

York High School – Rules of Hire (Letting)

GENERAL

1. Anyone using the facilities without prior booking arrangements with the School is trespassing.
2. The Hirer (s) shall:
 - 2.1 comply with all reasonable instructions and requests of the School;
 - 2.2 ensure that the part of the premises and any equipment used is left in a clean, tidy and orderly condition at the end of use;
 - 2.3 refrain from any conduct which is unseemly or which might cause annoyance, offence or danger to other users of the premises. The School will not tolerate abuse to its staff or other customers. In the event of any in your party causing offence, that person will be asked to leave the premises and your booking may be cancelled without refund;
 - 2.4 ensure all children under 16 are fully supervised at all times by responsible adults;
 - 2.5 park all vehicles, including bicycles and mopeds, in the designated parking areas and are left at the owners' risk. Under no circumstances should any vehicle, including bicycles or mopeds, be taken onto the School grounds beyond the designated parking areas;
 - 2.6 ensure all refreshments are consumed in areas designated by the School;
 - 2.7 provide First Aid equipment appropriate to their activity and ensure a suitably trained First Aider is on duty during the let.
3. The Hirer (s) shall NOT:
 - 3.1 Sub-let the facility.
 - 3.2 Permit smoking in any part of the School. The entire School is a non-smoking site including the grounds
 - 3.3 Move equipment or furniture without prior permission.
 - 3.4 Leave the premises unattended. A named person on the Booking Form will therefore be expected to be on the School premises at all times throughout the duration of the letting.
 - 3.5 Use the facility for any other purpose than that specified on the booking form
 - 3.6 Bring onto the premises or consume any dangerous, obnoxious, illegal or alcoholic substances.
 - 3.7 Bring any animals, except dogs supporting those with disabilities, into the School or its grounds.
 - 3.8 Sell or supply to other users any goods of any description whatsoever without the School's prior permission.
 - 3.9 Put up any posters, flags, emblems or other interior decorations without the School's prior permission.

SAFEGUARDING

4. All hirers must ensure that those adults in charge of children and/or vulnerable adults have undergone an enhanced DBS check and have appropriate qualifications and experience relevant to their roles. DBS disclosure numbers and dates must be made available to the School on request.
5. The responsibility for permitting photography at an event is entirely at the hirer's discretion. As a result of current concerns about child protection issues, the Institute of Sport and Recreational Management have issued guidelines on 'Photographing of Children in sports centres/swimming pools'. A copy of this is available on request and it is our recommendation that these guidelines are followed. The City of York Council and the School take no responsibility for the misuse of any photographs taken at your event.

ADMISSION

6. The School may refuse the admission of any person without giving a reason for so doing and may similarly require any person to leave the facility.

FEES & CHARGES

7. Details of fees and charges may be obtained from the School Office.
8. The School reserves the right to alter charges and availability of the facility.
9. Any casual bookings must be paid for in full before using the facilities.
10. Invoices for regular bookings must be paid according to the Terms stated on the invoice, except in circumstances approved by the School in advance of using the facilities.

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BOOKINGS & CANCELLATIONS

11. The School reserves the right to cancel bookings, when possible, with appropriate notice.
12. In exceptional circumstances the School reserves the right to cancel a booking without prior notice; for example if a sports pitch is unfit for use or the Hall is required for external examinations. The Hirer may not claim compensation.
13. A period of 4 weeks notice in writing is required from the hirer to cancel any regular booking. For casual bookings, at least 24 hours notice is required. If less notice is given, the School reserves the right to retain/charge up to 100% of the hire fee.

LICENCES

14. The hirer will observe all regulations applicable to any on-licence music, dancing and entertainment in operation at the School.
15. If copyright work is to be performed, the hirer must obtain a licence from the owner of the copyright and submit a copy with the booking form. The hirer shall indemnify the City of York Council against any infringement of copyright occurring during the letting.

HEALTH & SAFETY

16. The hirer should ensure that all members of their party are fully aware of the School's fire regulations and evacuation procedure. Information is available from the School Office. The Hirer is required to nominate one of the contacts given on the Application Form to be the Fire Marshall who will, in the event of an emergency, take full responsibility for their party.
17. Some fire doors on site are secured on magnetic locks to prevent them being used as entrance/exit doors and them becoming a security risk if not closed properly. These doors will have a green break glass next to them and will release to open on the sounding of the fire alarm. All fire doors on site should be treated as for emergency use only, however we do make one exception by arrangement with users and that is the main hall fire door, as long as this can be managed appropriately. Please discuss this with a member of staff at the time of making your booking and with the duty Site Manager on the day of hire.
18. Use of the facilities and any equipment provided is entirely at the hirer's own risk and hirers must ensure full supervision is provided throughout the letting. Hirers are advised to check facilities and equipment before use and report any defects to a member of the School staff.
19. All electrical equipment brought onto the site by hirers must be PAT tested and within testing expiry date.
20. Clothing suitable for the activity being undertaken must be worn at all times. Casual clothing, such as jeans, will not be permitted for sporting activities.
21. Users are required to change into appropriate non marking footwear before their activity commences.
22. City of York Council or the School will not be held liable for any accident or injury arising due to the actions of customers using the facilities and the hirer shall indemnify the City of York Council or the School against all actions, claims, demands, losses and liability in respect of any breaches of its obligations under this hire agreement.
23. All accidents should be reported immediately to a member of the School staff, if available, and a written report of the incident must be submitted within 24 hours to the School office. In the event of an injury requiring First Aid treatment, the First Aider on duty has the authority to stop the activity while the casualty is dealt with. In these circumstances no refunds or extra time will be given.

INSURANCE

24. City of York Council insurance rules state that individual clubs or groups using the facilities should have their own liability insurance to at least £5m. Third party insurance cover is readily available through most insurance brokers, or may be available through affiliation to a recognised governing body. A copy of the insurance certificate must be given to the School office in advance of using the facilities. Private individuals wishing to hire school premises may be able to purchase insurance cover through the City of York Council. Please contact the School office for further information.

PERSONAL PROPERTY

25. The City of York Council or the School does not accept responsibility or liability for any damage to or loss of any articles of personal property placed or left in any part of the School.

DAMAGE & BREAKAGES

26. Hirers are responsible for reimbursing the School for the cost of repairing any damage to premises and/or equipment caused during or as a result of their letting.

The above general rules should be read in conjunction with the school's regulations and/or conditions of hire relating to specific facilities and/or equipment. If applicable, these are available from the School office.