



# **Lincoln Christ's Hospital School**

## **Policy for Charges and Donations**

**SLT Link member of staff:**                      **Martin Mckeown**

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**Review Date:**                                      **May 2017**



# LINCOLN CHRIST'S HOSPITAL SCHOOL WRAGBY ROAD LINCOLN LN2 4PN

## APPLICATION FOR USE OF SCHOOL PREMISES

I ..... apply on  
my own behalf / on behalf of .....  
(Initials and name in block capitals)

..... for the use  
of the facilities described below and, in the event of this application being granted, agree to accept the  
School Governors' Conditions of Use as set out on the attached sheet, which I have retained for  
information.

Address: ..... Signed: .....

..... Post Code:..... Telephone No: .....

Date: .....

1. Purpose for use of premises, e.g. meeting,  
dance, concert etc. ....

2. Details of School facilities required:

a) Please indicate

(i) type of accommodation required,  
e.g. number of classrooms, halls,  
gymnasium, etc. ....

(ii) equipment required, e.g. tables,  
chairs, urn, etc. ....

b) Sports facilities, including Sports Hall.  
State the number and type of pitches,  
etc required. ....

From ..... To .....

3. Day(s) and date(s) on which facilities  
required (attach list of dates and times for  
block bookings) .....

4. Inclusive times facilities required (including  
times required by booking agent for  
preparation and clearing away after the  
event) .....

### NOTE TO APPLICANT

Lincoln Christ's Hospital School are pleased to allow community use of School facilities on the understanding that there will be no cost to the School, the facilities and School premises as a whole will be treated with respect and that their primary purpose of availability for full use by students at the School will not be adversely affected.

Many facilities are available for hire directly by the School. Some cannot be hired but may be available for use by separate arrangement as advised by the Facilities Booking Manager. In those cases a donation towards maintenance costs would be welcome.

On completion, this application should be forwarded to the Facilities Booking Manager Lincoln Christ's Hospital School, Wragby Road, Lincoln LN2 4PN. Cheques should be made payable to "Lincoln Christ's Hospital School" or where prior notice is given, directly into the School's bank account (*bank account number to be added*). Where relevant, donations may be made by cheque payable to "The Foundation of Christ's Hospital at Lincoln" or directly into the Foundation bank account. For anyone who wants to pay directly, the bank details are; Account name; "The Foundation of Christ's Hospital at Lincoln." Sort Code; 60-13-15. Account number; 99650371

Where the application is approved, a booking agreement will be issued. This will record any donation offered as well as School hiring charges. A deposit of £10 will be required to secure your booking and the balance will become due on confirmation of the booking for a single hire. The invoice will identify when any payments are due, for multiple bookings and may be in instalments.

In the event that an application for a Booking is not accepted, the applicant will be informed by the Facilities Booking Manager.

If applicable, the Booking Agent may contact the Facilities Booking Manager at the School to discuss detailed requirements, such as the setting out of furniture, a few days prior to the booking.

**Acceptance of a booking is conditional upon all prospective users agreeing to accept in full the 'Conditions of Use of School Facilities' as laid down by the School and is entirely at the School's discretion. If the terms and conditions are not adhered to, the School will have the right to levy additional charges where extra costs are incurred or to cancel the booking without refund and to refuse future bookings. In the Conditions of Use the Booking Agent may be referred to as the 'Organiser' or 'Hirer'.**

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SCALE OF CHARGES. These are available upon request



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## LINCOLN CHRIST'S HOSPITAL SCHOOL

### CONDITIONS OF USE OF SCHOOL FACILITIES

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1. The use of any part of the School premises must be restricted to the use and accommodation specified in the Booking Agreement. This will specify ancillary facilities such as toilets, car parking and access arrangements for the accommodation or facilities to be used.
2. The scale of charges for the hire or use of premises/facilities is determined and set by the School and the School Governors, taking into account the cost of providing the premises or facilities including energy costs, the cost of equipment being used and the purpose for which the premises are being used. The charge for specific rooms/facilities includes the use of the furniture in that room/facility only (unless specified). In the event of the user requiring additional rooms or facilities an additional charge will be required and this must be agreed in advance of the Booking.
3. The use of toilet and changing room facilities (as specified) are included in the Booking Agreement.

4. Premises will not be made available to persons under the age of 18. The purpose of the use by any individual or group must be stated on the application for a Booking, and groups must state the purpose of the group (i.e. swimming club, Scottish Dance Club, Russian Language School etc).
5. Staff must be suitably qualified and experienced and hold satisfactory current Enhanced Disclosure Barring checks if working with children. It is the responsibility of the Organiser or Hirer to ensure this and to monitor and maintain records.
6. The School and the Governors shall not be responsible for any loss or damage to any property whatsoever, or death or injury to any person whatsoever. Booking Agents must provide their own insurance against their liability towards the public and their own employees / invitees in this respect. It is the Organiser or Hirer's responsibility to ensure that all those attending are made aware of the fact that they do so at their own risk.
7. The School and the Governors reserve the right to cancel any booking at any time without prior notice – although where possible and appropriate reasonable notice will be given.
8. The Organiser or Hirer shall be responsible for ensuring the preservation of good order for the full duration of the booking and until the premises are vacated. The care, safety and good behaviour of all participants will be maintained at all times with suitable and sufficient risk assessments being undertaken for each activity and this will be the direct responsibility of the Organiser or Hirer.
9. Young people must be supervised and accounted for at all times and remain in the rooms/premises that are hired as per the booking agreement. Children/young people are not permitted to enter the other areas of the school. All participants must leave the premises promptly, safely and orderly at the end of each session.
10. The Booking Agent shall be required to pay for any breakages, losses or damage to school property arising out of the booking. Such breakages, losses or damage must be drawn to the attention of the Caretaker promptly. Contact; 07709959652. A record of all disputes, incidents, accidents and breakages occurring on the school premises must be recorded and passed on to the Caretaker or Facilities Booking Manager.
11. There is no legal requirement for the school/governors to provide first aid facilities for any Organiser or Hirer. It is their responsibility to make their own arrangements, such as the provision of first aid training for supervising personnel and the provision of a first aid kit, particularly in the case of sporting activities.
12. Representatives of the School or the Governors shall, at all times, have free access to the premises being used for the purpose of inspection.
13. The wearing of footwear likely to cause damage to floors is not permitted. Persons found wearing such footwear will not be permitted to enter the premises.
14. Organisers and Hirers may not allow shared use of the accommodation allocated by any other groups or individual.
15. The charge for accommodation includes only the use of furniture within the room or rooms allocated. In the event of the booking agent requiring additional furniture, a separate charge may be made, according to circumstances. The School has a grand piano and this can only be hired with the approval of the Facilities Booking Manager. *(is this a slight duplication to number 2?)*
16. On days when the School is in session, articles such as pianos, tables, flowers, etc may not be delivered at the School before 16.30pm on the day of use, unless prior arrangements for early delivery are made with the Facilities Booking Manager.
17. The Organiser or Hirer shall proceed to remove all chairs or other furniture, decorations and any other materials introduced into the premises, within a reasonable time after the period of hire or use and in any event by any specific time stipulated by the Facilities Booking Manager.

**18.** Special preparations, such as those required for the purpose of dancing, must not be applied to the floors without the specific approval of the Facilities Booking Manager.

**19. Public Licences**

Licences are generally required for:

- (a) performing plays,
- (b) “public dancing, music or other public entertainment of a like kind” under the Local Government (Miscellaneous Provisions) Act 1982,
- (c) games of bingo.

Booking Agents must ascertain from Lincoln City Council whether or not a licence is required for these uses, or for any other use to which the premises are to be put prior to applying for a Booking and if they are, to obtain and ensure full compliance with the necessary licence unless the School advise that the premises are already so licensed.

**20.** Intoxicating liquor shall not be sold or supplied on educational premises without the prior written consent of the School or Governors and the obtaining by the Booking Agent of an occasional licence.

**21.** Food and drink is not allowed on the premises unless agreed with the school/Facilities Booking Manager. Under no circumstances will food and drink be sold by the Organiser or Hirer on the school premises.

**22.** Where premises are not licensed under the Cinematograph Acts, no inflammable films or materials of an inflammable nature shall be used.

**23.** Under the conditions of the School’s licence with the Performing Rights Society, hirers of educational establishments are required to furnish details direct to the Society of “all musical works, whether published or in manuscript, performed at the premises vocally, instrumentally or mechanically, at entertainments for which a charge is made”.

**24.** When commercial sound recordings (gramophone records or tape recordings) are publicly used, an application for a licence to use such recordings must be obtained from Phonographic Performance Ltd., Evelyn House, 62 Oxford Street, London, W1N 0AN.

**25. Stage Lighting, Audio and Visual Equipment**

- (a) The switchboards and equipment may be operated only by competent persons approved in advance by the School. A School Technician may be available by arrangement with the Facilities Booking Manager, an additional charge being made for his services.
- (b) The booking agent must, by arrangement with the Facilities Booking Manager, visit the establishment on the first day of booking in order that a ‘hand-over’ may be made to ensure that the equipment to be used is in satisfactory working order. A similar ‘hand over’ is to take place at the end of the booking.
- (c) Any electrical equipment brought by the Organiser or Hirer onto the school site MUST comply with the code of practice for portable electrical appliance equipment (all equipment must be PAT tested)

**26. School Playing Fields**

- (a) The Booking Agent must ensure that the use of a playing field will not prejudice its use for normal school purposes.
- (b) Full supervision by a responsible adult must be undertaken whilst the field including any all-weather surfaces are being used.
- (c) Motor vehicles must not be taken onto the School playing fields.

**27.** For the use of the swimming pool, it is the responsibility of the Hirer to ensure the correct level of supervision with the appropriate level of lifesaving experience/qualifications.

**28. General**

The School grounds, buildings, furniture and equipment are the day to day surroundings for the pupils at the School. Within the limit of resources available, the School staff and the Governors keep these

facilities to the highest possible standard in the interests of the pupils. Organisations and individuals using these facilities are required to maintain these standards.

29. The Organiser or Hirer shall at the end of every period of use leave the premises in a tidy and clean condition with all rooms/buildings litter free and all equipment being replaced to the correct place of storage. They should leave the premises fit for the main purpose of teaching and learning. If this condition is not adhered to, an additional cost may be charged and future use may be refused. It is the Organiser or Hirer's responsibility to immediately report any damages incurred or identified during the use of the facilities.
30. All vehicles are parked on the School premises at the owner's risk. It is not the responsibility of the School to provide car park security. Subject to availability, the users may use the car park along with any other adults or accompanying users involved in the hire of premises.
31. Charges are reviewed on a regular basis for the use of School premises and facilities.
32. All parties to this agreement will ensure that all activities take place within a framework of equal opportunities, partnership and with the safeguarding of children as paramount importance.
33. The School reserves the right at any time to refuse any Booking Application at their discretion and without any obligation to give reasons.

**PLEASE NOTE THERE IS NO SMOKING ANYWHERE ON THE SCHOOL PREMISES OR GROUNDS AND THIS INCLUDES THE USE OF E-CIGARETTES.**