



## Rules and Regulations for all Users

- Hirers will be advised if facilities are not available due to a school activity.
- For the period of the hire at least one responsible adult must be present and be responsible for the state and security of the area hired for the duration of the letting.
- It is the responsibility of the hirer to ensure they have an up to date Safeguarding/Child Protection Policy that reflects current policy and practice.
- It is the responsibility of the hirer to ensure that all coaches/trainers of youth activities have a valid DBS disclosure and have undertaken child protection training.
- First Aid provision will be the responsibility of the hirer.
- The hirer is responsible for the behaviour of any attending supporters as well as participants.
- Requests for setting up and/or clearing of furniture may incur an additional charge
- Rudeness, foul or abusive language will not be permitted at any time.
- Alcohol is not permitted on the site (this includes **any** building / pitch location)
- Hirers must obtain their own temporary event licence if they wish to serve alcohol at an event having received specific permission from the school. The school reserves the right to refuse permission for a temporary event licence.
- All litter to be left in the bins provided.
- Smoking is not permitted on site or in **any** building or facility (including changing rooms, car parks and other outside spaces incl. sports fields).
- All vehicles must park in the school car park in appointed spaces. Parking in disabled spaces is for disabled badges users only. Parking is at your own risk and Theale Green School accepts no responsibility for any damage to vehicles or property whilst you are using the facilities.
- Organisations/clubs must inform School staff of any damage/repairs required across the site and must not use unsafe equipment/facilities under any circumstances.
- Compensation to the full repair amount must be made to the School for any damage caused during the hire.
- Consideration to be shown at all times to local residents by keeping the noise level down and leaving the premises quietly.
- Organisations/clubs **must** observe the booking times allocated to them according to the Booking Agreement.
- All cycles must be kept in the bikes racks provided and not left inside or outside the facilities.
- The following are **NOT PERMITTED** within the school grounds, playing enclosure or facility:
  - *No Smoking*
  - *No Alcohol*
  - *No Chewing gum*
  - *No Animals allowed on site (excluding guide dogs)*
  - *No Glass containers or receptacles*
  - *No Skateboards / scooters*
  - *No Urinating in areas other than the toilet facilities*



Facility	Specific Rules
Hard Court Areas	<ul style="list-style-type: none"> <li>Equipment – only to be moved by trained personnel unless the equipment is your own</li> <li>No football studs or blades to be worn on the hard court surface</li> <li>All litter <b>must</b> be removed before leaving the courts</li> <li>Organisations/clubs must wait outside the hard court area until their booking time begins</li> <li><u>No smoking or drinking of alcohol is allowed on the school premises</u></li> <li><u>No animals except guide dogs are allowed on the school premises</u></li> </ul>
Football/Rugby Field	<ul style="list-style-type: none"> <li>Spectators must supervise all children at all times – compensation will be requested for any damage caused.</li> <li>All litter must be removed before leaving the field, this includes sock tap &amp; empty bottles.</li> <li>Organisations/clubs must not access the pitch until their booking time begins</li> <li><u>No smoking or drinking of alcohol is allowed on the school premises</u></li> <li><u>No animals except guide dogs are allowed on the school premises</u></li> </ul>
Changing Rooms	<ul style="list-style-type: none"> <li><u>No football boots (studs or blades) to be worn in the Sports building, changing rooms or corridors</u></li> <li><u>Football boots to be cleaned outside the premises and not in the showers or sinks</u></li> <li><u>Changing rooms must be left in a tidy and acceptable condition – compensation will be requested for changing rooms that are left dirty</u></li> </ul>
Sports Hall Gym Drama Studio	<ul style="list-style-type: none"> <li>Only clean trainers without black soles to be worn</li> <li>No studs, spikes blades or stiletto heels to be worn</li> <li>No spectators are allowed in the sports hall due to the risk of injury</li> <li>Only safe and appropriate equipment can be used for the relevant activity</li> <li>Cricket netting must only be moved by School staff</li> <li>Cricket balls to be used in the netting area only. Softer balls to be used outside the cricket netting</li> <li>Organisations/clubs must wait outside the room until their booking time begins</li> <li>Use of climbing ropes &amp; bar are only allowed with prior agreement of the Finance &amp; Operations Manager or Site Manager</li> </ul>
Dance Studio	<ul style="list-style-type: none"> <li>No outside shoes or tap shoes to be worn in the studio. Dance shoes e.g. ballet, jazz shoes should be clean - Outdoor shoes to be stored on shelved area provided</li> <li>No eating or drinking within the studio except for water</li> <li>Only safe and appropriate activities to be held in the studio</li> <li>Care to be taken with fixtures and fittings such as curtains covering the mirrors</li> <li>No chairs to be brought into the studio</li> </ul>
Main Hall	<ul style="list-style-type: none"> <li>Lighting and sound equipment may only be moved and operated by School personnel.</li> <li>On occasions the school may permit appropriately qualified users to operate the sound and light equipment; this must be agreed in advance with the Head of Drama</li> </ul>
Meeting/Classroom/ Conference	<ul style="list-style-type: none"> <li>If moved, any furniture must be returned to its' original position</li> </ul>

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**Schools**

- The Bicester School
  - Theale Green School
  - UTC Heathrow
  - UTC Oxfordshire
  - UTC Reading
  - UTC Swindon
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## **TERMS AND CONDITIONS OF HIRE**

### **GENERAL**

1. These regulations apply for the letting of all premises and grounds for Theale Green School.
2. In the case of the use of school premises required by an Act of Parliament, these regulations apply so far as they are not inconsistent with the provision of the Act concerned. This act covers the use of school premises for electoral purposes should local or national elections or referenda be called.
3. Anybody wishing to hire the facilities must be 18 years or over.

### **PROCEDURE**

4. All applicants must be on the form provided by the individual school and must be completed in full. Failure to do so may result in the contract not being approved.
5. The hirer must personally sign the contract form or provide an electronic signature, where the contract form is sent by e-mail, and may not assign or sub-let the premises or grounds hired.
6. All lettings must be approved by the Finance & Operations Manager. The hirer will receive confirmation of booking via email when contract has been accepted.
7. The school may cancel any letting at any time; the fee will not be charged for that session(s) or an alternative date or room will be offered, except in the case of misconduct, in which case a fee will be charged.
8. No letting shall be considered approved or any charge confirmed until booking confirmation has been sent.
9. No person or persons shall use premises or grounds covered by these regulations without a current approved contract. Any person or persons who knowingly act in contravention of the regulation will be charged at the appropriate rate and refused permission to use any of the school facilities in the future.
10. The school reserves the right to impose special conditions in respect of letting, series of lettings or class of lettings in order to protect its employees or property.
11. The school may exercise this right or authorise any other person to do so. Special conditions will be notified to hirers and may include any requirements considered by or on behalf of the School to be desirable including (without prejudice to the generosity of the foregoing) requirements as to fire precautions; security of person or premises; the employment of security or other staff; the exclusion or admission of any person, persons or class or person or of any animal, animals or equipment; the giving of bonds or the effecting of insurance.

### **CHARGES**

12. All bookings will be invoiced at the end of each month for that month's hirer cost. Payment must be made in full within 30 days. For non-payment of invoices over 2 months old the school may cancel the letting(s). For late payment (beyond 30 days) an additional 5% of the value of the outstanding invoice may be charged. We do reserve the right to request payment in advance for bookings.
13. The School reserves the right to request a 10% deposit of hire for large events (refundable if booking cancelled in advance).
14. BACs payments are our preferred method of payment.



15. Charges will be made at rates which will be determined from time to time by the School and shall be liable to change without prior notification. In cases where the incorrect charge has been quoted, the school reserves the right to charge the correct rate.
16. The school requires a weeks' notice of cancellation of a regular session and will charge the hirer for the sessions during this period. Cancellations should be made by email to [ncowen@thealegreen.w-berks.sch.uk](mailto:ncowen@thealegreen.w-berks.sch.uk) and text/WhatsApp 07392430594 or 07818747675 (outdoor bookings may be cancelled on the day due to weather).

#### CARE OF PREMISES

17. The hirer shall ensure that there is a responsible adult present and able to supervise at all times during the letting.
18. The hirer is responsible for supervision, safety, control, stewarding, admission and removal of those attending.
19. The hirer is required to pay the school the cost of making good any damage to property or equipment which may be the result of letting. The hirer is required to clear away any rubbish and leave the premises and/or grounds in the condition in which they were found. The hirer will be responsible for reimbursing the school for any additional costs incurred in cleaning the premises or clearing the grounds after a letting.
20. The electrical and mechanical installations of the premises are not to be supplemented or altered, nor are any specialist equipment such as public address systems to be installed by the hirer, except if agreed in advanced with the Finance & Operations Manager.
21. The hirer will allow access at all times to School members of staff or their representatives.
22. No desks, fixed furniture or equipment that may be in the accommodation hired shall be used or interfered with, without the prior approval of the school. Standing on equipment, seats, furniture, and window sills etc. is not permitted.

#### EQUIPMENT AND ACCOMMODATION

23. The school does not provide first-aid medical facilities for hirers nor does it guarantee access to the school telephone systems for calling assistance during lettings. Hirers should make their own arrangements in this respect.
24. Storage facilities for hirers cannot normally be provided, any items that are stored are done so at the hirers' risk.
25. Specialist rooms and equipment (including gymnastic equipment, public address systems, stage lighting and pianos) are not included in the letting arrangements, unless specifically requested in the application form and approved by the school. Such applicants must ensure that a suitably qualified person takes responsibility for proper use.
26. Where classrooms are used, any furniture that is moved during the period of the hire must be placed back in its original position at the end of the hire.
27. Chairs and tables installed in the premises may be used by special arrangement with the school, but the school does not undertake to provide suitable chairs or seats for use by the hirers. Any furniture provided by the hirer must be removed immediately after the end of the letting.
28. Posters/displays must not be stuck to the wall. Decorations of any kind shall not be permitted other than purely temporary arrangements which require no permanent fixing.
29. Chalk, resins or polishing materials may not be used on floors.
30. Public areas within the school i.e. reception and corridors are not to be used for ad hoc activities.
31. Guest access for the wireless network can be made available for a charge.

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Registered company number: 08707909  
Registered address: Activate Learning Education Trust,  
Oxpens Road, Oxford, OX1 1SA, United Kingdom

32. Refreshments can be requested from our catering contractor, Caterlink. Please contact them direct at [5870-thealegreenschool@caterlinkltd.co.uk](mailto:5870-thealegreenschool@caterlinkltd.co.uk)

### CONDITION OF PREMISES

33. Whilst the school gives no guarantee as to the fitness, suitability or condition of the premises or grounds at the commencement of the letting, every effort will be made to see that they are in a reasonable state.
34. Where facilities booked by the hirer prove not to be available during the lettings, the school will ensure that the proportionate part of the hiring fee is not charged. The school's decision shall be final in respect of any charges not made.

### INSURANCE

35. It is the responsibility of the hirer to effect £5million Public Liability Insurance to cover liabilities. Occasional hirers may request to be covered by the school's insurance policy; this must be agreed in advance with the Finance & Operations Manager.

### OUTDOOR FACILITIES

36. The Finance & Operations Manager will be the person responsible for the final approval of lettings of the school's facilities.
37. The school does not give any guarantee as to the standard of any pitch or field nor to the maintenance or improvement of this standard during the season. The hirer shall be aware of the state of any pitch or field upon submitting their contract and such contract will be deemed to be for the particular pitch or field as seen.
38. The school shall deem whether any pitch or field is fit for use and this decision shall be final. Contact will be made by Site Team.

### LEGAL REQUIREMENTS

39. The hirer shall comply with all legal requirements concerning consumption of intoxicating liquor, music singing and dancing licences, theatres licences and copyright. The hirer shall be fully responsible for obtaining any licence or any other permission required, always providing that no such application shall be made without the prior approval of the school. The hirer is responsible for obtaining their own temporary event licence with the school's permission. At least 3 weeks notice is required to apply for the licence which is subject to approval by the local council and police. The school reserves the right to refuse permission for a temporary event licence.
40. The hirer shall comply with Section 12 of the Children and Young Persons Act 1933, that is to say where any play or entertainment is provided at which the majority of persons attending are children, then if the number exceeds 100, it shall be the duty of the hirer to station and keep stationed wherever necessary a sufficient number of adult attendants, properly instructed as to their duties, to prevent more children or other persons being admitted to the building or to any part of it than can be safely accommodated there and to control the movement of the children and other persons admitted while entering and leaving the building and to take all other reasonable precautions for the safety of the children.

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41. Broadcasting (sound or vision), filming or photographic rights cannot be exercised without the prior permission of the school.
42. The hirer will to the best of his endeavour ensure that the requirements of the Race Relations Act 1976 (in particular the need to promote good relations between persons of different racial groups) can be observed at all times throughout the letting.
43. The hirer is specifically forbidden to use, or allow the use of the hired premises or grounds for any illegal or immoral purpose and shall not carry on any activity so as to cause nuisance or annoyance to other users of the premises or neighbouring or adjoining premises.

#### COMPLIANCE WITH REGULATIONS

44. Failure by the hirer to comply with any or all of the foregoing terms and conditions and the rules and regulations where applicable, whether intentionally or not, may be deemed by the school to be just cause for the immediate cancellations of any letting or series of letting.
45. Other than where required to comply with statutory regulation in the People Act 1983, the use of the school and the facilities for political campaigning and canvassing is not permitted.
46. Where those who hire the site fail to comply with safeguarding requirements, their contract will be terminated.

#### PRIORITY FOR THE ALLOCATION OF ANNUAL SESSIONS & AGREED DISCOUNTS

47. The following priority order will be used to identify allocation of facilities and time slots on an annual basis.
  - a) Delivery of agreed enrichment – this must agree with the individual school
  - b) Providing activities for youth activities
  - c) Providing activities for the community
48. Some block/multiple venue bookings may be charged at a different rate at the Finance & Operations Managers discretion.

#### RIGHT TO APPEAL

49. Where a dispute arises from a letting, the School will delegate power to the Facilities Manager and to the Head of School to resolve it. When a dispute cannot be settled in this way please refer to the School Complaints Policy.

## **HEALTH AND SAFETY**

All Hirers should have an induction from a member of the site team regarding H&S.

### **Accident & Injury**

The person in charge during the letting must notify the site staff 07392430594 or 07818747675 in the event of any accident or injury immediately. Please also report to [ncowen@thealegreen.w-berks.sch.uk](mailto:ncowen@thealegreen.w-berks.sch.uk) before leaving the school premises.

### **Fire Drill & Evacuation**

There will be someone from the school 'on call' (site staff) who will assume overall control in the event of any emergency. Hirers using the school premises must make themselves familiar with the emergency procedures which will include:

- Ensuring that the instructor/supervisor is competent to organise the activity safely and to promote the safety of all persons in their charge throughout the letting. The instructor/supervisor must brief all persons in their charge on fire safety procedures before any activities commence.
- The instructor/supervisor must be aware that he/she is responsible to ensure that all persons in their care evacuate the building in the event of an emergency.
- The fire alarm is a continuously sounding siren – if this is heard the instructor/supervisor must immediately ensure that all the people in their charge evacuate the building. All equipment and belongings should be left in the room or area. The 'Assembly Point' is the car park at the back of the site by the Brooks Centre
- On discovering a fire the instructor/supervisor should activate the nearest call point break glass and then immediately ensure that all the people in their charge evacuate the building.
- Fire extinguishers are only used to assist in the evacuation from a room or area if the route is blocked by fire – do not try to put out other fires under any circumstances.
- The School site staff will ensure that the emergency services are called if required.
- Following an evacuation, the instructor/supervisor will conduct a roll call at the Assembly Point and must notify the School site staff of any missing or suspected missing persons.
- No one must re-enter the building until the School site staff gives the all clear.
- Liaison with the School site staff for further guidance on dealing with emergencies.

Hirers must accept that the fundamental principle is that the safety of persons overrides all other considerations and they must be responsible for communicating these procedures to its agents.

**Unauthorised activation of the Fire Alarm will result in the Fire Brigade arriving. Any hoax calls or misuse will result in serious consequences including contacting the police and a charge to the hirer.**

## SAFEGUARDING

In accordance with Keeping Children in Education 2023:

### ❑ **Keeping children safe in “out of school settings” (Paragraph 167).**

*If the Service or activity is provided by an outside provider the governing body or proprietor should seek assurance that the provider concerned has appropriate safeguarding and child protection policies and procedures in place, the following **must** be provided prior to a letting agreement being put in place.*

- Completion of Safeguarding - DBS and Safer Recruitment Checks (Appendix 1: attached to this document)
- Notification of Safeguarding Training completed (Appendix 2: attached to this document)
- Confirmation that all staff are aware of the safeguarding policy for reporting concerns.
- Name and contact details of Safeguarding Lead

### ❑ **Allegations and concerns (Paragraph 377).**

*Schools and colleges may receive an allegation relating to an incident that happened when an individual or organisation was using their school premises for the purposes of running activities for children (for example community groups, sports associations, or service providers that run extra-curricular activities). Any safeguarding allegation or concern **must** be reported promptly (within 24 hours) to the school safeguarding lead [MTottman@thealegreen.w-berks.sch.uk](mailto:MTottman@thealegreen.w-berks.sch.uk) who will follow the safeguarding policy and procedures, including informing the LADO.*

We take safeguarding extremely seriously at Theale Green School and reserve the right to revoke any letting agreements if we have safeguarding concerns regarding the processes and procedures of any hiring organisation.