



**Isle of Man
Government**

Reiltys Ellan Vaunin

Terms and conditions for hiring Department premises

**Including: All Primary and Secondary Schools
and All Youth Centres**

By completing and signing a Lettings Application Form, you are confirming that you have read and understood the Terms and Conditions stated in this leaflet.

**If you do not comply with these regulations use of any
Education premises will be withdrawn.**

Hiring of all Department of Education and Children premises

The Department of Education and Children encourages the use of its schools and youth club facilities by the community, especially by clubs and groups involving children. To this end, the Department can give discounts off its hire charges to groups who consist mainly of children.

The Department's hiring arrangements also favour groups rather than individuals and the prices charged encourage you to have large groups to the limit of the accommodation so that the facilities are used to the full and you get maximum value for money. Individuals and small groups may find that a different venue will suit their needs better.

Hirers

- 1) All hirers of Department of Education & Children premises **must** be aged **18** years or over.
- 2) A minimum of **2** adults must be present during all sessions in case of an emergency.
- 3) No sub-letting is allowed.
- 4) A discount will be allowed for any school aged children involved in your group. Please note one off bookings are not entitled to the child discount.
- 5) The hirer is responsible for any licences required to conform with the regulations of the Performing Rights Society Ltd., Phonographic Performance Ltd., and like bodies.
- 6) A copy of your group's current insurance documentation must be submitted with each application.
- 7) The hirer undertakes to accept responsibility for and indemnify the Department against liability for the consequence of accident to any person entering, leaving or whilst on the premises, and for any damage to the building and equipment therein, in connection with the letting. Groups should therefore take out their own insurance; a copy of the hirer's insurance cover is required. Groups are **not** covered by the Department's insurance.
- 8) A **representative** for each booking must **report** to the Caretaker on duty at the beginning and end of each session, groups must not leave the building without confirming to the Caretaker that all group members have left the premises and that all areas used have been left in an acceptable condition.
- 9) **Any damage to equipment or fittings, or injury to any person must be reported immediately to the Caretaker on duty**, who will record this in the Accident Book and an accident return form, must be completed. The person in charge of the session should sign the entry to ensure accuracy.
- 10) The hirer's use of the premises will be regarded as an implied acceptance of these conditions.

Booking Arrangements

- 11) All requests for the use of accommodation on Department of Education and Children premises must be made **by way of an application form** at least **10 WORKING DAYS** before the date on which accommodation is required. Late applications will be considered, however, we cannot guarantee the Caretaker's availability or that the form will be processed in time to confirm booking. Please note each separate area requested will be charged for.
- 12) All requests should state the **precise** accommodation and time required (e.g. Sports Hall/Dining Room/Assembly Hall - 7pm-9pm).
- 13) It must **not** be assumed that accommodation is available until the hirer has received an official invoice. A group is **not** permitted to proceed with a booking until an invoice has been received. Dates cannot be reserved while we wait to receive a completed application form.
- 14) The Department reserves the right to withdraw permission at any time.

- 15) No **variation** of your booking is permitted unless written approval is given from the Department of Education and Children. Any request for such variation must be **made in writing at least 10 WORKING DAYS** before the date of the letting.
- 16) Rooms are to be used only for the purpose stated on the Invoice. Your form will be returned if this section is not completed.
- 17) All **cancellations/amendments** must also be notified in **writing** at least **10 WORKING DAYS** before the date of the letting. If this is not possible you **MUST** telephone or email the School, on 648800 or e-mail into the School at snhs.bookings@snhs.sch.im Your telephone call **must** be followed up with a letter as soon as possible. A £2.00 administration charge **WILL** be charged in all cases. **Where the cancellation has occurred within the 10 day period the full cost of the letting will apply.**
- 18) All applications for regular weekly or monthly bookings must be renewed each academic year. New bookings cannot be confirmed until previous bookings are fully paid for. We recommend groups book at least a term at a time to ensure the continued availability of the accommodation required. It should not be assumed that you can continue unless a request has been submitted – we work on a first come first served basis.
- 19) We advise groups to check their invoices and diary sheets carefully upon receipt for any incorrect/missed dates, times etc. There is a form on the back page of this Terms and Conditions allowing groups to make any necessary changes within a 10 day period without charge.
- 20) The **full** amount, as noted on the Invoice, **must be paid** and refunds will be issued for any cancelled sessions. Refunds are normally shown on the next term's invoice.
- 21) If a group is experiencing financial difficulties they can apply, in writing to the Finance Manager, for a discretionary rate. Please note, proof of financial circumstances will be requested.

Availability

- 22) Classrooms are not available for hire within the primary schools.
- 23) Please remember that there is a **minimum hire time of 1.0 hours** in St Nininas High School. Please see Lettings Charges sheet for exact details.
- 24) Groups are reminded that they are only authorised to be on the premises for the times stated on the Invoice. **Setting up and clearing up times must be included within the hours stated on your application**, i.e., if a group has booked 7pm-9pm they are **NOT** entitled to any time either side of these times for setting up/clearing up. If hiring the swimming pool changing room time must also be included in the times requested. Please note it is not the schools responsibility to setup/clear up on your behalf.
- 25) If, in the opinion of the Department's staff, a playing field is unfit for play, then no play shall take place.
- 26) In the event of the School requiring its premises for its own use (e.g. a parents evening or concert), a letting may be suspended for the evening. Schools will have priority over the use of the premises. Whenever possible the school will give 10 days notice for any cancellations, no charge will be made to a group who has had a session cancelled by the school.

Alcohol, Smoking and Footwear

- 27) No **alcohol** will be allowed on **any** of the Department's premises, without prior written approval from the Department. **The whole Sports Hall/Gymnasia complexes in schools are also no food/drink areas. Smoking is not permitted in or around the school grounds.**
- 28) Plimsolls or soft shoes must be worn during training sessions in the Department's halls. **Strictly NON-MARKING SHOES MUST BE WORN in the Sports Halls and Gymnasiums at all times.**

Special floor covering can be hired from the Department for use on the floors to enable groups to hold fashion shows etc in the sports halls/gymnasiums.

V.A.T.

29) VAT will be charged if applying for **Sports facilities** to undertake sporting activities unless the letting is:

- for a continuous period, or is part of, a series of 10 or more lettings;
- is for a period of over 24 continuous hours The interval between each session must be at least one day and not more than 14 days. If a group cancels one of the sessions, bringing the total number of sessions below ten a VAT invoice will be issued. The non-availability of the facility for educational requirements will not affect the continuity of the booking. NB: If a group chooses to book term time only, continuity may be broken and VAT will be applicable.

30) For this VAT exemption to apply, all sessions booked **must be paid for as a whole**, (i.e. at the beginning or end of each term). The use of sports facilities for other than sporting purposes is exempt from VAT (i.e. concerts, political meetings etc). Payment can be made at any time during the school term but must be by the payment due date noted at the bottom of the Invoice. This is 30 days before the date of the last session noted on the invoice. Failure to comply with this requirement will result in the facility being unavailable at the beginning of the new school term. Groups are requested to **return the tear off slip at the bottom of the invoice with their cheque so the payment is easily identified.**

First Aid and Fire

31) First aid materials are available in an emergency from the Caretaker. **The hirer is responsible for ensuring that there are adequate numbers of first aiders present.**

32) It is the responsibility of the group leaders to familiarise themselves with the emergency exits etc. within the building they are hiring and ensure that all members of their group are aware of the procedures. We recommend that each group runs through the emergency evacuation procedures at the beginning of each half term and also mid term if there has been a change in group leaders or a large number of new members to the group.

33) In the event of a fire, the hirer **must**:-

- activate the alarm,
- ensure the evacuation of the group, and
- inform the Caretaker of the location of the fire if known.

34) The hirer must ensure that the numbers admitted **do not** exceed the maximum number stated on the Fire Certificate. These numbers can be obtained from the School. The hirer should **publicise the fire procedures** before the start of any letting and run through the fire evacuation procedures.

Parking

35) Cars may only be permitted to be parked on such parts of Department premises and grounds as are designated for that purpose. Please ensure for follow the correct signage for parking. The Department accepts no responsibility for such vehicles or their contents.

Tents/Posters

36) Prior permission must be obtained from the Department of Education and Children before tents, marquees, etc., are erected on a field.

37) Promotional material, posters, etc., must not be fixed in any way to the premises without prior written permission. No permanent fixtures/markings can be installed for a group's continuous use.

Seating

- 38) Seating is **not** provided beyond the ordinary seating of the Department premises. If you require seating please contact school direct to discuss the availability of the same.

Toilets and Kitchens

- 39) No sporting facilities will be hired out without the inclusion of toilet facilities. Changing facilities can be hired at an additional cost, please see the letting charges for the hire costs. Please ensure your group uses the appropriate facilities or it may result in the letting being withdrawn.
- 40) Kitchen facilities are not generally available to hire out and will be at the discretion of the Headteacher. In schools equipped to prepare meals, a member of the **School Meals Service staff must be present to oversee the hire**. If interested in hiring the kitchen facilities please contact the school letting department for more information.

Equipment and Storage

- 41) Hirers are **not allowed** to use any of the Department's **heavy equipment**, e.g. counterweight beams, ropes, vaulting boxes, etc., without written authority from the Department. Such authority will not be given to any organisation whose trainer or person in charge is not a qualified Physical Education Teacher or Coach, a copy of the relevant qualifications should be submitted along with your request. The name, address and qualifications of the trainer or person in charge should accompany applications for the use of a Gymnasium. Any items of equipment required from the storeroom must be obtained and returned under the personal supervision of the Duty Caretaker. Caretakers may be requested to help carry and assist in moving heavy equipment.
- 42) Clubs are **not permitted** to use **small equipment belonging** to the **School** i.e. balls, skipping ropes, nets etc.
- 43) Storage areas are not provided for the use of hirers of Department premises. It is the responsibility of the hirers to ensure that **all** their equipment is removed from the building at the end of each session unless the Group have prior written approval from the Department. It is also the Groups responsibility to ensure all areas they have used have been left in a clean and tidy condition.

Gymnasia and Pools

- 44) Only suitable training balls may be used in the Gymnasium. Leather footballs are not permitted.
- 45) The use of a gymnasium/sports halls within the primary schools is **strictly** for circuit training and exercise only and **not** for playing Five-a-Side Football.
- 46) At present the hydro pool is unavailable for hire, for more information please contact the letting department.

The hirer's use of the premises will be regarded as an implied acceptance of these conditions.

We would recommend that sporting groups read the Isle of Man Sports Council's leaflet entitled "Liability in Sport". Copies are available from the NSC reception.

**Please note this is not an application form
To be used to cancel dates only**

Should you find any of the dates noted on your Invoice/Diary sheet to be incorrect please complete and return this page to the Lettings Section, St Ninians High School, Douglas, IM2 5RA

Please note that if this form is received within 10 working days from the date of your invoice, no cancellation/amendment charge will be levied.

Organisation/Group Date

Venue booked

Facility
(eg Sports Hall, Gymnasium, Kitchen, Field etc)

Purpose

ALL dates required to be cancelled

Please see charge sheet for minimum hours required.

1 From am/pm To am/pm

2 From am/pm To am/pm

3 From am/pm To am/pm

4..... From am/pm To am/pm

All notifications of amendments to invoices must be made on this form within 10 working days from the date of the invoice to enable the waive of the Administration Charge.

***I authorise the above changes to be made to our sessions**

(NAME IN BLOCK CAPITALS)

.....
Signature **Date**