

Terms of Use Agreement

Saxmundham Free School, Seaman Avenue, Saxmundham, IP17 1DZ

Name of Hirer:

Address:

Contact Number:

Room to be Hired:

Hire Period-From:

To:

Letting Fee:

Total for Hire Period:

1. The hirer will be responsible for the proper use of facilities (specialist equipment is not generally available e.g. projectors, TV and video equipment etc. unless special arrangements have been made) and must take all reasonable precautions to ensure that there is no damage to the fabric of the buildings, furniture and fittings, and school equipment; the hirer shall be responsible for making good any damage to premises and property. No fixtures or fittings should be made to the building without prior approval.
2. The hirer must use only that part of the building hired and must observe any instructions given by the Lettings Coordinator concerning the area available. Use of toilet facilities will be included in the hire. The hirer is not entitled to use or enter the premises at other than the agreed times, unless prior arrangements have been made with the school. The school cannot be held responsible for the safety of persons who enter parts of the building not specifically hired to them.
3. The Hirer is not permitted to sublet any part of the Hire Agreement
4. The School undertakes to ensure the part of the building hired is clean and fit for use. The Hirer will be responsible for ensuring the part of the building hired is left clean and tidy at the end of the hire period.
5. The hirer shall be responsible for ensuring that good order is kept on the premises and approaches thereto, immediately before, during and immediately after the agreed period of use. The school reserves the right:
 - To have a representative present at any function.
 - To inspect the activities at any time.
 - To put a stop to any entertainment or meeting not properly conducted.
6. Hirers should acquaint themselves with the Fire and Safety regulations and procedures relating to the premises in use:
 - Emergency exits are to be kept clear at all times.

- Fire alarm call points are positioned at all exits.
 - Fire action notices are displayed at all exits.
 - Hirers are responsible for signing in and monitoring persons on site, so that in the event of a fire alarm, all persons can be accounted for.
7. The Hirer is responsible for all mains powered electrical equipment brought onto the premises which must be safe and evidence may be required that it had a valid test and inspection certificate
 8. Smoking is not allowed in any part of the school premises.
 9. The Hirer is responsible for ensuring that any necessary licences required for a particular event have been obtained. The school retains the right to inspect any license or certificate issued.
 10. The Hirer must have their own Public Liability Insurance, a copy of which must be provided to the School.
 11. The Hirer agrees to pay the lettings fee in advance/on demand[deposit]?
 12. It is the responsibility of the Hirer to ensure that only designated parking areas are used. The School will accept no responsibility for any damage caused to vehicles and other property.
 13. Hirers must have regard to the national standards of Qualification, experience and overall competence of instructors/supervisors/coaches for sporting and other activities.
 14. Where the Hirer is providing out of school activities for children (whether or not from the School) the Hirer must provide a valid DBS certificate. All children must be supervised whilst on the School premises.

Signed on behalf of the Hirer:

Dated:

Signed on behalf of the School:

Dated: