

Conditions of use for hiring facilities

Definitions

- (a) "College Premises" means any part of the land, buildings or facilities at the College;
- (b) "Hirer" means the Hirer and each member of the group or organisation using the College Premises.

Use of College Premises

The Hirer will:

- (a) comply with the Conditions of use, as specified, together with any other documents and conditions the College may require from time to time and any notices displayed in relation to the hire of College Premises.
- (b) Familiarise themselves with fire and evacuation procedures and also any Health and Safety requirements posted in the vicinity of the area being hired.
- (c) take all reasonable steps to safeguard and protect College Premises and facilities from loss and damage and use them with consideration and with due regard to other Hirers, College staff and students and nearby residents.
- (d) accept the responsibility to replace any lost or damaged property on a 'new for old' basis.

No other person(s) may be admitted to the College Premises without the prior written consent of the College. Only approved equipment may be used on College Premises and the College retains the right to prohibit the use of any equipment it deems to be unsuitable at its sole discretion. Any portable electrical equipment brought into College sites must be tested in compliance with the Electricity Safety at Work Portable Appliance Act 1989.

Any equipment belonging to the College may not be used without prior approval. Once approval is given, all maintenance or support will be carried out by College employees. Noise levels must be appropriate to and not exceed the level that is reasonable for the use of the particular facilities at that time of day.

Please note that the taking of photographs and video/film is strictly not permitted without the express permission of the College Head of Marketing and communication or the Vice Principal, Student and Learning Support.

Restrictions

- (a) The College has the right to exclude any person considered by the College to be unsuitable.
- (b) Dogs and other animals are not permitted on College premises unless by prior written consent. This does not apply to assistance dogs.
- (c) The premises, facilities or equipment may not be used for any illegal or immoral purpose.
- (d) Alcoholic beverages may only be brought onto College Premises with the prior permission of the Vice Principal, Student and Learning Support.
- (e) Smoking is not permitted on College premises except for designated smoking areas.
- (f) The use of the premises is restricted to the specific facilities, dates and times hired. The premises shall only be accessed via authorised means.
- (g) The hirer shall inform the College in detail of all activities to be undertaken during the period of hire

Safety

The Hirer shall comply with all rules and guidance displayed/issued and shall take all reasonable steps to ensure the Health & Safety of the individuals using College Premises. Any accidents, incidents or near misses occurring during the hiring must be reported to the College in writing, at the earliest opportunity.

Vacating

- (a) The College Premises must be vacated promptly at the end of the hire period and left in a tidy state, all rubbish being removed or placed in the appropriate bins provided. Walls, floors and other surfaces must be left in a clean condition. If the premises are left in an unacceptable mess then a cleaning surcharge will be invoiced to the Hirer.
- (b) Any instructions given by individuals authorised by the College must be complied with.
- (c) The Hirer acknowledges that any items left at the College Premises for seven days after the hire period may be disposed of by the College at the expense of the Hirer by whatever convenient means the College considers fit.
- (d) When vacating, the hirer must consider and respect our local residents

Insurance

- (a) The College does not undertake to maintain any insurances save those required by law. The Hirer is responsible for arranging appropriate insurance cover for their booking.
- (b) Where required to do so, the Hirer will provide the College with evidence of insurance cover.
- (c) The Hirer must inform the College of all material matters of which the College's Insurers should be informed in relation to the intended use of College Premises.

Payment

- (a) Unless previously agreed in writing between the College and the Hirer, payment is due in full 30 days from the date of invoice.

Cancellation

- (a) The College retains the right to cancel any bookings without notice and in such circumstances the liability of the College will be limited to a full refund of the hiring charge to the Hirer.
- (b) The Hirer has the right to cancel a booking up to seven days beforehand and in such circumstances shall not be responsible for the hiring charges. Notice to cancel received less than seven days prior to a booking will result in a charge of 50% of the total hire charge or £50, whichever is greater.

Complaints, Loss, Damage and Cleaning

- (a) The College must be informed immediately of any complaint regarding College Premises or any loss or damage.
- (b) The Hirer uses College Premises entirely at their own risk and save as regards negligence by the College causing death, personal injury or loss, the Hirer shall not bring any claims against the College.
- (c) The College gives no warranty that the College Premises are suitable for the purposes of the Hirer. Inspection is invited by prior arrangement.
- (d) In the case of any damage or loss of equipment, the College reserves the right to reinstate the damaged items and invoice the Hirer for re-imbusement to cover the cost of repair or replacement.

General Provisions

- (a) The Hirer acknowledges that this Hire may be brought to an end immediately and without refund if, in the opinion of the College, there is an abuse of College Premises.
- (b) The College retains possession of the premises and retains the ownership of any keys for the purpose of gaining access at any time.
- (c) The Licence is personal to the Hirer and confers no tenancy or other legal rights.

Catering

Catering is available through the Campus catering service and can be booked at the time of booking at the advertised fees. Note there is no formal bar available.

First Aid consider not offering or at a cost to the hirer

There are a limited number of first aiders on site that the Hirer may use. The College does not however guarantee first aid cover and Hirers who want guaranteed first aid cover should make their own arrangements for this. If the Hirer has a large group (greater than 50 persons) then the College requires the Hirer to provide their own first aid cover.

Safeguarding

The College has a duty to protect young and vulnerable individuals in the College community. As members of SAFEchild, we aim at all times to attain the SAFEchild standards in all our activities with children, young people, their families and/or carers. We will achieve this by adhering strictly to the college safeguarding policy and the guidance and risk assessments (where relevant). It is the Hirer's responsibility to ensure that any individuals forming part of the Hirer's delegation are not at risk of causing harm to self or others in the College community. If any member of the Hirer's delegation could pose a risk to the College community (i.e. the individual is known to be on the sex offender's register, is a regular drug user or has been banned from the College) then the Hirer is required to disclose relevant facts in writing to the College prior to a letting being agreed so that a risk assessment can be undertaken.

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