacher.

The type of activities allowed in these areas will depend on latest national and local government guidance on ANY PANDEMIC, including on protective measures and social distancing.

2.2 Capacity and charging rates

All capacity numbers below will be subject to the latest government guidance and local guidance on ANY PANDEMIC, including protective measures and social distancing for the activity that is taking place.

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

AREA	CAPACITY	COST PER HOUR (unless otherwise stated)
Sports hall	780 Standing	£36
Gym	360 Standing	£25
Drama Studio	260 Standing or for meetings/exams 234 for exhibitions	£25
Dance Studio	100 Standing	£25
Playing fields		£40
Main Hall	390 Standing 232 meetings/exams 139 exhibitions	By arrangement
Cyber Cafe	261 meetings/exams 156 exhibitions	By arrangement
Classrooms		By arrangement
1/3 rd Astro Pitch		1st September – 30th April £33 block bookings £35 occasional bookings 1st May – 31 August £25
Full Pitch		1st September – 30th April £93 1st May – 31 August £60
Athletics (outside)		1st September – 30th April £15

3. Charging rates and principles

3.1 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 school.

The rates above do not include VAT which will be charged where applicable.

We may decide to impose an additional cleaning fee on top of the hiring rates.

For long term hirers the school may run season bookings. These will run in alignment with the school term from September to July. Bookings will be scheduled weekly excluding school holidays. Bookings will be

charged one month in arrears and payment is due within 7 days of the date on the invoice. Hirers will be charged for any session where less than 14 days notice has been given to cancel. Invoices will be issued via the Bookteq systems and payments are to be made via the QR code.

Any additional bookings will be invoiced separately.

One off bookings and new hirers will be requested to pay the full booking charge up front in full, or for block bookings we reserve the right to charge the first month in advance.

The school reserves the right to ask for a refundable damages & cleaning deposit for large events or parties. This will be returned upon satisfactory inspection of the hired facilities.

3.2 Cancellations

We reserve the right to cancel any agreed hiring with no notice where it is considered a Health & Safety risk not to do so. For other cancellations we will endeavour to give a minimum of 5 days' notice. If for any reason the hirer does not believe the area is safe to use (e.g. frozen pitches) the hirer will submit photos of the condition as soon as possible but within 24 hours of the booking.

A full refund will be issued if we do cancel a hire. The school 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 school may use its discretion and refund booking fees if cancellation in writing is received 14 days prior to the booking taking place.

3.3

Payments should be made upon receipt of an invoice. If payment is not received within 7 days the payment will be deemed as Late. Late payments could result in your future booking(s) being cancelled or payment being required in advance and a late payment fee being charged of £50 plus £10 per week, at the schools' discretion.

3.4 Security

The school shall seek to provide support from the site team. This cover may be on an 'on-call' and 'lock-up' basis.

Where the school is unable to provide a 'lock-up' service key holder agreements may be put in place with the authorisation of the Headteacher.

A gate locking schedule is issued weekly showing who is responsible for locking the astro pitch and school main gates, it is the responsibility of the hirer to check this schedule and report to the site manager if they are unable to fulfil their locking duties to ensure other arrangements are made.

3.5 Review

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

4. Application process

Those wishing to hire the premises should fill out 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 lettings@kings-international.co.uk.

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. The hirer will need to provide proof of their public

liability insurance. The hirers must have risk assessments and a child protection policy in place where appropriate and share these with the school if requested.

We reserve the right to decline any applications at our absolute discretion, in particular where the organisation does not uphold the values of the school, reputational damage may occur, or the activity does not adhere to the latest government safety advice.

Payments should be made via the Bookteq System as detailed on the invoice.

5. Terms and conditions of hire

See Appendix 2

7. Monitoring arrangements

We will review and update this policy when the guidance on which it is based changes or when this version of the policy otherwise stops being applicable.

Any updates to this policy will be shared with the full governing board.

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 lettings@kings-international.co.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	
Will there be children or vulnerable adults attending? If yes; name of Safeguarding lead	
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 school's premises hire policy.

Name _____ Date _____

Signature _____

Please return this form via email to lettings@kings-international.co.uk or to the school office at Kings International College, Watchetts Drive, Camberley GU15 2PQ. 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.

Appendix 2 Terms & Conditions

The following terms and conditions must be adhered to in the hiring of the school 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 school, and shall not be entitled to set off any amount owing to the school against any liability, whether past or future, of the school to the licensee.
3. Payments will be made upon receipt of an invoice. This will need to be paid within 7 days of the invoice date. Late payments could result in your future booking(s) being cancelled or payment being required in advance and a late payment fee being charged of £50 plus £10 per week, at the schools discretion.
4. The hirer shall occupy the part(s) of the premises agreed upon as a non-exclusive licensee and no relationship of landlord and tenant is created between the hirer and the school by this licence.
5. The hirer shall not sub-licence any of the premises under the licence.
6. The hirer shall not use the premises for any purpose other than that agreed upon in the licence, as set out in the hire request form.
7. Any additional uses of the premises not agreed in writing by the school will result in the immediate termination of the licence.
8. The school shall retain control, possession and management of the premises and the hirer has no right to exclude the school from the premises.
9. 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. This includes implementing ANY PANDEMIC protective measures in line with the latest government guidance.
10. The hirer must take out its own public liability insurance with a reputable insurer approved by the school and shall provide a copy of the relevant insurance certificate with the application for hire or season agreement form. Where a hirer does not have public liability this may be able to be purchased through the school and Surrey County Council for an additional charge.
11. 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 school in relation to the premises.
12. The hirer shall indemnify and keep indemnified the school from and against:
 - a. any damage to the premises or school equipment;
 - b. any claim by any third party against the school; 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 licence or any act or omission of the hirer or any person allowed by the hirer to enter the premises
13. Save that nothing in the licence 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 school 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 licence.
14. School requirements shall take priority. The school shall seek to give reasonable notice of any cancellations due to school requirements. Any cancellations by the school will be refunded.
15. The school has the right to cancel bookings due to severe weather conditions or the requirement for emergency repairs at any point leading up to or during a letting.
16. Any cancellations by the hirer received with less than 14 notice, will not be refunded. (If for any reason the hirer does not believe the area is safe to use (e.g. frozen pitches) the hirer will submit photos of the condition as soon as possible but within 24 hours of the booking).
17. The hirer will read the emergency evacuation procedures and be ready to follow them in the event of a fire or other similar emergency.
18. The hirer will leave the premises (including entrance areas, toilets/changing rooms) in the condition it was found in, leaving the area clean and tidy and not leaving any of their own equipment behind. The hirer is responsible for any breakages or damages caused to equipment and/or facilities.
19. Use of the premises is limited to the accommodation hired and necessary facilities such as toilets.
20. The site accommodates a number of community organisations and other hirers. All hirers are to be respectful of other users on the site and shall not interfere or interrupt their business.

21. The hirer will clean any spillages and remove any rubbish. Whilst the risk of ANY PANDEMIC is present hirer's should clean all high touch areas (e.g. door handles and touchplates) at the start and end of their hirer.
22. The hirer shall not display any advertisement, signage, banners, posters or other such notices on the premises without the prior written agreement from the school
23. If the hirer breaches any of the terms and conditions the school reserves the right to terminate the licence and retain any fees already paid to the school, without affecting any other right or remedy available to the school under the licence or otherwise.
24. The hirer shall observe the maximum capacity rules of the part(s) of the premises being hired and not allow this to be breached.
25. The hirer will acquire all appropriate additional licences for any activities they are running, including those required for use of any third party intellectual property.
26. The hirer is responsible for carrying out any risk assessments of the premises relating to the activities they are running. This includes a risk assessment for ANY PANDEMIC.
27. The hirer shall comply with all applicable laws and regulations relating to its use of the premises.
28. The hirer and the individuals participating are responsible for adhering to the latest government guidelines on ANY PANDEMIC and social distancing at all times.
29. The school'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 licence.
30. This licence shall be governed, construed and interpreted in accordance with the laws of England and Wales.
31. The school 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 licence.
32. The school site has a no smoking policy and hirers will ensure all people associated with their hirer abide by this.
33. In no circumstances shall alcoholic drinks be available at any function without prior written consent. Permission will be granted only in exceptional circumstances. Applications must be made in writing at the time the hirer applies for the use of the premises. If permission is granted for alcoholic drinks to be sold it will be the responsibility of the hirer to ensure that a Temporary Event Licence is obtained from the Local Licensing Authority. The hirer agrees to comply with all conditions and limitations attached to the Temporary Event Notice they obtain. Kings International College reserves the right to require sight of the Temporary Event Notice prior to the letting.
34. Gambling - The premises may not be used for games of chance, other than bingo, unless specific permission has been granted.
35. No dogs or other animals other than guide & assistance dogs will be allowed on the school site unless permission in writing is received from the Headteacher and hirers will ensure all people associated with their hirer abide by this.
36. For the benefit of all our customers and local residents we would ask that you do not use foul or abusive language whilst at the facility.
37. The following restrictions relate to specific facilities hired.
 - a) No food or drink is to be consumed in the halls/studios/classrooms or on the astro pitch without specific prior agreement, the only exception is plastic water bottles.
 - b) No stillettos or outdoor shoes are allowed in the sports hall, gym or dance studio.
 - c) To protect the surface of the astro pitch only flat soled trainers or specialist dimpled hockey / football shoes must be worn, no moulded or screw-in studs, no blades and no muddy footwear.
 - d) Tables & chairs should not be used in the sports hall, gym or dance studio. Occasional use for officials during competitions may be permitted
38. The hirer shall be responsible for ensuring the preservation of good order for the full duration of the letting and until the premises are vacated. The hirer shall at all times provide an adequate number of supervisors for any activity and those supervisors shall be present throughout the hiring period. The hirer shall be liable for damage caused by unruly or inappropriate behaviour.
39. The facility should be vacated promptly and quietly at the end of the hire.

40. Site Security
Kings International College expects hirers to take all reasonable steps to safeguard the security of the site during their letting. This means:

- a) Being vigilant to anyone entering the site, either the grounds or buildings, who you believe may not have an authorised reason for doing so, and notifying the out of hours contact in the event of concerns;
 - b) Closing the car park gates if you are the last hirer on site as detailed in the weekly locking schedule;
 - c) Ensuring that any key given as part of the hire is used to provide access to the premises at the agreed time of the letting only. Any unauthorised access to the premises outside of agreed letting times will result in suspension or withdrawal of the letting.
41. Car parking is permitted in designated areas at the premises and is subject to availability. Parking on site is at the owner's risk.
- a) The hirer is responsible for the parking of those associated with their hirer.
 - b) The site has a 5mph speed limit
 - c) Vehicles should be parked in marked bays only
 - d) Drop off zones should be kept clear
 - e) Parking is not permitted on any grass area
 - f) The site traffic system should be followed and all users of the facility are to be respectful of each other
 - g) All users must follow direction of school staff when given.
42. Safeguarding Children and vulnerable adults
- a) Any group activity aimed at children or vulnerable adults must ensure that all safer recruitment practices have been followed for their coach/leader including a DBS check.
 - b) Any group aimed at children or vulnerable adults must have a Safeguarding Policy in place. A copy must be provided to the school upon request
 - c) It is the responsibility of the Hirer to ensure they abide by the latest Safeguarding rules and regulations. Reference should be made to the DFE's guidance contained in 'After-school clubs, community activities, and tuition. Safeguarding guidance for providers'
 - d) Where a safeguarding disclosure is made relating to an incident that occurred at the facility or about a leader/organiser of a hire the hirer will notify the schools Designated Safeguarding Lead that a disclosure has been made. This can be done by either phoning the school on 01276 683539 or emailing dsl@kings-international.co.uk.
43. Data protection
- a) In the event that the hirer inadvertently discovers personal data belonging to the school to which they have no right of access, this should be reported without delay to the school on the contact numbers supplied.
 - b) The hirer undertakes, through acceptance of these terms and conditions, not to share any personal data to which they have had access, with any other party.
 - c) Any concerns should be raised to the schools Data Protection Officer on dpo@kings-international.co.uk
44. Any dispute relating to the hire of the facility will be referred to the Headteacher.

Appendix 3 Key Holder Agreement

Agreement between: **Kings International College**

And **[Name and address of hirer]**

In respect of the hire of facilities at Kings International College a member of **[name of hirer]** has been authorised by Kings International College to hold the keys of the college premises subject to:

Key Holder Delegated Responsibilities

The Key Holder's prime responsibility is the security of the premises. Prior to the commencement of the let the Key Holder will be made familiar with the school, particularly the operating of the alarm systems, location of a phone for emergency use, location of fire exits, procedures for security checking when locking up and the standards of cleanliness and tidiness. The Key Holder must also be aware of and accept that they are responsible for leaving the school secure at the end of each letting.

Access is restricted to agreed letting arrangements and is subject to confirmation of insurance being received.

Emergency Procedures

In case of an emergency Key Holders should contact a member of the site team. An additional charge may be made if the caretaker is called out to the site.

Reporting of Accidents and breakages

Any accidents or breakages should be reported to the school as soon as possible following the let

Key Holder Information

Name	Address	Contact Number	Position

Keys Provided	Quantity

I acknowledge receipt and take full responsibility for the keys to Kings International College while in my possession.

I understand that any key issued to me remains the property of Kings International College and is provided for my sole use as key holder

I understand that the key may not be duplicated, transferred or loaned to any other person

I understand that I am required to immediately report the loss, theft or damage to the key in my possession and that a charge for replacement will be made

I agree to return the key in my possession upon termination of the Letting Agreement or when requested to do so by Kings International College.

I have read and understand the Letting Agreement and Key Holder agreement and agree to abide by these terms and conditions.

_____	_____	_____
Name	Signature of Key Holder	Date

_____	_____	_____
Name	Signature of Key Holder	Date

_____	_____	_____
Name	Signature of Key Holder	Date

Signed on behalf of Kings International College

_____	_____	_____
Name	Signature	Date



GENERAL FIRE PRECAUTIONS

Fire is probably the most serious danger, which most personnel will ever have to face. It can break out almost anywhere and can affect everyone.

Fire, with the possible additional risk of explosion, is a much greater risk in laboratories and workshops where flammable liquids and gases are often used. Strict precautions are required in these areas to ensure that no sources of ignition occur

ACTION ON DISCOVERING A FIRE

If you discover a fire:

- Operate the nearest fire alarm. If no alarm is provided, shout “Fire”.
- Evacuate to a safe place
- Trained personnel to tackle the fire where appropriate
- Where appropriate check toilets and close windows and doors on the way out
- Do pass any information to the responsible person at the assembly point

ON HEARING THE FIRE ALARM

The fire alarm signal (bell) is a continuous bell and everyone on site should evacuate to the assembly point.

- Leave the building by the nearest exit
- Do not stop or return to collect personal belongings
- Do not use the lift
- Close any doors en-route without delaying your escape
- Due to the design of the College it is essential that the quad area is avoided as there is great danger in there from heat, or being trapped if there is a building or buildings alight. Personnel are to walk up the outside of the buildings
- Do not use and fire fighting equipment unless you have been trained.
- Ensure visitors and members of your group are escorted from the building to the assembly point
- You must remain at the assembly point and return to the building only when authorised to do so by a member of the Emergency services or the school staff.

ASSEMBLY POINT

The Assembly Point is on the All Weather Pitch, when open, or the grass fields.

The group leader should take a register to ensure all members and visitors are present.

CONTACTING THE EMERGENCY SERVICES & LIASION

Confirmation of a Fire should be reported immediately to the Emergency Services.

A member of the site team should then be contacted immediately after this.

If the site team cannot be contacted, then the group’s leader should contact Surrey County Council’s Duty Emergency Planning Officer (01483 518104) or dial 999.

MEANS OF ESCAPE

It is essential that the means of escape from a building should function efficiently. Exit doors should be fastened so that they can be easily and immediately opened from the inside without the use of keys. Exit routes must not be obstructed or used as storage areas. Portable heating equipment or other sources of ignition must not be used in any part of an exit route.

Fire doors play an important role in the precautionary system; their purpose is to contain the fire, and to prevent the spread of smoke and toxic gases, which can be lethal even in small quantities. More people die through smoke inhalation than through burns. Fire doors must not be propped or wedged open; to prop open a fire door can cost lives if a fire breaks out.

In addition, all fire/smoke doors should be closed when buildings are empty.

All personnel are well advised to become familiar with as many as possible of the exit and escape routes from the building in which they normally work.
Lifts must not be used in the event of a fire.

FIRE FIGHTING EQUIPMENT

Four types of fire extinguishers are provided in the premises. Each has a specific range of use and each is located adjacent to the related fire risk. The extinguishing media used are: water, carbon dioxide, foam and dry powder. The external appearance of each type of extinguisher is different and each carries its own instructions for use. Fire blankets are provided in many locations and should be used for smothering fires involving flammable liquids or burning clothing.

Site users are well advised to know the location of the fire-fighting equipment in their area of work, to know on what type of fire each piece of equipment can be used and how each should be used.

Fire-fighting equipment is not to be tampered with. Whenever fire-fighting equipment has been used, an immediate report must be made to the schools site Manager, so that the equipment may be recharged or replaced.

FIRE-FIGHTING

Only personnel trained in the use of fire-fighting equipment should use such equipment

In all buildings, protection of human life must take priority over fighting fires. The person discovering a fire must promptly initiate the emergency procedure listed above, unless they are entirely confident that they can extinguish the fire immediately, using an appropriate fire extinguisher, fire blanket, etc.

If possible, and without endangering personal safety, attempts can be made to contain and control a fire until the Fire Brigade arrives. Make sure that the correct type of fire extinguisher is used. The wrong choice can turn a minor incident into a major event. Always remember to take a position between the fire and the exit so that your escape route cannot be cut off. Be aware of what is happening in the surrounding area and take account of your own limitations. If possible, always make sure that someone else knows that you are tackling the fire.

If personnel believe fire-fighting equipment has been damaged this should be reported to the site manager.