

## **BURNAGE ACADEMY FOR BOYS**

Burnage Lane, Burnage, Manchester, M19 1ER (Tel: 0161-432 1527, Fax: 0161-442 9558)

### **APPLICATION FOR USE OF SCHOOL FACILITIES**

#### **PART A - ABOUT YOUR ORGANISATION**

1) Name of Group or Organisation \_\_\_\_\_

2) Name of Applicant: \_\_\_\_\_

Address (*Permanent Private Address – if you are not a Local Authority/Government Agency*):

\_\_\_\_\_  
\_\_\_\_\_ Post Code \_\_\_\_\_

Tel: Home \_\_\_\_\_ Mobile \_\_\_\_\_

Work \_\_\_\_\_ Email \_\_\_\_\_

3) Does your organisation provide activities for Youth? Yes/No

4) Does your organisation charge for activities? Yes/No

5) Does your organisation provide Insurance for Public Liability in the value of £5m+? Yes/No

If **Yes: We hold PL Insurance in the value of:** \_\_\_\_\_ (*Please provide copy of PL certificate*)

If **No: I confirm we are a small group who do not hold our own public liability insurance and wish to be covered by Burnage Academy for Boys' RPA/Third Party scheme** (please tick)

**SIGNED:** (applicant) \_\_\_\_\_

#### **PART B - ABOUT FACILITIES YOU REQUIRE**

6) Facilities required: \_\_\_\_\_

7) Nature of Activity: \_\_\_\_\_

8) Date(s) & period(s) with time(s) required

DAY/Date (s) **Monday / Tuesday / Wednesday / Thursday / Friday / Saturday / Sunday** -...../...../20\_\_

TIME:...(From).....(to) .....

9) No of Session(s) per week:..... No of Weeks (*Multiple Lettings*).....

10) I confirm that the information given in this form is correct and I have read and agree to accept the conditions outlined below and overleaf.



#### **TERMS & CONDITIONS OF USE**

##### **1. APPLICATION**

All communications for the hire of Premises must be returned to the Headteacher (or other Designated person) ["the Manager"] on behalf of Burnage Academy for Boys who may call for more details before the hiring is permitted. Please return application to 'Director of Finance', at Burnage Academy for Boys, Burnage Lane, Burnage, Manchester, M19 1ER

Application for **use of school facilities** does not necessarily guarantee acceptance. All applications will be confirmed, or otherwise, by the Headteacher (or other Designated person).

##### **2. APPLICANT**

The Applicant who signs this Form must be over 18 years of age and shall be responsible (for non-government agency) for all payments and terms of hire.

##### **3. FEES AND DEPOSIT**

3.1 The hiring fee and any deposit shall be paid at the time of booking or when requested by academy.

3.2 Special arrangements may be made for payment for multiple bookings at the discretion of the academy.

3.3 The deposit will be used towards making good any damage connected with the hiring and any balance will be returned to the Applicant. Paying a deposit does not limit liability of the Applicant.

- 3.4 All accounts are payable within 14 days from the date of the account. The academy reserves the right to refuse the hirer subsequent admission to the premises if any account remains unpaid after this period.
- 3.5 Hirer is not permitted to over-run his/her time booked. If a hire over-runs the time booked, an additional charge will be made and relevant time slot may be cancelled for future use.
- 3.6 The academy reserves the right to amend the charges giving **14 days** notice.

**4. CANCELLATION**

In the event of cancellation by the Applicant the hiring fee may not be returned. Any unused balance of deposit will be returned to the Applicant.

**5. PERMISSION TO USE THE PREMISES**

The Applicant may use the Premises for the purposes stated above and no other purposes on payment of the hiring fee and under the terms of this permission.

**6. APPLICANTS UNDERTAKINGS**

The Applicant shall:

- 6.1 be responsible for the Premises and the behaviour of all persons connected with the hiring and their car parking arrangements so as to avoid any obstruction to emergency services and other users.
- 6.2 take all precautions for the safety of all persons entering/using the Premises during the period of hire.
- 6.3 prevent the Premises being used in such a way which does or may cause a nuisance or annoyance to neighbours and others in the vicinity
- 6.4 prevent damage to any part of the Premises which includes, but is not limited to, any decorations, furniture, fixtures and fittings, and building fabric and be liable for any damage to the Premises connected with the hiring,
- 6.5 in the event of any damage to the Premises connected with the hiring, to pay to the College on demand the costs of any such repair and any loss of income resulting from the Premises not being used which is attributable to the damage.
- 6.6 not move or alter or add to any furniture or equipment or electrical or heating or lighting systems at the Premises without the prior agreement of the Manager.
- 6.7 prevent the consumption of alcohol and gambling and gaming on the Premises unless the prior written approval of the Manager has been obtained and all legal requirements are met in full.
- 6.8 obtain any necessary consent(s) and comply with all regulations connected with the permitted use of the Premises (for example, copyright, performing rights, licensing and gaming laws, fire and health and safety requirements).
- 6.9 Not bring onto school site any electrical equipment without the prior agreement of the manager. Electrical equipment **MUST** comply with the academy code of practice for electrical equipment. Equipment must either have a certificate of safety from a qualified electrical engineer or be inspected by the academy at an extra charge. The intention to use any electrical equipment must be notified on the application.
- 6.10 indemnify the Academy from and against all actions proceedings, costs, claims and demands or other liability which may arise in any way whatsoever in connection with any breach of the terms of this permission provided that such indemnity shall not apply to the extent that such actions, proceedings, costs, claims and demands or other liability are directly caused by the acts or omissions of the Academy or their employees servants or agents (but not contractors). The Applicant confirms that s/he is insured in support of this indemnity and will produce to the Manager evidence of such insurance, or the applicant confirms that s/he is classed as a 'small group' not holding their own insurance and will be indemnified under the Academy's Third Party cover as part of our RPA scheme (\*subject to a satisfactory RA).
- 6.11 leave the Premises in a clean and tidy condition.
- 6.12 observe any security requirements for the use of the Premises as the Manager may specify.

**7. GENERAL**

- 7.1 School premises are maintained to current H&S requirements but the academy gives no warranty that the Premises are legally or physically fit or suitable for the Applicant's purposes and the Applicant must satisfy him/herself as to its suitability.
- 7.2 The hirer must make him/herself fully conversant with the fire drill for the premises and the position of appliances and emergency exits. He/she must also keep a register of members for Health and Safety reasons. In the event of an evacuation of the building the hirer is responsible for informing the principle staff member present that all group members have been evacuated safely
- 7.3 The Manager and all persons authorised by the Manager have the right to enter the Premises at all times.
- 7.4 The academy reserves the right to cancel this hiring (or some part of it) without notice in the event of the Premises being rendered unfit or unavailable for use. In this event as much notice as possible will be given but the academy will not be under any obligation to offer alternative accommodation. In that event the Applicant shall be entitled only to a refund of the hiring fee and any unused deposit and the refund shall be the limit of liability for such a cancellation.
- 7.5 This licence is personal to the Applicant and may not be transferred.
- 7.6 The hiring does not grant any interest or estate in the Premises.

I, accept the above terms of hire

SIGNED (applicant) ..... Date.....

*(For Admin Use)*

Letting Approved/Rejected Date.....Hourly rate: £.....

**\*RISK ASSESSMENT RECORD FORM**

DATE[S]: .....

TIME FROM: ..... TIME TO: .....

FOR THE PURPOSE OF: .....

.....

BY: ..... Applicant's name,  
..... address, postcode and  
..... telephone number

..... Tel: .....

<u>Nature of Activity:</u>          	
Assessment of SEVERITY of any accident or injury (from 1 = negligible to 5 = fatality)	SEVERITY
Assessment of LIKELIHOOD of any accident or injury (from 1 = extremely unlikely to 5 = certainty)	LIKELIHOOD
Risk Factor (SEVERITY x LIKELIHOOD)	

Additional control measures required/put in place to ensure safety:

SIGNED ..... [Applicant] Date: .....