



Conditions of Hire

School Premises

2026-2027

HIRING THE SCHOOL, PLAYGROUNDS, SPORTS FIELD OR SPORTS HALL PREMISES

1. Alameda Middle School may hire the premises to individuals or groups under certain conditions. Our Lettings Policy is available to view on our website www.alamedamiddleschool.org.uk
2. A letting will be confirmed by email from the Lettings Manager, once the School has received a fully completed application form with supporting documents (as required); and is satisfied that all conditions of the letting will be met.
3. Failure to comply with these conditions of hire may result in hire agreements being cancelled immediately by the Lettings Manager.
4. School use of the premises takes priority when necessary and that there may be rare occasions when arrangements have to be changed (where possible these will be advised at the time agreement is reached). Further, essential maintenance works can only take place during school holidays and these may lead to premises being unavailable at certain times. The School will give as much notice as possible when these affect the hire.
5. Although extremely unlikely, the School reserves the right to cancel any letting without giving any reason. Under these circumstances all fees paid will be returned. The School cannot be responsible for any additional expenses incurred.
6. The School reserves the right to refuse admission to any person they consider not fit to be on the school premises and to terminate, at any time, any function that they consider to be detrimental to the safety of those attending or to the fabric of the building.
7. Representatives of the School shall, at all times, have free access to the facilities for the purpose of inspection.
8. The sub-letting of any school facilities is prohibited. Only people associated with the letting are allowed on site. The hirer is responsible for controlling entry to the facility by all visitors.

BOOKING PROCEDURE

9. Booking forms can be downloaded from the Lettings tab on our website <https://www.alamedamiddleschool.org.uk/more/lettings/lettings.html> or by request from the Lettings Manager by email: lettings@alamedamiddleschool.org.uk
10. Hirers must indicate on the booking form the exact accommodation and equipment required. The hours of hire must include preparation/changing time and clearing up/changing for the event so that the premises are vacated promptly at the end of the hire period. Minimum hire period is one hour, whole hour sessions are preferred, starting on the hour. Half-hours can be added to this if available. It is not possible to hire shorter than 30 minute blocks.
11. Completed booking forms should be returned to the Lettings Manager by email lettings@alamedamiddleschool.org.uk or by post (details on the booking form). An email confirmation, which should be checked for discrepancies, will be sent to the hirer once the Lettings Manager is satisfied that all conditions of the letting will be met.

12. An application for regular weekly hire (e.g. sporting activities over a season) will be renewed annually in September.
13. Invoices will be issued in advance of the hire date where possible. Regular weekly bookings will be invoiced in blocks of ten weeks in advance, or termly if preferred. Payment should be received prior to the hire date or within 7 days of the date of invoice. In the event of payment(s) not being received within 30 days, the letting(s) and/or any future bookings may be cancelled. A reminder will be sent after 30 days. The preferred method of payment is by direct bank transfer (BACS) – all payment details can be found on the booking form and invoice. We do not accept cash payments.
14. The scale of charges is reviewed annually. Current charges can be found on our website: <https://www.alamedamiddleschool.org.uk/more/lettings/lettings.html> Published charges are exclusive of VAT (where applicable).
15. The charge payable by the hirer includes an amount to cover payment for standard keyholding, card access and cleaning duties. The hirer must adhere to the agreed times or, subject to a member of the site staff being available, be prepared to pay additional overtime. If additional work (such as moving furniture to or from a specific room/ area or a specific layout) is required, whether foreseen or not at the time of booking, the user will be required to meet the extra costs, which will incur VAT on the whole charge. It cannot be assumed that staff will be available unless prior agreement has been made.

PROVISIONAL BOOKINGS MORE THAN 6 MONTHS IN ADVANCE

16. Hirers may provisionally book dates more than 6 months in advance, but these will not be confirmed unless a deposit of 10% of the proposed fee is paid. The deposit will be deducted from the hire fee when payment is due.
17. If we have further interest in the facility when for a provisional booking, hirers will be contacted by the Lettings Manager to either confirm (by deposit payment) or release the booking.

CANCELLATION BY HIRER

18. Hirers must inform the school of any booked session that they do not wish to use in order to ensure arrangements are in place to secure the building. Failure to do so may result in cancellation or refusal of future bookings.
19. Alameda Middle School reserves the right to charge a cancellation fee depending on the circumstances and period of notice. As a guide:
 - a. 8 weeks or more before hire date: no fee
 - b. 4-8 weeks before hire date: 25% of fee
 - c. 1-4 weeks before hire date: 50% fee
 - d. 1 week or less before hire date: 100% fee
20. When a block of regular weekly bookings have been made, cancellation by the hirer will result in a negotiated fee dependent on the ability to re-let the facility. There will be a £10 administration fee for late cancellations.

HIRER RESPONSIBILITIES

21. The Hirer should show consideration to other hirers, school staff and students on site, and be cooperative when using shared spaces e.g. playgrounds, car parks.
22. The School requires all users to take responsibilities to our neighbours seriously. Hirers should maintain low noise levels and show consideration for residents when parking.
23. The period of hire includes set up and dismantling time. All hirers must remain outside the facility/playing area until their session begins and show consideration for subsequent hirers by leaving promptly at the end of their session.
24. The Hirer shall be responsible for the behaviour and conduct of all people (members of a club, general public, employees, etc.) who enter the premises for their letting.
25. No animals other than guide or support dogs are allowed on any part of the school site, including the sports field. Certain exceptions to this condition may be negotiated prior to the hire period.
26. Motor vehicles must not be taken on to school playing fields except in an emergency, or with prior authorisation.
27. The Hirer is permitted to use official parking areas on the school site during the period of the letting only. Vehicles must not be left on the school site outside of the period of the letting. Gates may be locked after the hire period. The school accepts no responsibility for vehicles parked on school premises, any damage or theft is entirely at owners' risk.
28. The maximum number of persons attending any letting must not exceed the numbers deemed safe by the school within the Health and Safety Policy, available to view on our website, www.alamedamiddleschool.org.uk The Lettings Manager can provide guidance if required.
29. The premises must be left in a clean and tidy condition. Sports hall hirers are responsible for the removal of all their own waste e.g. drinks bottles, shuttlecocks. If the facilities are not left in a tidy state the school reserves the right to charge cleaning costs to the hirer.
30. The Hirer shall ensure that any and all electrical equipment to be used by the Hirer on the Academy Premises is fully PAT Tested. All such equipment must bear the appropriate labels and be accompanied by the appropriate certificates as proof of such testing and compliance. We can carry out the required PAT testing for a small charge.
31. The use of music amplifying equipment is only allowed with prior permission, and must not cause nuisance to our neighbours. In most cases music will not be permitted after 11.45pm.
32. Smoking and the use of e-cigarettes is not permitted within any part of the school site, including outdoors.

LIABILITY, INDEMNITY, INSURANCE

33. Alameda Middle School shall not be liable for any injury or damage to or loss of property, which may occur to the hirer, their assistants, servants or agents, or others entering on the property in the exercise or purported exercise of the hiring, with the exception of injury or damage as may occur by reason of the negligence of the Governors, their servants or agents acting within the scope of their authority.

34. It is a requirement that all commercial organisations or associations hiring the premises MUST have their own Public Liability Insurance with a minimum limit of indemnity of £5,000,000 for any one incident to cover claims arising out of negligence. A copy of the public liability insurance document will be retained by the school with the booking form. If the Hirer is teaching or instructing, they shall ensure that they carry Professional Indemnity Insurance to cover against claims of professional negligence by those they are instructing. Note: a commercial hirer is regarded as a person/organisation that may make a personal financial gain or business profit from the hire.
35. Alameda Middle School has a Hirers' Liability policy to provide cover for non-commercial hirers who do not have their own policy. It insures against accidental damage to third party property and compensation for accidental injury to third parties (up to £2million), with an excess of £100 per claim (payable by the hirer). Non-commercial hirers are regarded as informal social clubs/associations, registered charities carrying out fund raising activities, scouts, guides, private parties etc. This policy does not provide additional cover to organisations which already have their own Public Liability cover.
36. Any hirer who causes damage to the premises or equipment, will be held responsible for the cost of any repairs and must insure this risk and hold legal liability for claims arising from their group's activities.

CHILD PROTECTION & SAFEGUARDING

37. The DfE has issued guidance for providers/hirers who include children in their activities, for safeguarding and child protection arrangements. Examples include community groups, sports associations, tuition or after-school clubs for children. This applies to large providers (5 or more volunteers or paid staff members); small providers (4 or fewer volunteers or paid staff members); volunteer, paid employee or lone provider. The guidance can be viewed here: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/940872/Keeping_children_safe_code_of_practice.pdf

Alameda Middle School has statutory responsibilities for safeguarding and child protection, and must seek assurance that providers/hirers have appropriate safeguarding and child protection policies and procedures in place (including inspecting these as needed).

Therefore, all hirers who work with children must demonstrate to Alameda Middle School clear lines of accountability and written agreements setting out responsibility for carrying out the recruitment and vetting checks on staff and volunteers. We require the following information to be submitted with the booking form: proof of DBS disclosures for those working with children; evidence of appropriate child/adult ratios; a safeguarding and child protection policy; clear procedures for dealing with safeguarding incidents; contingency arrangements for emergencies.

38. In the event of Alameda Middle School receiving any 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, the school will follow the safeguarding policies and procedures which can be viewed on the Alameda school website.

39. At no time should youth members be left unsupervised anywhere on the school premises. The Hirer should ensure that all members of the group have vacated the premises before being the last to leave the building.
40. PREVENT – the school will contact the Access and Referral Hub if they suspect that the letting or gathering has been used for political purposes, not previously authorised by the Headteacher; the dissemination of inappropriate material; or other purposes which could be reportable under the new statutory PREVENT duties or which contravene current legislation in any way.

HEALTH AND SAFETY

41. The Hirer shall familiarise themselves with notices related to health, safety and fire precautions, including the location of all fire exits and fire equipment prior to the start of the Hire Period. Signs for fire exits and equipment must not be obscured or moved, and access to all fire exits must remain completely unobstructed. Fire equipment must not be moved from its location unless being used for its intended purpose. The Hirer shall relate instructions to all attendees.
42. The Hirer shall ensure appropriate supervision and appropriate adult to children ratios of the activity or activities it undertakes on the school premises, and be responsible for providing adequate supervision to maintain safety, order and good conduct.
43. Use of the facilities and any equipment provided (by prior agreement only) is entirely at the Hirer's own risk. Hirers must check the facilities and equipment before use. If anything is judged to be unsafe the hirer must stop the activity immediately. Report the hazard or defect to the Site Agents by phone or text, or to the Lettings Manager by email. A full or partial refund for the session will be issued (or credit carried forward) following investigation.
44. The Hirer shall be responsible for providing First Aid equipment appropriate to their activity and for ensuring that a suitably trained First Aider is on duty during the Hire.
45. The Hirer shall ensure that all accidents are reported immediately to a member of the School's staff, if available, and that a written report of the incident is submitted within 24 hours to the Lettings manager.
46. The Hirer shall have use of a mobile phone or familiarise themselves with the location of the nearest public telephone for use in emergencies.
47. The Hirer shall inform the School of any hazard found in regard to access to the premises or the equipment used (email to the Lettings Manager). A copy of the Alameda School's Health and Safety Policy is available on the School's website www.alamedamiddleschool.org.uk and hirers must comply with this policy.

ALAMEDA SPORTS HALL

48. An electronic door access system is in use at the Sports Hall. Regular hirers are issued with two cards which will allow access to the hall at the hired session times only. The cards must be returned after the regular hire sessions end. There will be a £10 replacement fee for lost cards. Access will be granted for the hire times ONLY, e.g. 8pm to 9pm. Once hirers have left the building, at the end of session they will not be able to re-enter. It is up to the hirer to organise entrance to building for their members. We strongly recommend that the door is not propped

open for a prolonged period, or whilst a session is in progress. In the event of a card malfunction, the hirer should call the Site Agent in the first instance, who will attend as soon as possible. CYS Security should be called if the Site Agent cannot be reached. For any event other than a card malfunction, there will be a charge of the cost of call-out.

49. A CCTV camera is in operation inside the main sports hall for the safety and security of all stakeholders. This is a lawful basis for installation. Alameda Middle School is registered with the ICO (Information Commissioner's Office) and are compliant with data protection law. Our CCTV policy is available to view and download from the school website.
50. Please ensure that all equipment is returned to its original position at the end of the letting.
51. High demand for sessions in the Sports Hall requires the payment of a deposit securing seasonal use. Hirers who book ten sessions or more and use the Sports Hall seasonally will be required to pay a £100 deposit to reserve their sessions should the break in hiring be more than 3 months. This amount will be considered as part payment of the first invoice of the next season but may be retained should the hirer decide not to proceed with the letting, without giving one month's notice.
52. No outdoor shoes or shoes with black or coloured rubber/composition soles should be worn in the sports hall or school hall. Any hirer who causes damage to the floor will be invoiced for the repair of any damage caused.
53. Gymnastic equipment fixed to the walls or roof trusses or any free standing equipment in the sports hall must not be used except by prior arrangement.
54. No food or drink (except for water bottles) is allowed in any part of the Sports Hall without prior agreement from the school.
55. Any waste generated by the hirer must be removed from the premises at the end of the session.

ALAMEDA MAIN SCHOOL SITE

56. We do not have a Licence to serve alcohol on school premises. If you are hiring the school hall for an event and wish to provide alcohol, you may need contact Central Bedfordshire Council for a Temporary Event Notice (TEN). This allows you to carry out a 'licensable activity', such as selling alcohol, as long as fewer than 500 people are attending at all times, including staff running the event. You may not serve alcohol without a licence if there is any financial transaction between yourself and the consumer. For example, if you have sold tickets and offer a 'complimentary glass of wine', this is a financial transaction. If your event is free entry and you provide alcohol there is no retail transaction between you and the end consumer, so there no licence requirement. For private parties, where the organiser or guests provide their own drinks there is no need for a licence.
57. Access is limited to areas agreed and described on the booking form
58. Please ensure that all furniture is returned to its original position at the end of the letting.
59. Site Agent visits other than un/locking will incur a cost, unless the reason for call out is valid.

ALAMEDA PLAYING FIELD

- 60. Access to the field is via the field gates only. The gates must be kept closed during use to prevent members of the public from entering the field. Emergency vehicle access is via the gates off the Sports Hall car park. Postcode is MK45 2HX, Alameda Sports Hall, Woburn Street.
- 61. Goal posts may be used if present, (these are in place between September and Easter every year).
- 62. If extra markings are required, this will be at the hirers' expense.
- 63. Dogs, except assistance dogs on leads, are not permitted on the field.
- 64. No cycling on the field.
- 65. No smoking or e-cigarettes on the field, in line with school policy.
- 66. All waste to be removed from school premises by the hirer.

IN CASE OF A MEDICAL EMERGENCY ON SCHOOL PREMISES

There is no access to a telephone or First Aid Kit in the school or Sports Hall.

It is the hirer's responsibility to arrange access to a telephone and first aid kit for use in the case of an emergency.

A defibrillator is available at the main site in corridor off reception.

IN CASE OF FIRE ON SCHOOL PREMISES

Hirers should familiarise themselves with the fire exit route plan, location of fire extinguishers, fire alarms and exit doors and assembly points. Fire Notices are displayed in all rooms. **The hirer must explain the fire evacuation procedure to individuals attending the letting at the start of the session.**

It is the responsibility of the hirer or their designated responsible adult to call the emergency services. A mobile phone will be required for this as there is no access to land line telephones in the event of an emergency.

On the main school site:

- Upon discovery of a fire activate the alarm at a break glass point. The fire alarm bell will sound continuously.
- All occupants must leave the building by the nearest fire exit and go to the designated assembly point. A register of attendees should be taken to ensure no-one is still in the building.
- Do not stop to collect personal belongings.
- Do not re-enter the building until authorised to do so.
- When the building is clear of occupants, contact the emergency services.
- Alert the school by telephoning Site Agents on 07808 648 711 or 07846 434 689, or CYS Security on 0845 475 1981 or 07983 436 544

In the Sports Hall:

If a fire is discovered, or if the fire alarm is activated (audible instruction to evacuate), the premises should be evacuated immediately and the emergency services informed. A mobile phone will be required for this.

- All occupants must leave the building by the nearest fire exit and go to the designated assembly point. There are two exits:
 - The main entrance – assemble in car park.
 - The fire doors at the rear of the main hall – assemble on sports field.
- A register of attendees should be taken to ensure no-one is still in the building.
- Do not stop to collect personal belongings.
- Do not re-enter the building until authorised to do so.
- When the building is clear of occupants contact the emergency services.
- Alert the school by telephoning Site Agents on 07808 648 711 or 07846 434 689. Or CYS Security on 0845 475 1981 or 07983 436 544