



Lincoln Christ's Hospital School

Policy for Charges and Donations

Link member of staff:

Lettings Manager

Date presented to Governors:

March 2019

Review Date:

March 2020



LINCOLN CHRIST'S HOSPITAL SCHOOL

WRAGBY ROAD LINCOLN LN2 4PN

Application for Use of School Premises		
Applicant Name:	Signed:	
Organisation Name:		
	Date:	
Address:		
Postcode:		
Contact Number:		
Email Address:		
Purpose of hire:		
Facilities required:		
Additional requests:		
Tables, Chairs, Urn etc		
Date(s) required:	Time:	
Block Recurrence:		
Please include time within your application for any set-up and pack-up time required.		

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 Lettings Manager. In those cases a donation towards maintenance costs would be welcome to the foundation of Lincoln Christ's Hospital School (LCHS).

On completion, this application should be forwarded to the Lettings Manager using the following:

Post: Lincoln Christ's Hospital School, Wragby Road, Lincoln LN2 4PN

Email: lettings@lchs.eu

Donations made by cheque should be made payable to "The Foundation of Christs Hospital School at Lincoln" and posted to the above address, marked for the attention of the Lettings Manager.

Donations can also be made via bank transfer directly into the following Account:

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. 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 Lettings Manager.

If applicable, the Booking Agent may contact the Lettings 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'.

SCALE OF CHARGES. These are available upon request



LINCOLN CHRIST'S HOSPITAL SCHOOL

CONDITIONS OF USE OF SCHOOL FACILITIES

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. For Example, the school has a grand piano and this can only be hired with the approval of the Lettings Manager.
3. The use of a designated toilet and changing room facilities (as specified) are included in the Booking Agreement and available free of charge.
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, Dance Club, 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 Lettings 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. **In case of a swimming pool emergency first aid provisions/spare blankets are provided in the observation room.**

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. On days when the School is in session, articles such as pianos, tables, flowers, etc may not be delivered at the School before 16.00pm on the day of use, unless prior arrangements for early delivery are made with the Lettings Manager.
16. The Organiser or Hirer shall proceed to remove all chairs or other furniture, decorations and any other materials introduced into the premises, before the end of the period of hire or use and in any event by any specific time stipulated by the Lettings Manager.
17. Special preparations, such as those required for the purpose of dancing, must not be applied to the floors without the specific approval of the Lettings Manager.
18. **Public Licenses**
Licenses 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 license 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 license unless the School advise that the premises are already so licensed.
19. 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 license.
20. 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.
21. Where premises are not licensed under the Cinematograph Acts, no inflammable films or materials of an inflammable nature shall be used.
22. Under the conditions of the School's license 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".
23. When commercial sound recordings (gramophone records or tape recordings) are publicly used, an application for a license to use such recordings must be obtained from Phonographic Performance Ltd., Evelyn House, 62 Oxford Street, London, W1N 0AN.
24. **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 Lettings Manager, an additional charge being made for his services.
 - (b) The booking agent must, by arrangement with the Lettings 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)

25. 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.

26. 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. The hirer needs to read and understand the pool safety operating procedures including the NOP (Normal Operating Procedures) and EAP (Emergency Action Plan).

27. In relation to the swimming pool, the hirer remains responsible and must maintain control and will need to make appropriate enquiries about any volunteer's competence and level of training before allowing them to undertake voluntary work. Additional training which may be required will need to be agreed between the volunteer and the organisation they represent in order to ensure that at all times the terms and conditions of the swimming pool are adhered to. In essence, the competence of a volunteer will need to match that of the normal staff employed to undertake lifeguarding duties including the relevant site specific elements.

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. Organizations 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. Refuse or waste from each event should be disposed of by the Organiser or Hirer in the skips located on the East Drive. It is the Organiser or Hirer's responsibility to immediately report any damages incurred or identified during the use of the facilities to the Lettings Manager.

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. Cars must be parked in a sensible orderly fashion with no obstructions to access routes.

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.

34. No dogs are allowed on the premises at any time. Blind dogs however, are permitted.

35. Strictly no smoking on the school premises. This includes the use of E-Cigarettes