

Le Rocquier School
Third Party Use of Education Premises
Conditions of School Facilities Hire

APPLICATIONS

Applications for use of premises must be made on the official booking form and sent to the Site Manager, Mr Duncan Keys, c/o Le Rocquier School.

An application only becomes a booking when the Hirer is sent written confirmation from the school.

PAYMENT

Upon acceptance of a booking, a booking confirmation will be sent out by Le Rocquier school, and an invoice will follow shortly after from The States of Jersey Treasury.

CANCELLATION

By Hirer

All cancellations of events must be notified in writing to the Site Manager, Mr Duncan Keys, c/o Le Rocquier. Telephone calls will not be accepted.

The total charge for the booking will remain payable unless the facility is re-let. It is to the Hirer's advantage to notify the Site Manager of any cancellations as far in advance as possible to increase the possibility of re-letting.

If the Hirer cancels on a regular basis, other future bookings will be reviewed.

CANCELLATION

By School

Le Rocquier School reserves the right to cancel or close any facility at its discretion. In these circumstances' monies paid for unused bookings, or booking period, will be refunded in full.

USE OF FACILITIES

The premises may only be used for the purpose specified in the application and in the event of it being used by the Hirer for any other purpose, Le Rocquier School will be entitled to stop the activities and terminate the booking immediately. The booking fee will not be returnable in such circumstances.

BOOKING TIMES

These shall include preparation and cleaning up time. An extension of the period booked can be granted if the requested times are available. Extension time for an event is granted at the discretion of Le Rocquier School.

Preparatory operations will not be allowed to commence before the time of the hire period and the facility must be cleared of all equipment and persons by the end of the hire period except where prior arrangements have been made.



EQUIPMENT

All equipment available to Le Rocquier School may be used by the hirer at the discretion of the school. All equipment used must be returned to the location it was found, and any faults must be reported to the Site Manager as soon as possible. All Hirers will need to complete the "Responsibility for equipment during hire" form. Please see Indemnity below.

CLEANING

The Hirer shall leave the premises tidy and ensure all furniture is returned to the original layout. Cleaning costs are included in the hire fee for the facility. However, should an event require additional cleaning above and beyond the normal clean, charges will be made. If the hirer considers this is likely to apply, cleaning costs should be discussed with the Site manager prior to any booking confirmation.

DAMAGE

The Hirer shall not cause damage to the premises of any kind. Should accidental damage occur, the Hirer must notify Le Rocquier School at the earliest opportunity. If such notice does not occur or if, in the opinion of the school, the damage was caused by wilful action or inaction on the part of the Hirer, the Hirer will be charged the full cost of repairs or replacement.

ACCESS

Access to other areas of the premises, not included in the booking, may be agreed at the discretion of Le Rocquier School. Unless such agreement is granted, access to all areas such as staff rooms, classrooms, and laboratories is strictly forbidden.

The Hirer shall be responsible for the observance of these conditions of entry by all persons permitted by the Hirer to enter the premises under the agreed booking.

CONTROL

The Hirer or Hirer's representative shall be in attendance at all times throughout the period of the booking and shall, at all times, be responsible for the safe practice of any activity undertaken.

ADMISSION

Le Rocquier School reserves the right to refuse admission to any person to the establishment. The school does have the right to expel or cause to be expelled any drunken or disorderly person, or any person acting in an unacceptable manner or that they consider to be under the influence of intoxicating substances.

SAFETY, HEALTH & SECURITY

The Hirer must always comply with any or all safety and security policies and procedures in force on the premises. Access to the doors and passages must not be obstructed at any time and any layout of equipment and/or seating must be agreed in advance and must not be altered without the permission of Le Rocquier School. The Hirer must also, always, comply with any reasonable instruction given by the school, in connection with safety and/or security. The Hirer shall not bring onto the premises any articles of an inflammable or explosive nature.



INDEMNITY

Please note, the insurance cover maintained by the Government of Jersey does not insure Hirers for accidents or injuries caused by or during the activity undertaken. The Hirer must be in possession of a Public Liability Insurance Policy to cover damage to States property. The limit of indemnity is to be not less than £5 million and proof of such cover will be required before the hiring commences and before a confirmation of booking/invoice is sent.

The Hirer must complete and return to Le Rocquier School the 'Responsibility for Equipment on Loan' form. The Hirer, in the event of loss, theft, or damage to an item of equipment belonging to the school and on loan to the Hirer must reimburse CYPES up to the first £500 in the event of a claim, subject to the policy excess, if an increase occurs.

PROPERTY BELONGING TO THE HIRER

Neither Le Rocquier School nor any of its employees shall be responsible for any damage to, or loss of, any property, whether belonging to the Hirer, or to any person using the premises during a booking or at any other time. In addition, equipment and materials may only be stored on the premises by prior arrangement with the school.

ALCOHOL AND REFRESHMENTS

No refreshments may be brought on to or sold within the premises without the prior consent of the school. Smoking is prohibited in all internal and external areas of the school site. No alcohol of any kind may be brought on to the premises. With the school's agreement, the Hirer may wish to contact an external licensed catering provider prior to the booking to arrange an alcohol license.

BROADCASTING / TELEVISION / MEDIA

Le Rocquier School must be consulted and must give their permission before broadcasting / television rights are agreed to, or film, video or photographs for any professional use or publication are taken.

NOISE

The operation of any recording devices or amplification equipment shall only be carried out with the consent of Le Rocquier School. If such consent is given the Hirer shall at all times respect the requirements of other users and neighbours of the premises and school may at any time require that the level of sound be reduced. During the summer months all doors and windows must be shut at 7.00pm and winter months 6.00pm in order to prevent noise pollution. In the event of non-compliance with this condition, school may immediately prohibit the use of the equipment or, failing this, terminate the booking.

ADVERTISING / PUBLICITY

Advertising posters or other such publicity may only be erected in the areas designated and with the consent of Le Rocquier school. Under no circumstance should any posters be secured to painted walls.

FIRST AID

Adequate first aid precautions must be taken as appropriate by the Hirer. Hirers must always provide their own first aid kit. Any injury to a person is the responsibility of the Hirer and not Le Rocquier School. The Hirer must keep a record of any first aid given and all injuries must be reported to school at the earliest possible opportunity. Le Rocquier School holds no responsibility for injuries and accidents. Any accident or injury incurred from malfunction of school equipment or faulty premises must be reported in writing to the school.

THE HIRER IS ALSO RESPONSIBLE FOR:

- The administration, organisation and running of a particular event.
- Ensuring that all participants are appropriately dressed including footwear, that is appropriate for the activity and area in use.

CHARGES

Charges for the use of the facilities are laid down by Le Rocquier School, which reserves the right to vary them with appropriate notice.

BREACH OF REGULATIONS

If any period of hire is cancelled or terminated by Le Rocquier School, as a result of a breach of any of these conditions, the Hirer shall remain liable for the charges due up to and including the time of hire termination.

EMERGENCY EVACUATION

The Hirer must make all attendees to any event aware of the emergency procedures and assembly point(s) designated for the premises. An evacuation procedures document is included in this pack.

PARKING

Often events have large numbers of people attending. If parking attendants are required, an additional caretaker/s will need to be hired.

For further information regarding hire of Education premises, please refer to the below policy:

Policy for third party use of Education premises

<https://www.gov.je/SiteCollectionDocuments/Education/20180906%20P%20Third%20party%20use%20of%20education%20premises.pdf>



CONFIRMATION OF HIRE FORM

I have read and fully understand the conditions for the hire of facilities at Le Rocquier School. (see 'conditions of hire' form)

NAME	
POSITION/ROLE	
ORGANISATION	
SIGNATURE	
DATE	

INSURANCE

Responsibility for equipment during hire form

HIRE (S)	
EVENT	
DATE (S)	
<p>The Hirer undertakes that, in the event of loss, theft or damage to an item of equipment belonging to Le Rocquier School that they accept responsibility for settlement of the policy excess and will reimburse CYPES up to the first £500 in the event of each and every claim.</p> <p>Subject to the policy excess, if an increase occurs, the Hirer will accept responsibility for settlement of the policy excess.</p>	
NAME	
POSITION/ROLE	
SIGNATURE	
DATE	

CHECK LIST – HIRER AND SCHOOL

THE HIRER - RESPONSIBILITIES

'Application for hire of school premises' form completed, signed and returned to the School.

'Responsibility for equipment during hire' form completed signed and returned to the School.

'Confirmation of hire' form signed, completed and returned to the School.

THE SCHOOL - RESPONSIBILITIES

Confirmation of booking is made to Hirer

Booking details sent to Treasury and Resources Department in order for them to raise an invoice

Copy of Hirer's Public Liability Insurance Policy held on Hirer's file and is no less than £5m.

Copy of Hirer's Public Liability Insurance Policy held on Hirer's file and is no less than £2m (*only applicable to certain community groups who are unable to acquire £5m cover*)

Emergency evacuation procedures and assembly points have been demonstrated to the Hirer and an evacuation procedure pack has been provided to the Hirer.

If requested, permission has been provided to the Hirer for broadcasting / television / media rights

If required, extra parking attendants to be provided

If required, extra cleaning costs included on the invoice