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City of London Academy Islington
Terms and Conditions for Community Use of Premises

All those who use the premises are asked to read these terms and conditions and agree to abide by them by signing the Lettings Contract.

1. The accommodation shall only be used for the purposes stated on the application, and within the hours agreed in the letting agreement issued by the Academy. The applicant shall be responsible for ensuring these conditions of occupation are observed.

2. Applicants providing services to children, whether pupils at the Academy or others, must provide a copy, prior to hire, of activity supervisor/s CRB and a copy of their organisation's Child Protection Procedures to ensure children's safety. This will apply to children and young people up to the age of 19 years and up to 25 years for young people who are disabled. These documents will be held on file confidentially for the duration of the hire. On termination of the contract these will be destroyed.

3. A risk assessment of the activity proposed, as well as certificates of competence where relevant, for use of specialist equipment, are required to be seen by the Premises Manager or Community Liaison Officer prior to letting. This will be copied and confidentially held on file for the duration of the hire then destroyed. *A blank risk assessment form is attached to this document for your convenience – Appendix 1.*

4. The applicant shall be responsible for supervising behaviour relating to health and safety within the premises including the behaviour and conduct of group members entering, waiting, during and leaving the premises and ensuring no nuisance is caused to our local residents. In addition no child or young person should move around the building unsupervised. This includes providing adult escorts to the dining hall for packed lunches which is the only area in the Academy for the consumption of food.

5. The applicant shall be responsible for ensuring, when entering the premises at the boundary gate, that no other person joins their party to also enter at the same time. If this should happen then the premises management should be informed immediately, using the emergency telephone number given on the agreement letter, to ensure the Academy maintains a safe environment for staff, students and visitors. This includes parents dropping off or collecting their children from activities, unless by prior agreement when a performance is taking place or similar event such as a conference. In this case additional staffing to accommodate this can be arranged.

6. The applicant shall be required to take any precautions necessary to ensure the safety of those attending the function in the event of fire or hazard, including ensuring that the means of escape from the building are not blocked or impeded. All users will receive a health and safety induction prior to use. *A blank copy of an attendees register to be taken at each session and a copy of the fire escape routes are attached to this document – Appendix 2 and 3*

7. The applicant will immediately inform the school of any accident or serious incident that occurs on the schools premises. This should be done in person and may require the applicant telephoning the Premises Management. *(The mobile number for this purpose is 07904372115)*. The applicant will be responsible for reporting to the Health and Safety Executive any accident that arises from activities that it organises.

8. The applicant shall comply with any reasonable instructions given by the Premises Management Team or other member of the School Staff.

9. The applicant shall be responsible for any insurance against damage to the Academy property or buildings caused by them or their guests. If the applicant causes damage to buildings or furniture the applicant will be required to report this to the school and pay for the damage caused. This will be in addition to the specified lettings charges.

10. The City of London Academy Islington and the Governing Body disclaims liability for injury or damage to persons or property upon its premises (so far as they are legally able to do so). The applicant will be required to indemnify the Academy against all claims arising directly or indirectly out of the use of the premises rather than claims arising as a result of negligence of the council or its employees. Applicants are required to obtain insurance to cover these risks. A copy of this must be provided prior to booking. Where Academy staff are involved in the hire or directly present during the hire this may not be necessary.

11. The applicant shall ensure that all accommodation is left in a clean and tidy condition at the end of the letting. Using litterbins and recycling facilities as appropriate will help this.

12. Payment for hire shall be made in advance, and a returnable deposit against damage shall be paid on request if required.

13. If the applicant cancels within 10 working days the full fee and deposit will be refunded. If less than 10 working days notice is given 50% of the fee and deposit will be required; if less than 5 working days notice there will be no refund.

14. Alcohol is not allowed to be used or sold on the premises. Illegal drugs are not to be brought onto or consumed on the school premises.

15. Smoking is not allowed on the school premises at any time.

16. The Governing body reserves the right to withdraw permission for any letting.

17. The applicants will complete all relevant paperwork in a true and accurate way. False information may lead to an application being terminated.

Lettings Checklist for Hirer

	Things to do	Tick when done
1.	Read through schedule of charges, letting policy, the terms and conditions of use and facilities information	
2.	Complete booking form and return to the Academy by post or email	
3.	<i>Academy notifies you that the booking is available or not available and discuss requirements if relevant</i>	
4.	Complete risk assessment of activity	
5.	Check or take out insurance policy to cover activities	
6.	Bring to the school, original copies of: - child protection policy and/or CRB forms, as appropriate - insurance certificate - risk assessment form	
7.	<i>Academy sends agreement to hire confirmation letter with a request for invoice payment</i>	
8.	Return signed letting contract and payment by post	
9.	<i>School sends a receipt for payment</i>	
10.	Attend induction into fire procedures prior to first hire	

APPENDIX 1

City of London Academy Islington Risk Assessment of Activity Form

(to be filled in and submitted prior to agreement letter being issued. If help is needed to complete this please ask)

**Blank risk assessment attached as a separate document*

APPENDIX 2

City of London Academy Islington Attendees Register

REGISTER OF ATTENDANCE (to comply with health and safety requirements hirers are required to fill this register at every session)		
HIRER NAME :		
ACTIVITY:	ROOM/S:	DATE: TIMESLOT:
ATTENDEE NAME SIGN IN ✓	ATTENDEE NAME SIGN OUT ✓	
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Please use continuation sheets if more attendees to sign in