



MUSKHAM PRIMARY SCHOOL **HIRING SCHOOL FACILITIES**

Terms and Conditions of Hiring School Facilities

1. The hirer shall pay the charge as requested (see Appendix). The Governing Body reserves the right to adjust the hiring charge to cover any increases in hiring charges which may occur if an application covers a series of lettings over an extended period. The Governing Body reserves the right to charge for any pre-booked sessions cancelled by the hirer.
2. The hirer shall ensure during the time these premises are so used that such activities are conducted in an orderly manner, under adult supervision and that the right to use the premises is observed in a manner unlikely to cause annoyance to owners or occupiers of any neighbouring properties.
3. The hirer shall defray the costs of making good any damage caused to the premises or other property of the school.
4. No activity shall take place on the facility after 9.00 pm.
5. The Governing Body does not accept any liability in respect of the parking of any vehicles at the school premises or for any goods or personal effects left on its premises by the hirer or by any user of the premises.
6. All users of the games area shall wear clean footwear suitable for the surface, which should be put on immediately prior to use.
7. The hirer shall, at the end of the period of hire, remove everything brought by them on to the school site and shall leave the games area and the school site in a clean and orderly condition.
8. The hirer shall be responsible for making the games area secure and for switching off floodlights before leaving the site.
9. The hirer shall be responsible for keeping visitors off all other school property other than that which has been hired.
10. As you are letting space in a community school, the purpose of your booking must be in line with our school vision and values, including those of safeguarding children and upholding Fundamental British Values. (see www.muskhams.notts.sch.uk for further information). By signing the 'Application for use of premises' form you are confirming your compliance with this statement.
11. In the event of any breach of any condition of hiring, the Governing Body retains the right to cancel with immediate effect any future bookings.
12. It is recommended that groups or individuals hiring the school's facilities have a Complaints Policy as the school is not able to respond to complaints on your behalf.
13. The hirer is required to take out insurance to cover the cost of repairing damage to the school property and equipment as well as ensuring they have the appropriate public liability insurance in place. The school cannot accept responsibility for damage to, loss or theft of, the hirer's property and effects. It is the responsibility of the hirer to make their own insurance arrangements.
14. The hirer must perform an appropriate risk assessment of the facilities to be used prior to use and provide a copy of this risk assessment to the school office.
15. By entering into an agreement to hire the Multi-Use Games Area you are acknowledging that you accept that toilet facilities are not provided for your use by Muskhams Primary School.

Appendix

Letting Charges

These charges and facilities (as of 01.01.2022) are:

After-school clubs using the Library or a Classroom	£10/session – Pre-pay (£12.50 / pay as you go)
Hire of the hall	£10/hour – Pre-pay (£12.50/hour pay as you go)
Hire of the MUGA/playing field/playground	£16/hour or £8/hour for junior groups – Pre-pay (£20/hour for adults and £10/hour for juniors pay as you go)
(including use of floodlights)	

How to book:

- **Pre-booking** Payment must be made in advance for the **half term ahead** to secure your booking and the preferential rate. Please submit your anticipated usage to the office for the **half term ahead** as this will generate an invoice for payment. Payment will be due within 21 days of invoicing. Should payment not be received in advance the 'pay as you go' rate will be applied for usage.
- **Pay as you go** bookings must be communicated to the school office on the number above prior to use at which point we will advise you on availability. We will log this usage and will subsequently invoice at the end of a half term. Payment is required within 21 days of invoice.

Refunds will not be given for non- usage, unless Muskham Primary School has to cancel the session due to weather conditions or other unforeseen circumstances.

Deadline dates for pre-booking:

For half term ahead...	Advise on anticipated usage	Payment to be received by
Summer (1) (April – May)	Beginning of March	End of March
Summer (2) (June – July)	Beginning of May	End of May
Autumn (1) (Sept –October)	Beginning of July	End of August additional time allowed for payment due to Summer holidays
Autumn (2) (November – December)	Beginning of October	End of October
Spring (1) (Jan – February)	Beginning of December	End of December
Spring (2) (mid February – March)	Beginning of January	End of January