



## **Terms & Conditions of Hire for Kirk Hallam Academy Facilities**

Kirk Hallam Community Academy reserve the right to cancel this agreement immediately:

- If reasons beyond its control make the facility unavailable.
- If in its opinion the person(s) or organisation who hired the facility might be the cause of disorder on or in the vicinity of the Academy.
- Might reasonably be held to be damaging to the reputation of the Academy.

Kirk Hallam Community Academy may cancel a booking due to events at the Academy providing a minimum of 7 days' notice.

### **Health & Safety:**

- All users will wear appropriate footwear and clothing throughout the facility. If inappropriate footwear and clothing is worn the individual will be responsible for any damage sustained to any facilities and equipment. Only moulded studs or multi-ground studs or Astroturf-trainers can be used on the Artificial Grass Pitch. Screw-in studs or metal blades are not allowed.
- Customers are expected to be responsible and behave in an appropriate manner. Misuse of the equipment can cause accidents, injuries and damage at the liability of the user. Any damage caused by an individual will result in them paying for the cost of the damage. Failure to do so will result in the immediate termination of the use of the facility.
- Any serious incident involving injury (for example, broken limb/head injury) OR safeguarding to a person on the site, or any loss or damage to property must be notified to Kirk Hallam Community Academy by the quickest means possible in the circumstances. This must be followed up within 7 days by written notice in to Kirk Hallam Community Academy via the community email ([community@kirkhallamacademy.co.uk](mailto:community@kirkhallamacademy.co.uk)) setting out in full all relevant details and parties.
- Kirk Hallam Community Academy reserves the right to amend terms, conditions and policies, amend or cancel the programme or availability of activities, withdraw facilities or equipment and refuse issue, renewal or entry without refund at any time.
- The booking organisation is responsible for the supervision of all persons attending the facility for the purpose of hiring whilst they are using the facility or on any part of Kirk Hallam Community Academy site and for preserving good order. At any function to which members of the public are admitted, the club/organisation shall provide an adequate number of stewards who shall be present during the booking.
- Only water to drink is allowed in the sports hall due to health and safety reasons. Drinks should be consumed outside the court. Other drinks are allowed to be consumed in the reception area of the building and immediately outside the sports hall.
- It is a requirement for every booking at the Academy that the client nominates a person to be responsible for fire regulations and procedures in case of a fire alarm sounding. This person will ensure he/she is familiar with all the necessary relevant fire evacuation procedures and meeting points.

### **Safeguarding and Child Protection**

- It is a requirement for every booking, where juniors are participating in activities at the Academy site to ensure arrangements are in place to safeguard and protect participants.
- It is the bookers responsibility to ensure club leaders, staff and volunteers and all other related users, including spectators and visitors to the site are aware of and adhere to the clubs safeguarding and child protection measures at all times.
- All junior activities must be supervised by appropriately qualified leaders who have been DBS checked, attended a safeguarding course and a 1<sup>st</sup> aid course and are insured under the organisation or NGB.
- Club welfare officers are required to provide a statement to the Academy, confirming all session leaders comply with the Academy's safeguarding requirements.
- The club must provide a copy of its safeguarding and child protection policy. The policies must comply with legal and regulatory requirement.

- Session leaders are required to provide photo ID. A copy of the ID will be stored on file for the duration of the booking and will only be used for identification purposes.
- Kirk Hallam Community Academy preserves the right to request and inspect documents, policies and procedures from the booker relating to safeguarding and child protection.

**Finances:**

- Kirk Hallam Community Academy operates the following payment systems; ParentPay, Cash, Invoice.
- Session hire must be paid for 24hrs before the booking commences. After this time if payment has not been received the booking will become available for other users to book.
- All the sessions on the booking form must be paid for in full unless cancellation procedures are followed.
- Kirk Hallam Community Academy understands and will exercise our statutory right to claim interest and compensation for debt recovery costs under the late payment legislation if we are not paid in accordance with the agreed credit terms.
- One week session cancellation and one month booking cancellation notice must be given in writing via email to [community@kirkhallamacademy.co.uk](mailto:community@kirkhallamacademy.co.uk) stipulating the following booking details; date, day, time, facility and the name of the booking.

**General:**

- At the end of every session the facility and any changing rooms must be returned back to its original state.
- The hours between the commencement and end of the hiring period include preparation time and not solely the duration of the activity.
- Any litter must be collected and placed in the bins provided.
- There is a no-smoking policy operating in all areas of the site.
- Alcohol or drugs cannot be consumed in any location on site.
- No dogs are allowed on the Academy site.
- All vehicles must park in Academy car park spaces provided and not on the grass areas.
- Any damages or abuse of the facilities will be charged at client cost.
- All equipment supplied by the group (including electrical equipment) must be tested annually and records show to the Academy.
- The Academy accepts no liability whatsoever for the loss of or damage to any vehicles, equipment, clothing, valuables or any other goods whilst on its premises, however caused.
- The centre will be closed on bank holidays and over the Christmas period.
- ADVERSE WEATHER: The Academy will attempt to contact all users affected through closure of facilities due to adverse weather conditions. However, please keep checking the Facebook page 'Kirk Hallam Sports and Community' for further updates.
- All bookings accepted are on the understanding that Academy business will take priority and a booking may have to be cancelled or where possible re-arranged. Should this occur the client will not be charged for that particular occasion. The client will be given advanced notice of this type of occurrence.
- Hirers may store equipment on site (if previously agreed and an inventory list of the equipment is provided). Equipment is left entirely at the hirers own risk.
- Booking dates can be for a maximum of 52 weeks before the booking and related processes are required to be redone.

By returning the Academy's booking form you are agreeing to comply with all terms and conditions.

Any breach of the afore-mentioned terms and conditions may lead to the immediate and automatic withdrawal of facilities and forfeit of any money paid.

If you require a copy of the Lettings Policy please ask a member of staff or email [community@kirkhallamacademy.co.uk](mailto:community@kirkhallamacademy.co.uk)