



Terms and Conditions of use for Poltair School Facilities

Author: Lewis Pascoe

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Headteacher: Mr Richard Cardigan

Poltair School, Trevarthian Road, St Austell, Cornwall, PL25 4BZ
www.poltairschool.co.uk poltairsecretary@poltair.celtrust.org

01726 874520

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General

- The Club/Organisation in whose name the booking is made shall be deemed to be “The Hirer” for the purpose of these conditions.
- The hire of a specific facility shall not entitle the Hirer to use or enter any other grounds or buildings of Poltair School or to use the facility outside the specific times of hire.
- The Hirer is responsible for ensuring that good order is kept and that full and adequate supervision maintained over all activities including the orderly and safe entry and departure of participants.
- Poltair School reserves the right to enter the facility at any reasonable time, for the purposes of inspection or to carry out necessary repair or maintenance but undertake to advise the Hirer of such a need as it arises, prior to entering the facility whenever possible.

Facility Booking

- A booking is personal to the Hirer and cannot be assigned to another Club/Organisation.
- All bookings must be made on the prescribed form. Telephone or email bookings may be accepted on a provisional basis, but they will only be held for a maximum of 3 days. After 3 days if a booking form has not been received the provisional booking will no longer stand.
- The hours of hire are the total of those for which the hired premises may be used by the Hirer and includes any set-up/clear-up time. The hired premises may not be used or occupied prior to the stated time of hire. Poltair School reserves the right to make a further charge as a result of exceeding the allotted time or the need for additional resources.
- Poltair School reserves the right at any time to refuse or cancel the hiring of any hired premises. Poltair School shall not be liable for any payment whatsoever, either to the Hirer or to any other person in respect of a claim of compensation or damage arising in any manner from the cancellation of any hired premises.
- Poltair School does not give any guarantee as to the standard of any facility nor to the maintenance or improvements of this standard during the duration of the hire period. The Hirer should be aware of the standard of any facility upon submitting his/her booking form and such applications will be deemed to be for the particular facility as seen.
- A completed and returned booking form will be accepted as agreement of the term and conditions of hire set out by Poltair School.
- Bookings are made on a termly basis, failure to submit a booking form within the stipulated time frame will result in your booking ceasing at the end of the school term.
- Any dates you do not wish to book within the term must be stipulated on the booking form, failure to do this will result in a booking charge. The responsibility lies with the hirer to ensure all the information on the booking form and confirmation schedule is correct.

Facility Use

- The Hirer shall be liable and responsible for any loss or damage to the facilities during the period of hire and to any part of its fixtures, fittings or equipment and must undertake not to act in such a way that might constitute a breach affecting the school's insurance of the premises.
- No decorations are to be placed upon, or additions made to the hired premises and no unauthorised posters are to be displayed outside the school advertising an event without the consent of the Facilities Manager.
- No pets or other animals (other than guide dogs) are allowed in or on Poltair School facilities without express permission of Poltair School.
- No radios or other sound reproducing apparatus are to be used within the area of Poltair School.

Facility Unavailability

- Poltair School may deem whether any facility is unfit for use. The decision may be taken by either the Headteacher, Facilities Manager or their nominated representative and any such decision shall be final. In the event of foul weather making any facility unusable no charge will be levied.
- All sports facilities work on the school term year as set out by Poltair School. This may differ to state school term dates.

Charges & Payments

- Charges for the facilities are outlined on the facility hire pricing list and are not negotiable. A full list of charges is available on request.
- The hire charges, unless specially stated to the contrary, are for the use of the hired premises and includes the ordinary preparation and reinstatement of the hired premises.
- Any additional equipment or appliances or other furniture required by the Hirer must be provided at the Hirers own cost and must be agreed with Poltair School at the time of booking in writing.
- Block and continuous bookings are VAT free for schools, official sports clubs and not for profit groups, subject to the following conditions being met:
 - The bookings must be for a series of 10 sessions, for the same activity, in the same place.
 - It is non-profit making.
 - Bookings must be for a school; sports club or formally constituted association or charity.
 - The booking for the series must be evidenced by a written agreement (booking form and confirmation email with a booking summary).
 - The user must have exclusive use of the facility booked.

- Intervals between bookings must be for no less than one calendar day and no more than fourteen.
- In the event of a facility closure or cancellation by Poltair School such as bank holidays, Easter and Christmas breaks, intervals between a series of 10 may be extended for the time the facilities are closed only, and no longer.
- Once a block booking has been confirmed, we are unable to cancel any sessions that would bring the total number of sessions to less than 10, due to the VAT implications. However, it is possible to cancel a session in line with our cancellation policy, if the total number of sessions does not go below 10.
- Limited companies, Partnerships and Sole Traders do not qualify for the VAT exemption.
- Invoices must be settled in full 30 days from date of invoice and Poltair School reserves the right to cancel further use of Poltair School facilities or services with no notice should payment be outstanding.

What constitutes a non-profit making club?

- It is non-profit making.
- Its constitution includes a non-distribution clause or limits any distribution of profits or surpluses to- another non-profit making club or its members winding up on dissolution.
- It actually uses all profits of surpluses from its playing activities to maintain or improve the related facilities or the purpose of a non-profit making body.
- It is not subject to commercial influence nor part of a wider commercial undertaking.

Payment Methods

- Block bookings will be invoiced and must be paid by BACS.
 - BACS: Payments made MUST be EXACT quoting the invoice reference number.
- Instructions for BACS payments are the same as for block bookings, outlined above.

Charges Review

- Charges will be reviewed every 12 months by the Headteacher and Facilities Manager. Regular Hirers will be given a minimum of one calendar months' notice of any changes to the charges whenever possible. Poltair School reserves the right to implement changes to pricing at any time of the year.

Cancellations

- All facility cancellations must be confirmed **in writing via e-mail** to lpascoe@poltair.celtrust.org. Bookings that are not cancelled in writing will still be charged.
- Regular bookings and one-off bookings require the following cancellation notice period:
 - Outdoor court & field – 24 hours' notice
 - Sports hall, half astro & full astro – 48 hours' notice
 - Bookings of over 4 hours – 7 days' notice

- Weekend bookings – 72 hours' notice
- Cancellation of a block of booking bookings (including mid-way through a series) require one months' notice in writing.
- Poltair School reserves the right to cancel bookings of facilities in light of a school event that may need use of the facility. Poltair School events hold precedent over all external hiring's. Poltair School will endeavour to give as much notice as possible prior to cancellation.

Damages

- The Hirer takes full responsibility for the facility during the period of hire and must take all reasonable and proper care of its decoration, flooring, furniture, pictures, ornaments, fittings and effects, whether in or on the facility, and leave them in the same clean and tidy condition at the end of the hire period. Any damage or breakages caused must be paid for, after consultation with the Facilities Manager as to the extent of damage or items broken. Items broken will be charged at the replacement cost but any damage to the fabric of the facility or its furnishings will be quoted for by an independent source.
- Poltair School does not accept responsibility for any loss, damage or injury suffered by the Hirer or any other person as a result of any failure, breakdown, leakage or accident whatsoever, necessitating the cancellation or interruption of the hiring and the Hirer shall indemnify Poltair School against any costs, claims or demands arising out of such failure, breakdown, leakage or accident.

Child Protection

- Where children are going to be involved in any activity that you carry out, the Hirer is responsible for their supervision – Poltair School may check that the Hirer has suitable provisions in place to safeguard their health, safety and welfare. The Hirer will normally need to provide a copy of their Child Protection Policy. The only exceptions are where the hirer is a private individual hiring the premises for personal use – for example, a member of the public hiring a facility for a child's birthday party.

Parking

- Parking for all users of Poltair School is strictly limited to the main car parking areas. These are the main car park adjacent to the sports hall and also the bays at the front of the School.
- Parking is strictly forbidden on double yellow lines around the school site.
- Vehicles are parked at the owner's risk and Poltair School holds no liability for any loss or damage to vehicles or property.

Health & Safety

- Each club must be fully insured to cover all risks and must indemnify Poltair School against any claims or demands arising. The Hirer will be responsible for any claim for injury or damage to persons, property or loss of property which may result from the hire or use of the facilities.
- The Hirer will also be responsible for any costs incurred as a result of damage caused through the misuse of the changing facilities, ground and/or posts, including damage to maintenance equipment.
- The Hirer / Hirer's club is responsible for ensuring that appropriate risk assessments are in place for any activity undertaken on Poltair School land. This includes the appointment of a first aider as required in League stipulations.
- COSHH (control of substances hazardous to health) legislation should be adhered to for any substances used. Substances must not be stored in any Poltair School building.
- Hirers / clubs paying for changing rooms must ensure that they comply with any safety signs and notices. None of the equipment including electrical equipment, water heating equipment, and building heating equipment should be interfered with by any person using the facilities.
- Hirers / clubs must report any hazard or defect relating to the pitches or buildings to the Facilities Manager, Lewis Pascoe, and follow also in writing to lpascoe@poltair.celtrust.org.
- Hirers / clubs must report any unauthorised use of pitches to the Facilities Manager.
- The Hirer will be responsible for ensuring all rubbish / litter is removed from site and/or changing rooms following use and for any and all costs incurred for the removal and disposal of such rubbish / litter.

Contact Details

Poltair School	Facilities Manager
Trevarthian Road St Austell PL25 4BZ	Mr Lewis Pascoe
poltairsecretary@poltair.celtrust.org	lpascoe@poltair.celtrust.org
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