

WOODHOUSE COLLEGE TRADING - TERMS AND CONDITIONS OF HIRE

1. All applications for the hire of any of the premises must be made through the Woodhouse College lettings team including all subsequent enquiries and correspondence, and a booking form must be fully filled out and returned before hire can commence.
2. Woodhouse College Trading Limited (WCT) manages the hire of Woodhouse College premises. Lettings are managed via an online booking system called *bookingsplus*. When a booking is made it will be input on the system and show as provisional. The hirer must log on to confirm their booking and check that all details are correct. The hirer will receive an automated email notification when a booking is processed. If there are any discrepancies please email lettings@woodhouse.ac.uk immediately. The hirer will only be allowed to use the facilities that have been booked and confirmed through the booking system. **If a booking is not confirmed; then the hirer cannot use the facility. Provisional bookings should be confirmed as soon as possible. The person confirming the booking on the booking system is personally responsible for ensuring that all terms and conditions are adhered to.**
3. Bookings cancelled by the hirer with 7 working days' notice are entitled to a full refund (if paid in advance), if less than 7 working days' notice has been given then the full charge of hire is due. Any changes are to be communicated to the Lettings Officer ASAP via email at lettings@woodhouse.ac.uk. See point 37 for cancellations due to COVID-19.
4. Once hire is confirmed, an invoice will be raised. Payment for hire should be made in advance of hire, unless an agreement has been made in writing of alternative arrangements. Invoices for block bookings will be raised monthly, unless another arrangement has been agreed with the College. The directors review prices annually, with increases usually taking place each summer. The College reserves the right to amend the scale of charges at any time.
5. The facilities must be left clean and in good order or a cleaning fee will be applied after hire. Access will not be granted for any hire other than the start time booked and the premises must be vacated no later than the time booked. **The booked slot includes set up and tidy up, hirers who persistently overrun or come on the pitch or into their booked space early, will be charged, and will have all their bookings reviewed, and possibly cancelled.**
6. **Health and Safety**
 - All doors, entrances, corridors and exits must be kept clear and ready for use in an emergency.
 - It is the responsibility of the hirer to inform all participants of the emergency exits and procedures in case of fire or other emergency. The hirer is responsible for familiarising themselves and all those involved in the letting with procedures for evacuation of the premises, escape routes, assembly points, position of fire alarms, fire-fighting equipment and telephones (see appendix 1).
 - The hirer must ensure that there is sufficient first aid provision available during the hire period, including adequate numbers of qualified first aid staff and equipment.
 - The caretaker on duty has a first aid box should you require anything, they are your first point of contact, and there is also a wheelchair available if needed.
 - There is a defibrillator by the side of the 3g pitch. We have two defibrillators on site (one on the 3G pitch and one in the main office). In an emergency you need to ring 999 and they will talk you through how to use it.
 - The caretaker on duty must be notified of any accidents. An accident form, available from the caretakers or electronically from the lettings team, will need to be completed after any accidents and returned to the College.
 - The hirer and visitors must comply with any guidance or instructions on any equipment signs or notices.

- The Lettings Officer should be informed in advance of any disabled visitors to make use of the facilities so an evacuation plan can be arranged.
 - All Hirers must adhere to the College's Health and Safety policy which can be found on the website.
 - It is the hirer's responsibility to ensure that all those attending are made aware that they do so at their own risk.
7. Those responsible during the booking slot must ensure their group clears their litter before the end of their slot. If groups persistently leave litter, or items of clothing, their bookings will be reviewed. Lost property will usually be donated to the local charity shop at the end of each term.
 8. The hirer shall replace any furniture/equipment they may have moved and shall not swap furniture around from other rooms unless agreed in advance. The correct layout of the room should be checked with the Caretaker on duty that day.
 9. The hirer will not install, alter, remove, add or otherwise interfere with any fittings or appliances including the IT equipment without the prior approval of the college.
 10. The hirer shall pay to the College the cost of repair or replacement resulting from any loss or damage arising from the hiring however caused.
 11. The hirer shall only use the accommodation for the purpose stated and shall have a designated person in charge at all times, that is aged 18 or over. This person must make themselves known to the caretaker on duty upon arrival at the College.
 12. The College will not be liable for any loss occasioned to the hirer as a result of breakdown of equipment, a failure in the supply of electricity, leakage of water, fire or explosion, a government restriction, a pandemic or epidemic (including Covid-19), or weather related problems which may cause the premises to be temporarily closed or the hiring to be interrupted, curtailed or cancelled.
 13. A hirer must not sub-let to another party.
 14. No smoking is allowed on the College site; this includes the use of e-cigarettes and vapes.
 15. No alcohol is allowed on College site.
 16. Advertising banners and posters are not allowed, and no structures or stands are to be erected without prior permission. The hirer shall remove anything which is later deemed unsuitable.
 17. Only water is allowed to be consumed in the Sport Hall and Dance Studios.
 18. The wearing of footwear likely to cause damage to floors is forbidden. No preparations are to be applied to any floors. On the 3g pitch no studded footwear or blades allowed. Spectators are not allowed on the 3g pitch.
 19. Hirers will have access only to the particular room(s) let to them, including the use of washrooms if applicable. In no case is access permitted to any other part of the premises. Toilets are clearly marked male or female or unisex, please respect this and use your designated washroom especially during busy periods. Please note some facilities such as changing rooms will be unavailable for the foreseeable future due to Covid-19 restrictions.
 20. The hirer must remove all their property at the end of the hire unless specific written agreement for alternative arrangements. The College can accept no responsibility for any property left by the hirer or their representatives on the premises. Requests for storage space are unlikely to be approved due to lack of space within the College. Hirers should not assume that the equipment of the room eg. lighting etc is part of the let unless checked in advance.

21. Hirers must not play music which will infringe any copyright (it will be a condition of any approval that any necessary license or authorisation has been obtained). The Hirer will ensure that noise levels are kept within reasonable levels and that no nuisance is caused to neighbours. If there are repeated complaints, we reserve the right to review future bookings including possible cancellation.

22. The kitchen area is unavailable to hire, however we do allow outside food to be brought in and use of the hotplates to keep food warm in the dining room only, if this has been agreed in advance. Hirers undertaking their own catering shall be responsible for:

- Cleaning all serveries, eating areas and disposing of all waste food and rubbish.
- Supplying their own tableware and glassware.
- Complying with all requirements of Health and Safety at Work and all Food and Hygiene Regulations.
- No cooking is allowed on the premises.

23. **Parking**

- Woodhouse College has parking that is available for hirers but this can get busy so this cannot be guaranteed. There is parking available on some nearby streets if necessary. We do ask that you drive and park considerately.
- The hirer shall not offend our neighbours by parking cars inappropriately.
- Please drive carefully on the college premises, paying attention to the **5 mph** speed limit and the one-way system.
- Access must be available for emergency vehicles and service vehicles at all times.
- For safety reasons, children being dropped off for classes should be accompanied into the building as the car park is very busy during lettings.
- Please note that parking is at your own risk and Woodhouse College is not responsible for any damage or theft.

24. The College reserves the right to withdraw, without notice, permission to use the 3g pitch and any other facility when such is unfit for use.

25. Any dispute on the use of College facilities or equipment shall be settled by the College Governors.

26. The College has the right to refuse any application or withdraw permission for any letting at any time but will endeavour to give as much notice as possible; no payment, other than a refund of the paid fees will be made.

27. The College reserves the right to refuse and/or cancel lettings without right of appeal if they should present the risk of reputational damage to the college. Similarly, the college retains the right to refuse hirers' permission to use the name of the college on publicity materials even only as location if there is an identified reputational risk to the college. This decision will be made by the College Governors.

28. The College reserves the right to hire its premises to more than one group offering similar activities.

29. General policy is we do not permit filming/photography on site. Prior permission must be sought if this is required. If granted, it will be on the proviso that the College is not identified nor any of its students and staff in the filming or photography.

30. Failure to keep your account paid up to date will result in your hire being cancelled. Payments can be made in monthly instalments in advance. Invoices and credit notes are all stored on the booking system.

31. Should the hirer be in breach of the terms and conditions at any time, the College can terminate the agreement immediately and any paid hire fee and deposit, will not be refunded.

32. By booking the premises, the person making the booking is acknowledging and agreeing to adhere to all terms and conditions above for the use of the College premises.

33. Safeguarding

- All external organisations who have participants under 18 years of age or participants who are vulnerable adults must read and confirm that they have a safeguarding policy that complies with statutory obligations.
- Please note that it is the responsibility of the hirer to ensure that all relevant staff/volunteers for children and young person's activities have a valid DBS disclosure.
- Woodhouse College cannot take responsibility for safeguarding arrangements for external lettings and hirers shall not imply any involvement or connection with the College in their advertising or communication with users/clients.

34. Privacy notice

When you complete the form, you will be providing personal information about you and your visitors. CCTV is used across the college, including the football pitch.

We will only use this personal information for the following purposes

- To administer the Facilities hire
- To enable us to improve the services we offer
- Safeguarding
- To help us comply with our legal obligations (for example health and safety records)
- We do not sell your personal information to third parties but we may share it with the College for any of the purposes described above.
- To comply with NHS Track and Trace policy.

35. Any complaints should be notified to the lettings team. If the matter is not resolved to your satisfaction, the next step is to write to the Estates Manager, and then the College leadership team.

36. No animals or pets, with the exception of assistance dogs are allowed within the buildings or on the school site.

37. COVID-19 amendments to terms and conditions

The following terms and conditions have been added to ensure that hirers agree to adhere to safe and compliant lettings whilst managing the risks associated with their activity.

- The hirer is required to produce a COVID-19 risk assessment of their activities at Woodhouse College and to share this with all participants and/or their parents or guardians where applicable. This should follow the most recently published UK government guidance concerning COVID-19. A copy of this risk assessment must be submitted with the booking form. No hire can commence without a risk assessment.
- The hirer is required to keep contact information for 21 days after the event. You acknowledge this responsibility and the need for us to provide your contact information, as the lead of your group, to NHS Test and Trace as required. After 21 days, this information should be securely disposed of or deleted (<https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace>)
- The hirer, and any of their group, must not attend site if experiencing symptoms of COVID-19 or have been advised to self-isolate. The latest information can be found here (<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>)
- If members of your group have COVID symptoms or have to self-isolate, we will permit the hirer to cancel without charge. We do not want to discourage hirers from cancelling if they need to due to COVID. This will need to put this in writing to lettings@woodhouse.ac.uk and made clear that the reason for cancellation is COVID -19. **Note - the cancellation policy detailed in point 3 remains in all other situations.**
- The hirer is responsible for ensuring their activities are appropriately risk assessed and that the controls in the assessment are followed. We will periodically monitor your booking to ensure you are complying with your plan. We reserve the right to terminate your booking and this agreement if we consider that you are repeatedly failing to follow your controls and any controls which we have advised you of.
- If you consider a facility unsafe or not fit for the intended purpose, you must notify us immediately and not commence your activity. By commencing your activity you undertake that all areas being used have been checked, and are safe and suitable for your contracted activity.
- Some hirers will be required to finish their activity and leave their hire space 5 minutes before the end of their booked time, this is to limit interactions between groups. Where this is necessary the booking end time will be shown clearly on the booking system.

Appendix 1 – Fire Alarm instructions (for Lettings only)

1. Raise the ALARM by breaking the glass of one of the fire alarm call points (red break glass box) and call the caretakers (**07958 202 731**)
2. On hearing the constant ringing alarm everyone must leave the building immediately by the nearest available exit. Do not stop to collect belongings. Assemble on the grass area behind the 3G pitch (see map).
3. Those responsible for the group should ensure all their group are accounted for and out of the building.
4. Under no circumstances must a lift be used.
5. Once all attendees from your booking are accounted for and at the assembly point, please let the caretaker on duty know your area is clear. The caretaker will come to the evacuation point once he has finished checking the alarm system. Please stay at the evacuation point so we can ensure everyone is safe.

BE CALM AND FIRM WITH YOUR INSTRUCTIONS AND THINK THROUGHOUT

