



ASPIRE  
LEARNING  
PARTNERSHIP  
EXCELLENCE THROUGH COLLABORATION

# HIRE OF FACILITIES POLICY

APPROVED BY: Trust Board

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DATE: 3<sup>rd</sup> July 2024

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LAST REVIEWED ON: N/A

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NEXT REVIEW DUE BY: 2<sup>nd</sup> July 2027

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## REVISION HISTORY

DATE OF REVIEW:	CHANGES MADE:
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### **Soar Valley College**

Appendix A - Application form

Appendix B – Terms and Conditions of Hire including a full risk assessment

Appendix C – Induction form

Appendix D – Out of hours/evacuation procedures

Appendix E – Risk Assessment – Main site

Appendix F – Risk Assessment – Training Centre

Appendix G – Hire Contract

### **The City of Leicester College**

Appendix A - Application form

Appendix B – Terms and Conditions of Hire including a full risk assessment

Appendix C – Induction form

Appendix D – Out of hours/evacuation procedures

Appendix E – Risk Assessment – Main site

Appendix F – Not applicable to TCOLC & therefore not included

Appendix G – Hire Contract

## **INTRODUCTION**

The Aspire Learning Partnership, Trustees and college 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.

### **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
- Hire out facilities in a way that is safe, following government guidelines and the college's risk assessment(s).

## **OPENING TIMES (EXCLUDING CHRISTMAS DAY)**

15:30 - 22:00 – Monday to Friday (During term time)

08:00 – 22:00 – Monday to Friday (During holidays)

07:00 – 22:00 - Saturday and Sunday

As part of the premises licence we can extend to 23:00 subject to application to G4S.

PFI Agreement is for a maximum of 1000 hours per annum.

The college will notify G4S of any new bookings a minimum of 2 weeks before the start date.

The Soar Valley Training Centre (Red Line Assets outside PFI Agreement)

08:30 – 17:00 - Monday to Friday – term time only

## AREAS, CAPACITY AND CHARGING RATES

AREA	CAPACITY	SVC HIRING RATES
Sports hall	40	£30 per hour
Dance Studio	25	£30 per hour
Netball Centre	2 indoor courts and seating for 20 spectators	£37.50 per hour – single court £50 per hour – full court £40 per hour – Affiliated Adults -full court £30 per hour – Affiliated Adults – single court £35 per hour – Affiliated Juniors £25per hour – Affiliated Juniors – single court
Netball Court - outside	N/A	£20 per hour £12.50 - Affiliated Adults £10.00 - Affiliated Juniors
Artificial 3G Pitch		Full pitch - £50 per hour Half pitch - £30 per hour
Main Hall	230 seated 330 standing	£40 per hour
Kitchen	N/A	£30 per hour dependent on catering staff availability
Dining Hall	140	£40 per hour
Community Lounge	25	£20 per hour
Drama studio	30	£20 per hour
Classroom	30	£20 per hour
Training Centre	35 – Mel Berry 20 – Room 1 and Room 2	£35 per hour (incl refreshments) £25 per hour (incl refreshments)
Cricket wicket under 16s only		£35 per hour
Synthetic cricket wicket under 16s only		£30 per hour
Playing fields (summer use only no floodlights)		£30 per hour

AREA	CAPACITY	TCOLC HIRING RATES
Activities Studio	72	£20 per hour
Badminton court	4	£20 per hour
Main Hall	260 with retractable seating plus 100 temporary seats if required	£40 per hour
Kitchen	N/A	£15 per hour to be used for reheating only
Dining Area	175	£40 per hour
6 <sup>th</sup> Form study centre	75	£30 per hour
Drama studio	80 full 40 half	£30 per hour £20 per hour
Classroom	32	£20 per hour – additional classrooms £10 per hour
Practice rooms (music)	5	£5 per hour
Playing field	N/A	Half £30 per hour Full £60 per hour
Muga		Large £30 per hour Small £20 per hour
Football pitch (grass)	N/A	£25 per hour
Canopy area	N/A	£40 per hour
Community meeting room	20	£15 per hour

### Charging rates and principles

Prices will be reviewed to take account of inflation and market conditions annually in April and any changes will be effective from the 1<sup>st</sup> September in the same year. Hirers will be notified of any changes in price by no later than 1<sup>st</sup> June.

A surety of 50% of the full cost is required in advance (usually 14 days), for any one-off function. This will be returned in full after the event, providing no further costs are incurred, eg extra cleaning, damages or overrunning agreed time.

A 10% discretionary discount may be applied for long term hirers and larger events.

There are some pre-existing (pre June 2024) long term hirers who have different rates to those above as agreed with the CFO. For these hirers an annual review will take place to gradually bring them in line with the above prices.

Staff, governors and trustees are entitled to a 25% discount for any personal hire.

Option cleaning charge of £30 can be added to the booking for one off events.

VAT is only applied to sports bookings which are exempt when a minimum of 10 sessions are booked with no more than 14 days between each session. If less than 10 sessions are used or the sessions are more than 14 days apart then VAT at the current rate is chargeable.

Regular hirers are recommended to obtain their own insurance cover relevant to the activities taking place. This is in addition to the colleges' public liability insurance.

## **CANCELLATIONS**

The college reserves the right to cancel any agreed hiring at short notice for reasons such as inclement weather or the surfaces deemed unsafe, or in an emergency, but will give as much notice as possible. 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, but we ask for a minimum of 14 days' notice if possible. If less notice than this is given, the hirer shall not be entitled to a refund. However, long term hire exceeding 6 months, is subject to a minimum cancellation notification period of 3 months by either party.

## **REVIEW**

The revenue raised from hiring out will be reviewed and reported to the college governors and trustees on a regular basis.

## **APPLICATION PROCESS**

1. Those wishing to hire the premises will contact the college in the first instance to enquire about availability.
2. The hirer will complete and sign the hire request form (Appendix A) and submit it to the college office. Approval of the request will be determined by the college.
3. If the request is approved, we will contact the hirer and send them the full Terms and Conditions of Hire booklet (Appendix B) with details of how to submit payment and make arrangements for the date and time in question. The hirer will also need to provide proof of their public liability insurance.

- 4 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 safeguarding, evacuation procedures and general health and safety in college see Appendix C
- 5 Copies of the following documents will be signed by the hirer and retained by the college and must be completed prior to the booking start date.

Application Form – Appendix A

Induction - Appendix C

Hire Contract – Appendix G

Risk Assessment – Appendix E or F

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.

## **TERMS AND CONDITIONS OF HIRE**

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 college 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 college and, where requested by the college, 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 college by the hirer under the agreement.
  12. Any cancellations by the hirer received with less than 14 days' notice will not be refunded.
  13. The college reserves the right to cancel any booking at short notice, and without charge, but will endeavour to give as much notice as possible eg exams, parents evenings, inclement weather etc, and a full refund of any money paid will be given.
  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 facility they use clean and tidy unless they have paid the cleaning charge and will remove any of their own equipment.
  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 a risk assessment of the facility and its environs relating to the activities it is running, and complete the necessary risk assessment form and submit it to the college with a minimum of 14 working days.
  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 college 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.



## **SAFEGUARDING**

The college is dedicated to ensuring the safeguarding of its students at all times. It is a requirement of hire that hirers abide by the college's requirements in respect of safeguarding. Any failure from the hirers in this respect will result in the hire being terminated.

It is the responsibility of the hirers to ensure that safeguarding measures are in place while hiring out the space for their own group members and any other young persons on the site.

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 will be required to have appropriate safeguarding policies and procedures in place, including safeguarding and child protection, and shall provide copies of these policies on request to the college.

The hirer confirms that, should any safeguarding concerns present themselves during the hire of the college premises, they shall contact the college as soon as reasonably practicable.

The hirer understands that if our college receives an allegation relating to an incident where an individual or organisation is using our college premises for running an activity for children, we will follow our usual safeguarding procedures and inform our local authority designated officer.

## **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 trust board.

# **SOAR VALLEY COLLEGE HIRE PACK**

## APPENDIX A



**Soar Valley College**

A SPECIALIST MATHS AND COMPUTING COLLEGE

**ASPIRE ENJOY ACHIEVE**

### Hire request form

If you have any questions, please contact the school on 0116 2688490 or email:

[hire@soarvalley.leicester.sch.uk](mailto: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 school's premises hire policy.

Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

Please return this form via email to [hire@soarvalley.leicester.sch.uk](mailto: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 of College Facilities Contract

## Terms & Conditions

Reviewed May 2024

## INDEMNITY AND CONDITIONS OF HIRE FOR SCHOOL PREMISES

- 1 The Hirer will indemnify the Aspire Learning Partnership, Trustees and 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 The Hirer will pay the hiring fee or any balance as agreed at the time of booking. If payment is not made by the due date or if any of the conditions below are not complied with then the Trustees 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 Aspire Learning Partnership 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 Aspire Learning Partnership, Trustees 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 School, or anything adhered to the walls or anything which could affect the fabric of the building;
  - b) Intoxicants shall not be brought onto the premises;
  - c) Smoking and use of e-cigarettes and vaping is not allowed anywhere on the school site.
  - d) Electric bikes or electric scooters are not allowed into the building;
  - e) 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 sports, dancing, music or entertainment of a like kind;
  - f) There must be no interference with School equipment unless agreed at the time of booking and with appropriate training;
  - g) The premises shall be vacated at the end of the hiring time specified.
  - h) No animals except for trained guide dogs or other trained service animals, are allowed onto the school site.
- 5 The premises shall not be hired to any organisations with racist aims.
- 6 The Trustees 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 Aspire Learning Partnership, Trustees 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 14 days' notice, then the Governors will be entitled to retain the whole of the hiring fee paid in respect of the cancelled hiring. If notice of the cancellation of a hiring is received more than 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. The School 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 Long term hire exceeding 6 months, is subject to a minimum cancellation notification period of 3 months by either party.
- 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 Regular hirers are recommended to obtain their own insurance cover relevant to the activities taking place. For 'one off' events, hirers are also recommended to obtain a 3<sup>rd</sup> party insurance and will also be expected to pay a surety of no more than 50% of the total booking.
- 11 **For your safety and security while using our facilities, please be advised that CCTV cameras are in operation across the site.**

## 12 OPENING TIMES DURING TERM TIME

### REGULAR SPORTS & NON-SPORTS FACILITIES AVAILABILITY

Monday - Friday	18:00 to 21:30
Saturday	08:00 to 18:00
Sunday	08:00 to 18:00

### FUNCTION FACILITIES AVAILABILITY

Saturday	10:00 to 21:30
Sunday	09:00 to 18:00

### TRAINING CENTRE

Monday to Friday (term time only)

08:30 – 17:00

Hire times outside of those specified and during the School holidays are available upon request and at the discretion of the Trust.

- 13 The School operates a STRICT NO-SMOKING/NO VAPING policy within the School building, grounds and facilities. Likewise the sale and/or consumption of alcohol is NOT permitted anywhere within the School site. There must be no chewing of gum anywhere on the School site. These rules must be adhered to at all times. Hirers in breach of this. will have their bookings terminated with immediate effect and no refund of monies paid returned.
- 14 The School operates a STRICT NO NAKED FLAMES/TEALIGHTS/CANDLES policy within the building and grounds, including ceremonial fires for weddings and religious celebrations.
- 15 Hire 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 School or the next hirer without further need of cleaning, removal of furniture/equipment etc.
- 16 The School will be closed on Christmas Day only, but may also be closed for hire during most of the Christmas/New Year period. There will also be exams for the students and other school events eg Open Evening, during the academic year which may result in certain areas being unavailable to hirers (e.g. sports hall). Wherever possible the School will endeavour to give at least 1 week's notice.
- 17 The School 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 School or School equipment unless a prior arrangement has been agreed.
- 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 undertake induction of all evacuation and health and safety requirements with the School Representative, 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:

#### **Health & Safety**

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

- A generic risk assessment (see Appendix E/F) is available for the facilities you 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.

- We expect hirers to tour the premises prior to the final agreement to familiarise themselves with the school's health and safety, and complete and sign a copy of the Induction Sheet (Appendix C)
- 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) Be accountable for all persons associated with your group including spectators & parents;
  - (c) Familiarise all participants with the position of the fire alarm points, fire evacuation routes, fire refuge point and assembly point. This applies to all evacuation procedures;
  - (d) Ensure specific arrangements are made to evacuate wheelchair users from the building;
  - (e) 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 and an email to [hire@soarvalley.aspirelp.uk](mailto:hire@soarvalley.aspirelp.uk). 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.

### **Safeguarding**

The Hirer shall ensure that where a hiring involves activities aimed predominantly at 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.

### **First Aid**

The Hirer shall ensure that at least one member of their group has an up to date first aid training certificate (including the use of defibrillators) and has access to a suitable first aid kit and is aware of the location of defibrillators around the school site and wheelchair access if necessary.

**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. The lead hirer must make marshalling arrangements in conjunction with the school representative where large numbers are expected to arrive or exit at one time.

**Conduct of people using the facilities who are part of the Hirers group:** this includes damage, accidental or otherwise, to School buildings and fixtures and fittings, including curtains, blinds, furniture, windows, doors, toilets etc. Hirers should not access other areas of the school without prior notice. The Hirer is responsible for the behaviour and health and safety of members of their group and they must ensure minimum noise and disturbance is made on arrival or departure. Please be mindful of the location of the school and its proximity to neighbouring residents.

**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 the school to arrange this.
- 21 Spiked footwear is not allowed on any surface on the School site except on grassed outdoor areas.
- 22 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 Aspire Learning Partnership.



- 23 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.
- 24 All vehicles parked on the School site are parked at the owners' risk and no liability is accepted for damage to such vehicles or their contents.
- 25 Food and drink may only be consumed in the dining hall or community lounge.
- 26 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.

## **SPORTS FACILITIES**

- 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.
- 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, you must have **FULLY VACATED THE SPORTS HALL BY THE END OF YOUR PERIOD OF HIRE**. If you overrun your time of finishing then an additional £20 per ¼ hour will be charged.
- 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 School building and changing rooms to avoid damage and mud being brought into the building.
- 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 School 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.

## **ARTIFICIAL 3G PITCH & NETBALL FACILITIES**

- Blades; use of footwear which has a bladed profile studded sole is prohibited on the 3G pitch.
- Metal studs designed for rugby are permitted provided they are kite marked and manufactured to BS6366; 2011.
- Only trainers, **NO STUDS** to be worn on both indoor and outdoor netball courts.
- No preparation may be applied to playing surface.
- 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 surety of 50% of the total booking in advance. This will be refunded after the event subject to any breach of the hire terms and conditions. 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 School. 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. IMPORTANT – extension cables are not to be joined end-to-end at any time.
- Hirers should provide their own PA/sound system (if required).

#### **KITCHEN & DINING HALL**

- As a fully operational school kitchen, Soar Valley School 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 School's Catering Lead, who will be on site for the period of hire. The Catering Lead's decision is final on all matters relating to kitchen use.
- Portable gas canisters must not be brought in or used on the premises.
- The Hirer must bring in all required utensils, serving facilities 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 placed in the skips provided. The kitchen bins must not be used by the Hirer.
- The school 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 School 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.

#### **TRAINING CENTRE**

- There are 3 rooms available for hire – the Mel Berry Room, Room 1 and Room 2. Refreshments are included in the cost of the room hire and we can also arrange breakfast and lunch if required for an additional charge.
- Car parking is available outside the building.

#### **LOSS OF DEPOSIT FOR FUNCTIONS**

We do hope that your 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 Trustees, Governors and CEO of Aspire Learning Partnership.

#### **Damage to fixtures, fittings and any equipment**

The principle Hirer will be solely responsible for the cost of repair and/or replacement.

The Aspire Learning Partnership reserves 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 the School, 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, Aspire Learning Partnership 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 C**

**HEALTH & SAFETY INFORMATION  
CONFIRMATION FORM  
TO BE COMPLETED AFTER SITE INDUCTION VISIT**

Please complete the form below and return it with your hire forms and amended risk assessments

Name of organisation: .....

Name of person in charge: .....

Address for correspondence: .....

..... Postcode: .....

Telephone number: ..... Mobile: .....

Additional emergency contact telephone number: .....

Email address: .....

Issues/items. Tick to indicate you have received information and/or instruction about these issues/items	✓
Facilities risk assessment	
Fire alarm points	
Fire evacuation procedures – APPENDIX B	
Lockdown procedure	
Evacuation routes	
Refuge point	
Assembly point	
Advised to carry a mobile telephone at all times	
Duty premises officer contact number 07712074573 & location on community lounge entrance	
Toilet access	
Drinking water access	
Entrance & exit access & security systems	
Information about reporting damaged or faulty building infrastructure and/or equipment	
Information about reporting accidents	
First aider and first aid kit	
Location of defibrillators	
No smoking or vaping allowed on site	
No ebikes or electric scooters allowed on site	
No naked flames on site	
No alcohol on site	
Mobile contact number for lead hirer	
Wheelchair locations – new changing rooms in Ref room	
No animals except guide dogs or other trained service animals	

**ADDITIONAL NOTES**

**DBS INFORMATION if applicable**

**I have been made fully aware of my health & safety responsibilities for the hire of facilities at Soar Valley School.**

**Signed:** .....  
*(Person in charge)*

**Date:** .....

**Your booking will be confirmed once all of the above information has been completed and a satisfactory Risk Assessment has been completed and received by the School and assessed by the School Representative**

# Soar Valley College

## Out of Hours Evacuation Procedure

### TO ALL HIRERS 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 or School Representative 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.
- ❖ Users of the Training Centre will assemble in the Training Centre car park.
- ❖ Identify any missing persons and notify the school 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 or the School Representative on 0116 2688490

**APPENDIX E**

**RISK ASSESSMENT FOR MAIN SITE**

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			

## APPENDIX F – TRAINING CENTRE ONLY

### ACTIVITY/AREA: TRAINING CENTRE - THIRD PARTY HIRE/EVENTS

(Risk rating; 1=Low and 10=High)

ITEM/RISK	Possible outcome of risk identified	Likelihood L-M-H	Consequence L-M-H	Risk Rating	CONTROL MEASURES
Building Fire or other event requiring evacuation	Risk of injury/death to users	L	H	8	Fire alarm system (linked to fire service) in place. Event organiser to be aware of fire exits and assembly point All users to evacuate and assemble on car park - notices in every room Event Organiser to contact SVC Business Manager ( <b>07790698886</b> )
	User/Participant left in building	L	H	6	Event Organiser to take register of attendees and check once outside  Notify emergency services/Business Manager of any missing persons
Invacuation/Lockdown procedures	User/Participant/Hirers	L	H	8	Event organiser will be notified by SVC Business Manager/SVC staff Event Organiser to be aware of procedure and initiate all attendees to follow it Procedure displayed on wall in conference rooms ALL CLEAR given by BM or SVC Staff
Unauthorised users gaining access to building	Property theft and/or physical violence	L	H	5	Controlled access to external and interior doors Controlled access to general site Event Organiser to report any concerns to Business Manager (see above) Ring 999 in case of imminent threat

DDA/safe access in and around Training Centre	Kerb stones around car park - trip hazard	L	M	1	Dropped kerbs installed directly outside front entrance Kerb stones painted to highlight edges
	Potential of ice and/or snow - access/slips	L	M	3	Site car park and paths cleared/'gritted' by Facilities Management provider Should conditions be too severe, event will be cancelled by SVC
	Controlled access doors difficult for DDA	M	L	2	All doors accessible but may need holding open by other users
User/Visitor taken ill or injured	Requires medical assistance	L	M	4	Contact Business Manager (as above) - trained SVC first aiders available First Aid kit on site (in kitchen area) Defibrillator in Entrance to training Centre
Use of hot/boiling water for refreshments	Emergency Services required	L	H	8	Ring 999 and contact Business Manager (as above)
	Risk of scalding	L	H	6	Fixed hot water unit in kitchen or urns provided - there is no need for these to be moved Users take care not to touch external surfaces of hot water units Users take care not to splash/over fill hot water First Aid kit on site (in kitchen area) and trained SVC first aider available
Kitchen area - other appliances/equipment	Injury by not using item correctly	L	M	4	Appliances/equipment only to be used by SVC staff First Aid kit on site (in kitchen area) and trained SVC first aider available
General issues with furniture/equipment/heating etc	Unsafe/uncomfortable working environment	L	L	3	Do not try and fix - Contact SVC Business Manager to assess

SIGNATURE OF ASSESSOR: Jen Brandwood (Business Manager)





## Hire Contract 2024

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 and payments made by BACs to Aspire Learning Partnership. 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. I have also completed a full health and safety induction with a member of the school.**

Signature (Hirer) ..... Date: .....

Signature (Soar Valley College): ..... Date: .....

**THE CITY OF  
LEICESTER  
COLLEGE HIRE  
PACK**

## APPENDIX A



### Hire request form

If you have any questions, please contact the college on 0116 2413984 or email: [events@tcolc.aspirelp.uk](mailto:events@tcolc.aspirelp.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 college (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 [events@tcolc.asprelp.uk](mailto:events@tcolc.asprelp.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.



# **Hire of College Facilities**

# **Contract**

## **Terms & Conditions**

Reviewed May 2024

## INDEMNITY AND CONDITIONS OF HIRE FOR COLLEGE PREMISES

- 1 The Hirer will indemnify the Aspire Learning Partnership, Trustees 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. If payment is not made by the due date or if any of the conditions below are not complied with then the Trustees 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 Aspire Learning Partnership 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 Aspire Learning Partnership, Trustees 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, or anything adhered to the walls or anything which could affect the fabric of the building;
  - b) Intoxicants shall not be brought onto the premises;
  - c) Smoking and use of e-cigarettes and vaping is not allowed anywhere on the college site.
  - d) Electric bikes or electric scooters are not allowed into the building;
  - e) 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 sports, dancing, music or entertainment of a like kind;
  - f) There must be no interference with College equipment unless agreed at the time of booking and with appropriate training;
  - g) The premises shall be vacated at the end of the hiring time specified.
  - h) No animals except for trained guide dogs or other trained service animals, are allowed onto the college site.
- 5 The premises shall not be hired to any organisations with racist aims.
- 6 The Trustees 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 Aspire Learning Partnership, Trustees 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 14 days' notice, then the Governors will be entitled to retain the whole of the hiring fee paid in respect of the cancelled hiring. If notice of the cancellation of a hiring is received more than 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. 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 Long term hire exceeding 6 months, is subject to a minimum cancellation notification period of 3 months by either party.
- 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 Regular hirers are recommended to obtain their own insurance cover relevant to the activities taking place. For 'one off' events, hirers are also recommended to obtain a 3<sup>rd</sup> party insurance and will also be expected to pay a surety of no more than 50% of the total booking.
- 11 **For your safety and security while using our facilities, please be advised that CCTV cameras are in operation across the site.**

## 12 OPENING TIMES DURING TERM TIME

### REGULAR SPORTS & NON-SPORTS FACILITIES AVAILABILITY

15:30 - 22:00 – Monday to Friday (During term time)

08:00 – 22:00 – Monday to Friday (During holidays)

07:00 – 22:00 - Saturday and Sunday

### SOAR VALLEY TRAINING CENTRE

Monday to Friday (term time only)

08:30 – 17:00

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

- 13 The College operates a STRICT NO-SMOKING/NO VAPING policy within the College building, grounds and facilities. Likewise 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. Hirers in breach of this. will have their bookings terminated with immediate effect and no refund of monies paid returned.
- 14 The College operates a STRICT NO NAKED FLAMES/TEALIGHTS/CANDLES policy within the building and grounds, including ceremonial fires for weddings and religious celebrations.
- 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 Christmas Day only, but may 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 College equipment unless a prior arrangement has been agreed.
- 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.
  - b) 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 undertake induction of all evacuation and health and safety requirements with the College Representative, to ensure a strategy in case of emergency and to relay this to all other users attending the letting.
- 21 The Hirer is responsible for:

### **Health & Safety**

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

- A generic risk assessment (see Appendix E/F) is available for the facilities you 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.

- We expect hirers to tour the premises prior to the final agreement to familiarise themselves with the college's health and safety, and complete and sign a copy of the Induction Sheet (Appendix C)
- In accordance with the premises fire evacuation plan, hirers are required to
  - (f) Keep a register of people in the building and those who leave early;
  - (g) Be accountable for all persons associated with your group including spectators & parents;
  - (h) Familiarise all participants with the position of the fire alarm points, fire evacuation routes, fire refuge point and assembly point. This applies to all evacuation procedures;
  - (i) Ensure specific arrangements are made to evacuate wheelchair users from the building;
  - (j) 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 and an email to [hire@soarvalley.aspirelp.uk](mailto:hire@soarvalley.aspirelp.uk). 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.

### **Safeguarding**

The Hirer shall ensure that where a hiring involves activities aimed predominantly at 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.

### **First Aid**

The Hirer shall ensure that at least one member of their group has an up to date first aid training certificate (including the use of defibrillators) and has access to a suitable first aid kit and is aware of the location of defibrillators around the college site and wheelchair access if necessary.

**Car parking:** cars must not be parked along Downing Drive or in the leisure centre car park. 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 without prior permission. Drivers ignoring these conditions may find their vehicle clamped and released only on payment of a £50 release fee. The lead hirer must make marshalling arrangements in conjunction with the college representative where large numbers are expected to arrive or exit at one time.

**Conduct of people using the facilities who are part of the Hirers 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 and health and safety of members of their group and they must ensure minimum noise and disturbance is made on arrival or departure. Please be mindful of the location of the college and its proximity to neighbouring residents.

**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.

- 22 Hirers should make arrangements well in advance of the booking to discuss any specific requirements in detail with the Hire Assistant. Please contact the college to arrange this.
- 21 Spiked footwear is not allowed on any surface on the College site except on grassed outdoor areas.
- 22 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 Aspire Learning Partnership.



- 23 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.
- 24 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.
- 25 Food and drink may only be consumed in authorised areas.
- 26 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 £30 per hour.

#### **SPORTS FACILITIES**

- 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.
- 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, you must have **FULLY VACATED THE SPORTS HALL BY THE END OF YOUR PERIOD OF HIRE**. If you overrun your time of finishing then an additional £20 per ¼ hour will be charged.
- 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 to avoid damage and mud being brought into the building.
- 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.

#### **ARTIFICIAL 3G PITCH & NETBALL FACILITIES**

- Blades; use of footwear which has a bladed profile studded sole is prohibited on the 3G pitch.
- Metal studs designed for rugby are permitted provided they are kite marked and manufactured to BS6366; 2011.
- Only trainers, **NO STUDS** to be worn on both indoor and outdoor netball courts.
- No preparation may be applied to playing surface.
- 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 surety of 50% of the total booking in advance. This will be refunded after the event subject to any breach of the hire terms and conditions. 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. IMPORTANT – extension cables are not to be joined end-to-end at any time.
- Hirers should provide their own PA/sound system (if required).

#### **KITCHEN & DINING AREA**

- Lettings of the Dining Area/Kitchen for private functions/one-off events attract a surety of 50% of the total booking in advance. This will be refunded after the event subject to any breach of the hire terms and conditions. Please refer to the section on Deductions/Loss of Deposit for further guidance.
- As a fully operational college kitchen, The City of Leicester 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 Lead, who will be on site for the period of hire. The Catering Lead's decision is final on all matters relating to kitchen use.
- Portable gas canisters must not be brought in or used on the premises.
- The Hirer must bring in all required utensils, serving facilities 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 placed in the skips provided. The kitchen bins must not be used by the Hirer.
- The 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 Area only unless otherwise agreed at the time of booking.

#### **TRAINING CENTRE**

- There are 3 rooms available for hire – the Mel Berry Room, Room 1 and Room 2. Refreshments are included in the cost of the room hire and we can also arrange breakfast and lunch if required for an additional charge.
- Car parking is available outside the building.

#### **LOSS OF DEPOSIT FOR FUNCTIONS**

We do hope that your 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 Trustees, Governors and Principal of Aspire Learning Partnership.

#### **Damage to fixtures, fittings and any equipment**

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

The Aspire Learning Partnership reserves 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 the 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, Aspire Learning Partnership 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 C**

**HEALTH & SAFETY INFORMATION  
CONFIRMATION FORM  
TO BE COMPLETED AFTER SITE INDUCTION VISIT**

Please complete the form below and return it with your hire forms and amended risk assessments

Name of organisation: .....

Name of person in charge: .....

Address for correspondence: .....

..... Postcode: .....

Telephone number: ..... Mobile: .....

Additional emergency contact telephone number: .....

Email address: .....

<b>Issues/items.</b>	<input checked="" type="checkbox"/>
<b>Tick to indicate you have received information and/or instruction about these issues/items</b>	
Facilities risk assessment	
Fire alarm points	
Fire evacuation procedures – APPENDIX B	
Lockdown procedure	
Evacuation routes	
Refuge point	
Assembly point	
Advised to carry a mobile telephone at all times	
Duty premises officer contact number 07720062811 & location	
Toilet access	
Drinking water access	
Entrance & exit access & security systems	
Information about reporting damaged or faulty building infrastructure and/or equipment	
Information about reporting accidents	
First aider and first aid kit	
Location of defibrillators	
No smoking or vaping allowed on site	
No ebikes or electric scooters allowed on site	
No naked flames on site	
No alcohol on site	
Mobile contact number for lead hirer	
Wheelchair locations	
No animals except guide dogs or other trained service animals	

**ADDITIONAL NOTES**

**DBS INFORMATION if applicable**

**I have been made fully aware of my health & safety responsibilities for the hire of facilities at The City of Leicester College.**

**Signed:** .....  
*(Person in charge)*

**Date:** .....

**Your booking will be confirmed once all of the above information has been completed and a satisfactory Risk Assessment has been completed and received by the College and assessed by the College Representative**

# The City of Leicester College

## Out of Hours Evacuation Procedure

### TO ALL HIRERS 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 or College Representative 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.
- ❖ Users of the Training Centre will assemble in the Training Centre 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: 07720062811 or the College Representative on 07561854003

**APPENDIX E**

**RISK ASSESSMENT FOR MAIN SITE**

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			



## Hire Contract 2024

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 The City of Leicester 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 The City of Leicester College or the Governors or their respective servants or agents.

I understand that I will be invoiced in advance and payments made by BACs to The Aspire Learning Partnership. 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.

The City of Leicester 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. I have also completed a full health and safety induction with a member of the college.**

Signature (Hirer) ..... Date: .....

Signature (The City of Leicester College): ..... Date: .....