

PREFACE

Chiltern Hills Academy is a learning environment at the heart of its community. We encourage every person in our community to:

Create, Aspire and Excel to 'Live life in all its fullness' (John 10:10)

We achieve this through our dedication to the seven Christian values of love, hope, self-discipline, compassion, forgiveness, respect and honesty.

We are a community in which staff, students and parents work collaboratively to develop a learning environment and organisation which is spiritual, safe, innovative, creative and exciting. All members of the Academy are motivated and inspired by the vision to give their best and to play a full part in the life of the school and in their own developing lives.

The Governors at Chiltern Hills Academy are committed to achieving the vision and values. They oversee and monitor this policy to ensure that this is being achieved.

Introduction

The Governing Board regards the Academy buildings and grounds as a community asset and will make every reasonable effort to enable them to be used as much as possible. However, the overriding aim of the Governing Board is to support the Academy in providing the best possible education for its students, the promotion of equality of opportunity and the community cohesion of the local area. Any lettings of the premises to outside organisations will be considered with this in mind.

Definition of a letting

A letting may be defined as:

“Any use of the Academy buildings and ground by parties other than the Academy and its partners.”

The following activities fall within the corporate life of the Academy. These activities are not considered to be lettings and costs arising from these uses are therefore a legitimate charge against the Academy's delegated budget.

- Governing Board meetings
- Extra-curricular activities for students organised by the Academy
- Academy performances
- Family learning
- Parents' meetings
- Meetings of the PTA
- PTA organised events

Priority for lettings

The Governing Board is mindful of the needs in the local area and has carried out an assessment of local needs. This information has been used to assess the priorities for lettings.

The following lettings are especially encouraged:

- Lettings to ethnic minority groups such as mother tongue or supplementary Academies
- Educational activities open to Academy students and their families
- Recreational activities open to Academy students and their families

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- Activities organised by local community groups for the benefit of the local community
- Lettings to parents attached to the Academy
- Lettings to people living in the Academy's local community
- Lettings to voluntary organisations
- Lettings to parent support groups
- Lettings to self-help groups
- Lettings to faith groups
- Lettings to women's groups
- Lettings to people with a disability
- Lettings to low income groups
- Lettings to children's groups
- Lettings to youth groups

The following activities are not considered to be appropriate for lettings as they are either well provided for in the local area; are not deemed to be compatible with the ethos of the Academy or are not able to be accommodated within the Academy's facilities.

- Commercial activities with little potential to generate income or support for the Academy
- Events selling or serving alcohol
- Activities promoting gambling

Types of Lettings

The Governing Board has agreed to define lettings under the following categories:

- Academy Lettings for activities for students or their parents and carers that provide educational benefit to students, which the Academy wishes to subsidise
- Community Lettings for other community activities which should be made on the basis of full cost recovery
- Other functions that include for example, weddings, family events and profit-making commercial organisations will be charged on a cost plus an income margin for the Academy.

Charges

The Governing Board is responsible for setting charges for the letting of the Academy premises.

These are set out in the Schedule of Charges (Appendix 1).

The scale of charges will be reviewed annually for implementation from 1st September of that year. Details of current charges will be provided in advance of any letting being agreed. For the purpose of charging, the Principal is empowered to determine to which group any particular individual or organisation belongs. They are also able to offer any discounts or agree a subsidy for any lettings, as they deem appropriate. The basis of charging will be determined by the purpose for which a letting is arranged.

The Academy reserves the right to require a deposit over and above the hiring charge as a surety against damage to the premises (including any equipment) or the premises being left in an unacceptable condition necessitating their incurring additional cost for cleaning, caretaking or other expenses.

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The Academy will seek to recover any costs incurred by the Academy that are unavoidable and result directly from the cancellation of a letting. The timescale and charges for cancellations are set out in the Standard conditions of hire of use.

Letting times, available facilities and equipment

The facilities and equipment available are as per Appendix 1.

Times available for hire (excluding AGP) are:

Mondays – Fridays	5.30pm to 10.00pm term time (9.00am to 10.00pm during school holiday periods)
Saturdays	9.00am to 10.30pm
Sundays	9.00am to 10.00pm

Variations to these facilities and times will be subject to the approval of the Principal.

Times available for AGP hire are:

Mondays – Fridays	5pm to 10.00pm term time (9.00am to 10.00pm during school holiday periods)
Saturdays	9.00am to 8pm
Sundays	9.00am to 8pm

Conduct of users

This is set out in the Terms & Conditions of Hire of Premises at Chiltern Hills Academy (Appendix 3).

Security

The Principal has delegated authority to determine the security risk for each letting and will be responsible for allocating a continuous security presence or other control measure

Management of lettings

The Governing Board has delegated day-to-day responsibility for lettings to the Principal in accordance with the Governing Board's policy. Where appropriate, the Principal may delegate all or part of this responsibility, such as security or child protection to other members of staff, whilst still retaining overall responsibility for the lettings process.

If the Principal has any concern about whether a particular request for a letting is appropriate or not, he will consult with the Chair of Governors.

Considering applications for lettings

Organisations seeking to hire the Academy premises should contact the Finance & Lettings Administrator who will confirm availability. Details of charges and conditions of use should be given or referred to.

A record of all enquiries will be retained on file.

The Principal will decide on the application with consideration to:

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- the priorities for lettings agreed by Governors and set out in the Academy's lettings policy
- the availability of the facilities and staff
- the Academy's equal opportunities, health and safety, child protection policies
- The health and safety considerations such as numbers of users, type of activity, qualifications of instructors etc.

Issuing a Lettings Contract

All lettings are made through the online booking system – BookingsPlus. All hirers will be required to read and accept the Terms & Conditions of Hire of Premises at Chiltern Hills Academy (Appendix 3) and the Data Protection Policy before any hire of the facilities can be confirmed. All communication regarding confirmation of the facilities required, cost and invoicing will be through BookingsPlus (Appendix 2).

The person applying to hire the premises will be invoiced for the cost of the letting, in accordance with the Governing Board's current Scale of Charges for Hire of Premises at Chiltern Hills Academy (Appendix 1). We will seek payment in advance in order to reduce any possible bad debts and/or a deposit to cover possible damage.

An official receipt will be issued for payments received, if requested. All lettings fees received will be paid into the Academy's individual bank account. The income and expenditure relating to lettings will be clearly recorded by the Academy and reported under the guidelines. The Principal on behalf of the Governing Board has the right to refuse an application, and no letting should be regarded as "booked" until the hire is confirmed in BookingsPlus and payment is received in full. The reason for refusals should be recorded and details kept on file and fully explained to the enquirer.

Monitoring, Evaluation and Review

This policy will be reviewed when there are changes in the law or annually to assess implementation and effectiveness.

This policy will be promoted and implemented throughout the Academy.

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Appendix 1

Scale of Charges for Hire of Premises at Chiltern Hills Academy (from Sept 2020)

	Weekday Per Hour		Saturday Per Hour		Sunday Per Hour		Notes
	Full Room/ Area	½ Room/ Area	Full Room/ Area	½ Room/ Area	Full Room/ Area	½ Room/ Area	
Main School Hall	£40		£50		£60		
Sports Hall	£40	£25	£50	£30	£50	£35	Not available during exam periods
Dance & Drama Studio	£35	£22.50	£45	£27.50	£45	£32.50	
Rugby / Football Pitch (Charge per pitch)	£20		£25		£30		2 rugby pitches, 1 football pitch (marked for 11 and 9 aside)
Rugby / Football Pitch (Charge for 2 pitches)	£30		£35		£40		
Whole Field Area	£50		£55		£60		
Standard Classroom	£20		£25		£30		Discount is available for multi-use.
Textiles/Art/Music Classroom	£25		£30		£35		Subject to Principal approval
Food Tech Room	£30		£35		£40		Subject to Principal approval
Atrium	£40		£50		£60		
Atrium – Hired with another area	£20		£20		£20		Reduced charge when hired with another facility

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PTA Kitchen (Let along with another area)	£30 (singul ar charge)		£35 (singul ar charge)		£40 (singul ar charge)		Providing washing up facilities, instant hot water, small under counter fridge and domestic sized cooker
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Standard Classrooms exclude ICT Rooms which are not available for hire. Food Tech, Science Labs and Textiles/Art/Music Rooms are not generally let. Principal will need to approve any requests.

A 20% discount for charities and long term clients may be applied

A discount for lettings during school holiday periods may be applied subject to Principal approval. Public Liability Insurance to a minimum of £2 million and a Covid-19 risk assessment is required for all hiring of CHA.

Large Parties/Events

These events will only be considered for weekends and school holidays and are subject to a limited amount of bookings per academic year, whether site cover is available and permission from the Principal.

Areas/items included in booking.	Weekday (School Holidays only)	Saturday	Sunday
Main School Hall Atrium Area (Library area not included). PTA Kitchen (Providing washing up facilities, hot and cold water, small under counter fridge and domestic sized cooker.) Toilets (Available in C Block just off the Atrium area). A maximum of 250 persons in the Main Hall at any one time. A maximum of 100 persons in the Atrium area at any one time. Atrium flooring and tables must be protected from food spillages and staining. There are tables & chairs available. Please note that the hall PA system and lighting is not available for use.	4pm to 10.30pm £520.00 Plus additional £200 (refundable deposit)	4pm to 10.30pm £640.00 Plus additional £200 (refundable deposit)	3pm to 10pm £810.00 Plus additional £200 (refundable deposit)

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A deposit of £200 is required upon signing the booking confirmation. This will be refunded after the event if there is no damage to Academy property, the premises are vacated promptly at the end of the agreed hire period and the premises are left clean and exactly as found with litter and decoration put into bins and furniture returned to its original position. If available, the site team may be able to help, but this is still the hirer's responsibility.

Public Liability Insurance to a minimum of £2 million and a Covid-19 risk assessment is required for all hiring of CHA.

Scale of Charges for Hire of AGP

Hire Type	Peak Per Hour 01 September – 30 April			Off Peak Per Hour 01 May – 31 August		
	Full	Half	Quarter	Full	Half	Quarter
Key Partner Club	£70	£40	£22	£52.50	£30	£16.50
CFA	£70	£40	£25	£52.50	£30	£18.75
Pro Clubs	£80	£45	£28	£80	£45	£28
Charter Std Clubs	£80	£45	£28	£60	£33.75	£21
Non Charter Std Clubs	£90	£50	£30	£90	£50	£30
Community Use	£120	£65	£40	£120	£65	£40
Other Hire	£120	£65	£40	£120	£65	£40

Bookings are taken by the hour but are for 55mins finishing 5 minutes before the end of the hour to allow for changeover of groups and/or movement of goals.

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AGP Match Charges

Match	Pitch	Duration	Charge
5v5	Quarter	1 hour	£15
7v7	Half	1 hour	£30
9v9	Half	1.5 hours	£45
11v11	Full	2 hours	£80

The match booking is for the agreed time only and does not include warm up.

AGP hire charges are agreed and confirmed by the FA/Football Foundation.

A full AGP Code of Conduct and Noise Management Plan will be sent to all hirers.

Public Liability Insurance to a minimum of £2 million and a Covid-19 risk assessment is required for all hiring of CHA.

Appendix 2

New User Welcome Email

Subject: Welcome to Chiltern Hills Academy

Dear %NAME%,

Welcome to Chiltern Hills Academy. Please login to your account to view and accept our Terms & Conditions of Hire of Premises at Chiltern Hills Academy and Data Protection Policy. If you already have a provisional booking this will be available to view and confirm.

Please click this link to login to our website:

%LOGIN_PATH%

You may login with your email address and the following password:

%PASSWORD%

Kind Regards

The Chiltern Hills Academy Lettings Team

Phone: 01494 782066 ext. 228

Email: kbuxton@chacademy.co.uk

Website: <http://chilternhillsacademy.schoolbookings.co.uk>

Provisional Booking Email

Subject: PROVISIONAL booking requiring confirmation

Dear %NAME%,

We have made a PROVISIONAL booking for you. To confirm this booking, please login to your account and click the green 'Confirm' button on the booking form. Please note that your booking is not secure until we have received confirmation. We reserve the right to offer the slot to someone else, if you haven't confirmed within 24 hours.

You will also need to forward your insurance documents, in order to secure the let. If you have already forwarded your insurance documents for a previous booking and it is still in date, then a further copy is not required at this time. Please forward any documents in this regard to Kathy Buxton at kbuxton@chacademy.co.uk. It is the responsibility of the hirer to ensure that renewal documents relating to insurance are provided to the Academy in good time. Access to the premises may be denied if insurance documents are not provided to confirm cover.

All bookings are invoiced in advance. We do require payment before usage, and as such we reserve the right to refuse entry if payment is not received before your booking commences.

Some items at our school are available to our hirers for use. We don't charge for these items but do ask as a preference that they are requested at the time of booking. Items may include the use of mats and benches in the sports hall, projectors and sound equipment. If you need the use of any of these items please let us know and we will add them to your booking if we are able to make them available. We do ask however for hirers to be aware, that whilst we will make every effort to make sure requested items are ready for the beginning of the paid start time of your let, there may be the odd occasion where items are removed for maintenance or in use elsewhere. Where possible we will advise you of this in advance if you have noted that you would like to use the items and will where possible offer an alternative. Hirers are welcome to ask our site staff on the day for the use of equipment but please be aware that items may not be readily available.

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Please note that at no time are fireworks permitted anywhere on the premises.

Please note that we allow a 15 minute change over between hiring times to allow for hirers to vacate an area and the next hirer to arrive. If you are the last hirer of the day the 15 minutes past your chargeable hiring time is for our site team to close the building. This 15 minutes is not charged to you as a hirer. If you require more time to arrive or vacate the area that you have hired please build this into your request as chargeable hiring time at the time of enquiry.

Dates during the year when the rooms will be unavailable due to Academy use or closure will be issued at the beginning of the academic year in September. These dates may be subject to change, but prior notice will always be given if the premises become unavailable due to unforeseen circumstances and your reasonable compromise would be gratefully appreciated should your booking need to be reviewed to accommodate this change.

A member of the Site staff will be on hand each day to meet and greet you and help with any queries you may have e.g. fire evacuation procedures as noted in the T&C, maintenance issues etc. You can contact the site team directly on 07726 352431. Please keep the site team mobile number with you on the day(s) of your let in case of query.

Should you have any issues with heating, lighting or school equipment etc. that you wish to report following your let, please e-mail Mr Scott Fraser, our Facilities Manager to report this. He can be contacted via e-mail sfraser@chacademy.co.uk or telephone 01494 782066 Ext 215.

Any issues with booking enquiries i.e. dates and times or any invoice and payment queries please e-mail kbuxton@chacademy.co.uk

I hope that the facilities here meet with your needs and expectations and we look forward to working with you in the future. Please keep Mr Fraser up to date with feedback on the facilities, any Health and Safety issues and the service levels from the Site staff. All feedback is useful to us.

Please login to your account here: %LOGIN_PATH%

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Kind Regards

The Chiltern Hills Academy Lettings Team

Phone: 01494 782066 ext. 228

Email: kbuxton@chacademy.co.uk

Website: <http://chilternhillsacademy.schoolbookings.co.uk>

Booking Confirmation Email

Subject: Thank you for your booking

Dear %NAME%,

Thank you very much for your booking. If you wish to cancel this booking you must notify us in writing or via e-mail.

Please note:-

- All hirers must send a copy of their insurance policy for our records. It is the responsibility of the hirer to ensure that renewal documents relating to insurance are provided to the Academy in good time. Access to the premises may be denied if insurance documents are not provided to confirm cover.
- Any electrical equipment brought onto site must be PAT Tested before use.
- A DBS check is required for all instructors conducting classes involving minors or vulnerable adults. Evidence of such checks must be provided if requested.
- All invoices are raised in advance and must be paid and cleared through your account prior to commencement of hire for the dates to which the invoice relates.

If applicable please upload these documents into your account or e-mail to kbuxton@chacademy.co.uk, at time of confirming your booking.

LETTINGS

A reminder that the site team mobile is 07726 352431. Should you need any help while on the premises please do call. The site manager on duty will then help with your query.

Should you have any issues with heating, lighting or school equipment etc. that you wish to report following your let, please e-mail Mr Scott Fraser, our Facilities Manager to report this. He can be contacted via e-mail sfraser@chacademy.co.uk or telephone 01494 782066 Ext 215.

Any issues with booking enquiries i.e. dates and times or any invoice and payment queries please e-mail kbuxton@chacademy.co.uk

Please note that we allow a 15 minute change over between hiring times to allow for hirers to vacate an area and the next hirer to arrive. If you are the last hirer of the day the 15 minutes past your chargeable hiring time is for our site team to close the building. This 15 minutes is not charged to you as a hirer. If you require more time to arrive or vacate the area that you have hired please build this into your request as chargeable hiring time at the time of enquiry.

Thank you for booking with us at Chiltern Hills Academy.

%LOGIN_PATH%

Kind Regards

The Chiltern Hills Academy Lettings Team

Phone: 01494 782066 ext. 228

Email: kbuxton@chacademy.co.uk

Website: <http://chilternhillsacademy.schoolbookings.co.uk>

Invoice Notification Email

Dear %NAME%,

You have a new invoice which is due for payment. We operate a pay before you hire policy. Invoices are raised a month in advance with payment due by the end of the month prior to the first date of your booking. Please log in to view your invoice and pay now. Your invoice will be printable once you log in.

http://my.schoolbookings.co.uk/users/sign_in

PAYMENT ACCEPTED:

[LIST PAYMENT TYPES ACCEPTED]

Kind Regards

The Chiltern Hills Academy Lettings Team

Phone: 01494 782066 ext. 228

Email: kbuxton@chacademy.co.uk

Website: <http://chilternhillsacademy.schoolbookings.co.uk>

Appendix 3

Terms & Conditions of Hire of Premises at Chiltern Hills Academy

These terms and conditions must be complied with.

The “hirer” shall be the named individual on the hire agreement and this person will be personally responsible for payment of all fees or other sums due in respect of the letting.

Status of the Hirer

Lettings will not be made to persons under the age of 18, or to any organisation or group with an unlawful or extremist background.

The hire agreement is personal to the hirer only, and nothing in it is intended to have the effect of giving exclusive possession of any part of the Academy to them or of creating any tenancy between the Academy and the hirer.

All hirers are expected to support and adhere to the Academy's core values of: honesty, respect, compassion, love, forgiveness, self-discipline and hope.

Disclosure and Barring Service (DBS, formerly CRB)

It may be necessary for the hirer to undergo a criminal records check via the DBS. If a particular letting involves contact with children and young people, it is the responsibility of the hirer, to ensure that they have complied with the DBS Code of Practice.

When there is a requirement for DBS checks to be undertaken, the Hirer must keep appropriate records in line with the DBS Code of Practice and report to the Academy any safeguarding concerns which may arise.

The Hirer will be required to provide evidence that DBS checks have been carried out on request.

Indemnity and Insurance

Lettings are made on the agreement that the Chiltern Hills Academy and Governing Board are indemnified by the hirer against any loss, damage, costs and expenses during the use of the Academy premises by the hirer except where such loss, damage costs and expenses are directly attributable to the negligence of the employees of the Chiltern Hills Academy or the Governing Board.

The hirer shall insure with a reputable insurance office, against such funds as the hirer may become liable to pay as compensation, arising out of bodily injury or illness (fatal or otherwise) to any person and/or costs, fees, expenses, loss or damage caused to property or the premises by any act or neglect of himself, his servants, agents or any person resorting to the premises by reason of the use of the premises by the hirer. The Public Liability Insurance cover shall provide a limit of indemnity of not less than £2,000,000 (two million pounds) in respect of any one incident and to include liability for the premises including liability for fire and explosion risks arising from the hire of the premises. It is the responsibility of the hirer to ensure that all external companies resorting to the premises by reason of the use of the premises by the hirer have Public Liability Insurance cover to provide a limit of indemnity of not less than £2,000,000 pounds (for example:

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caterers or photographers). If such cover is not in place then cover for these external companies needs to be included on the policy obtained by the hirer. The hirer shall produce a copy of the current policy of insurance when confirming a booking. Hiring cannot commence until copies of current insurance certificates have been received.

It is the responsibility of the hirer to ensure that renewal documents relating to insurance are provided to the Academy in good time.

Neither Chiltern Hills Academy nor the Governing Board shall be responsible for any injury to persons or damage to property arising out of the letting of the premises.

Statutory Requirements

The hirer must not do or permit any act, matter or thing which would, or might, constitute an illegal or immoral activity affecting the Academy premises or which would, or might, vitiate in whole or in part any insurance effected in respect of the premises from time to time.

Licences and Permissions

The hirer shall be responsible for obtaining any public licences necessary in connection with the booking and should confirm with the Academy the licences they hold. Permission or licence must be obtained from the copyright owner, the owner of the sound recordings (if appropriate) and the publisher for any public performance of music, musicals, operas, or stage plays. The borrowing of music scores or plays from a local library does not constitute permission to perform. Regulated entertainment, public music, singing and dancing can only take place on premises which have a Premise's Licence authorising entertainment, or by applying for a Temporary Event Notice.

The Principal must be given at least four weeks' notice of a stage play production. The Hirer must obtain a Temporary Event Notice from the local Licensing Authority. The requirement is for the notice to be received by the Licensing Authority and the Police a minimum of 10 working days before the planned event but not including the day of the delivery of the notice or the day of the event.

For more information on licensing please contact Buckinghamshire Council:

<https://www.gov.uk/apply-for-a-licence/temporary-event-notice/south-bucks/apply-1>

It is the responsibility of any hirer to ensure that all copyright licences have been obtained to cover planned activities.

To identify the relevant licences, please visit the Copyright Licensing Agency <https://www.cla.co.uk/>

Hirers are reminded that it is illegal to photocopy music or plays without the express permission in writing of the copyright holder except in certain circumstances. Any infringement of this is liable to prosecution.

The hirer shall indemnify the Chiltern Hills Academy against all sums of money which the Chiltern Hills Academy may have to pay by reason of an infringement of copyright or performing right occurring during the period of hire covered by this agreement.

Public Safety

All conditions attached to the granting of the licence, stage play or other licences and the Academy's health and safety policy shall be strictly observed. Nothing shall be done which will endanger the users of the building, or invalidate the policies of insurance relating to it and its contents. In particular:

1. Obstructions must not be placed in gangways or exits, nor in front of emergency exits, which must be available for free public access and exit at all times.
2. The emergency lighting supply must be turned on during the whole time the premises are occupied, and must illuminate all exit signs and routes.
3. Fire-fighting apparatus shall be kept in its proper place and only used for its intended purpose. Any misuse of fire-fighting apparatus is a breach of fire regulations.
4. The Fire Brigade shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to the Principal.
5. The hirer should be familiar with the procedure for evacuation of the premises, the escape routes and assembly points. An induction may be given on request. The hirer is responsible for the evacuation of any attendees in their charge or any person resorting to the premises by reason of the use of the premises by the hirer. Fire-fighting equipment should only be used if external training has been undertaken and proof of training shown.
6. Performances involving danger to the public shall not be permitted.
7. Highly flammable substances shall not be brought into, or used, in any part of the premises. Fireworks shall not be brought into, or used, in any part of the premises. No internal decorations of a combustible nature (e.g. polystyrene, cotton, hay, etc) shall be undertaken or erected without the consent of the Principal.
8. No unauthorised heating appliances shall be used on the premises. No appliances with an incandescent element (for example a toaster or fan heater) shall be used on the premises. No open flames (for example candles, incense sticks or chafing dishes) shall be used on the premises.
9. Car parking space is limited. Please do not impede the disabled parking area or the main access road. No liability is accepted for damage to cars in the car park.
10. All electrical equipment brought into the building shall be subject to regular PAT testing and certification provided in evidence. The intention to use any electrical equipment must be agreed in advance with the Finance & Lettings Administrator. The Governing Board disclaim all responsibility for all claims and costs arising out of or in any way relating to such equipment.
11. Adequate supervision must be provided to maintain order and good conduct, and, where applicable, the hirer must adhere to the correct adult/pupil ratios at all times when these are specified for particular activities, e.g. by national governing bodies of sports, scouts etc.

The Hirer's Responsibilities

The hirer must inform the Academy of any fault, damage or other problems with the premise or equipment encountered during the hiring. No part of the premises, are to be used otherwise than for the purpose of the premises requested. No part of the premises requested, are to be used for any unlawful purpose or in any unlawful way.

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The Academy premises must be vacated promptly at the end of the agreed period of hire.

The Academy premises used must be left clean and exactly as found with litter and decorations put into bins and furniture returned to its original position.

Any decoration that may trigger the beam detectors of the fire alarm may not be used – such as helium balloons or confetti cannons.

The Academy reserves the right to pass on to the Hirer any costs incurred in making good, returning the premises to its pre-hiring state (moving furniture back to position), any damage, cleaning up and/or breakages caused during a letting.

The Hirer must undertake their own risk assessment for Health & Safety purposes.

Covid-19

Specific Terms and Conditions and a Code of Conduct for Covid-19 will be strictly adhered to until further notice. Please see Appendix 1.

Own Risk

It is the hirer's responsibility to ensure that all those attending are made aware of the fact that they do so in all respects at their own risk.

First Aid Facilities

It is the responsibility of the hirer to make their own first aid arrangements, such as the provision of a first aid kit, and the provision of first aid training for supervising personnel, particularly in the case of sports lettings. There is no legal requirement for the Academy to provide first aid facilities and use of the Academy's resources is not available.

Furniture and Fittings

Furniture or fittings shall not be removed or interfered with in any way. Nor shall they be re-arranged except by prior agreement and will be subject to reinstatement at end of each session of use. (If available, the site team may be able to help but this is still the Hirer's responsibility) No fittings or decorating of any kind necessitating drilling, or the fixing of nails or screws into fixtures which are part of the Academy fabric, are permitted. In the event of any damage to premises or property arising from the letting, the hirer shall pay the cost of any reparation required.

Hall floors are used by children for physical education and no substance is to be applied to floors to prepare them for dancing or any other activity. No footwear liable to damage floors may be worn in Academy buildings. If activities involve outdoor use, participants should ensure footwear is cleaned before re-entering the building. In the sports hall area, please ensure only soft indoor footballs are used. These should not be of the hard leather type. No black soled shoes should be worn in this area.

Food and Drink

No food and drink may be prepared* (see note below) or consumed on the property without the direct permission of the Principal in line with current food hygiene regulations.

Kitchen/Food preparation*

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A 'PTA Kitchen' can be let by a hirer. Please refer to our 'Scale of Charges of Hire of Premises at Chiltern Hills Academy' for costs and facilities available.

Under no circumstances is access allowed to the main Academy kitchen or any of the facilities within the main Academy kitchen.

AGP

The Noise and Management Policy (made available when booking) including the Code of Conduct will be strictly adhered to. Please see Appendix 2 for the Code of Conduct. Should a group fail to comply with the expectations of the Code of Conduct future bookings will be cancelled.

Intoxicating Liquor

No intoxicating liquors are permitted to be bought, sold or consumed on any part of the premises without the permission in writing of the Principal/Governing Board, whose written consent must also be obtained prior to seeking any Temporary Event Notice for the sale of alcoholic liquor from the local Licensing Authority. All evidence of intoxicating liquor must be removed from the premises at the end of the hiring.

Smoking

The whole of the Academy premises, which includes the grounds, is a non-smoking area, and smoking is not permitted. Please ask your delegates to smoke outside of the Academy grounds.

Betting, Gaming and Lotteries

Nothing shall be done on, or in relation to, the premises in contravention of the law relating to betting, gaming and lotteries, and the persons or organisations responsible for functions held in the premises shall ensure that the requirements of the relevant legislation are strictly observed.

Nuisance/Disturbance

Hirers and organisers of events in the Academy premises are responsible for ensuring that the noise level of their functions does not interfere with the other activities within the building nor to cause inconvenience for the occupiers of nearby houses or property.

The hirer must comply with the Academy's arrangements for disposal of any rubbish or waste materials.

Except in the case of trained guide-dogs for the blind and hearing dogs for the deaf, animals shall not be permitted on the Academy premises.

Rules

The hirer shall comply with any rules and regulations which the Governing Board shall make from time to time.

Charges and Cancellations

The hirer acknowledges that the charges are as set out in the hiring agreement including any review arrangements specified – generally rates are reviewed and applicable from September of each year. Please notify Chiltern Hills Academy as soon as possible of any changes to the details as laid out in your booking form in order for us to check we can accommodate the changes requested.

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Cancellations made against contracted bookings will incur Cancellation Fees on a sliding scale leading up to the booking date. You must appreciate that once we have agreed a contract to hold a facility or space for you we will wherever possible keep that space available and withdraw it from sale. If you cancel at short notice we will then have limited opportunity to resell the space and hence will lose the revenue. Please ensure that all cancellations are reported in advance, in writing or via e-mail, to the Finance & Lettings Administrator.

The sliding scale applicable is listed below;

Up to 30 days notice prior to date of booking	0%
15 – 29 days notice	50%
8 – 14 days notice	75%
2 – 7 days notice	90%
Up to 48 hours notice	100%

It is the hirer's responsibility to notify people appropriately of any changes in dates or venues at least a week in advance. The decision of the Governing Board, as to whether a letting should be cancelled shall be binding on the hirer.

The Governing Board and the Academy will not accept any responsibility for any loss, or other expenses however incurred by the hirer, in the event of a cancellation by the Governing Board of the letting as a result of circumstances beyond its control (including, without prejudice to the generality of the same, industrial action by its employees, or others, oil shortage, failure of electricity/gas supply).

Invoices are raised in advance and must be settled in advance of the start date to which the invoice relates. We reserve the right to charge interest under the Late Payment of Commercial Debts (Interest) Act 1998, on unpaid amounts after the due date, at a rate of 8% above the Bank of England base rate.

Dates during the year when the rooms will be unavailable due to Academy use, or closure, will be issued at the beginning of the academic year in September. These dates may be subject to change, but prior notice will always be given if the premises become unavailable due to unforeseen circumstances and your reasonable compromise would be gratefully appreciated should your booking need to be reviewed to accommodate this change.

Sub-Letting

The hirer shall not sub-let the premises, underlet or share possession with any other parties.

Storage Ancillary to the Hiring

The permission of the Governing Board/Principal must be obtained before goods or equipment are left or stored on the premises, except that the Principal is authorised to grant permission for the overnight storage of goods and equipment brought to the Academy for a particular event.

Loss of Property

The Governing Board and the Chiltern Hills Academy cannot accept responsibility for damage to, or the loss or theft of, hirer's property and effects. It is the responsibility of the hirer to make his/her own insurance arrangements if required.

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Car Parking

Cars shall not be parked so as to cause an obstruction at the entrance to, or exits from, the Academy. In particular the Hirer must ensure that access to the Academy by emergency vehicles is not obstructed or delayed. Where parking accommodation is available, this must be used, and users of the Academy should avoid undue noise on arrival and departure.

Toilet Facilities

Access to the designated Academy's toilet facilities is included as part of the hire arrangements.

Right of Access

The Governing Board reserves the right of access to the premises during the hiring for emergency or monitoring purposes. (The Principal or members of the Governing Board from the Management Committee may monitor activities from time to time).

Vacation of Premises

The hirer shall ensure that the premises are vacated promptly at the end of the agreed period of hire. The Academy reserves the right to pass on to the hirer any costs incurred should the hirer not vacate the Academy premises. The hirer is responsible for supervising any children taking part in an activity until they are collected by a responsible adult.

Complaints

Hirers are expected to promote the positive values of the Academy and not to bring the Academy into disrepute.

Any complaints arising from a hiring agreement will be dealt with using the Academy's complaints procedure, a copy of which is available from the Academy office, or the hirer's own complaints policy, depending on the nature of the complaint. It will be at the Principal's discretion which complaints' procedure is followed.

Appendix 1

Covid-19 Terms and Conditions

1. Whilst on the Academy premises the Hirer must comply with the provisions of any relevant and applicable health and safety legislation and with all reasonable health and safety procedures applied or notified by Chiltern Hills Academy. It is the responsibility of the hirer to ensure that all attending comply.

The hirer confirms that they have read and understood the most recently published UK Government guidelines (www.gov.uk/coronavirus) concerning the coronavirus (Covid-19) outbreak during the undertaking of community use and out-of-school settings activities in particularly but not exclusively the following:

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- Protective measures for out-of-school settings during the coronavirus (Covid-19) outbreak
- Guidance for parents and carers of children attending out-of-school settings during the coronavirus (Covid-19) outbreak
- Covid-19: Guidance for the safe use of multi-purpose community facilities
- Guidance for providers of outdoor facilities on the phased return of sport and recreation in England
- Providers of grassroots sport and gym/leisure facilities

1.2 The hirer acknowledges and confirms that they shall have full responsibility in abiding by (and further, the liability arising from not abiding by) the UK Government Guidelines on coronavirus (Covid-19) as published at all times during the hire period in connection with the activities at the Academy premises and facility.

1.3 The hirer shall be responsible to undertake a risk assessment (in the format suggested by the UK government or materially similar) of the activities to be undertaken at the Academy premises and facilities and shall present a copy of the risk assessment to the Academy in a reasonable time to enable assessment by the Academy prior to commencement of the hire period. The hirer acknowledges and accepts that the Academy shall have the right (at its sole discretion) to (1) prohibit commencement of the hire in the event that (a) a copy of the hirer risk assessment is not provided or otherwise not in a reasonable time prior to the commencement date or (b) is provided in a format which is insufficient or otherwise not in accordance with UK Government Guidelines and/or (2) give instructions to the hirer to immediately cease any activities in the event that the activities are different or otherwise change from the activities the hire intended for or described in the risk assessment. The hirer acknowledges and agrees that no refund (whether wholly or part thereof) of the hirer's charge shall be provided by the Academy in the event(s) of prohibition of commencement or cessation of activities by the Academy as set out in this clause.

1.4 Covid-19 Code of Conduct, as documented below, will be strictly adhered to. Should a group fail to comply with the expectations within the Code of Conduct future bookings will be cancelled.

Covid-19 Code of Conduct

DO:

- Ensure anyone who is symptomatic or suspects they have been exposed to the virus does not come to Chiltern Hills Academy and remains at home.
- Maintain social distancing as per the latest Government guidelines and check the guidance regularly for updates www.gov.uk/coronavirus.
- Enforce strong hygiene practices, including hand washing/sanitising on arrival; and for longer hire periods regularly throughout the hire period.
- Clean equipment and touch points in the hired area such as sporting equipment, doors and door handles during and at the end of the hire period.
- Maintain records of all your attendees for NHS Track and Trace purposes.
- Ask attendees to arrive ready for their class/activities (changing rooms are closed).

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- Ensure attendees arrive and leave on time to avoid overlaps with others on site.
- Ensure that you and attendees follow any signs or guidelines outlined and displayed on site.
- Maintain good ventilation by keeping doors and windows open where possible.
- Ensure that all new hazards that were not previously identified on your risk assessment are added and an updated copy is sent to CHA in advance of your next hire.
- Ensure that if you or your attendees arriving via public transport, face masks are worn at all times during the journey.

DON'T:

- Touch any equipment you don't have to.
- Use equipment which cannot be cleaned after use (such as soft furnishings).
- Touch any unnecessary surfaces in thoroughfares (such as walls).
- Use any other facilities other than the delegated hire area.
- Leave waste or belongings in the hired spaces after the letting has concluded.

Appendix 2

Code of Conduct for Use of the CHA AGP

All group leaders are responsible for the Code of Conduct for their group which consists of all members, players and their families, volunteers and spectators.

All group leaders must ensure that the group's activities on site are conducted in accordance with the high standards of a Charter Standard Community Club and the FA.

All group leaders must report any issues to the Academy's site staff about the AGP and facilities, including the condition of pitch that would make it unsafe, or where use would cause damage to the playing surface.

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Should a group fail to comply with the expectations within the Code of Conduct future bookings will be cancelled.

1. Arrival and departure arrangements

- i. On arrival group leaders and groups should wait outside of the pitch gates until the start of the hire. Group leaders must be on the pitch before their group. No use of pitch will be permitted until the group leader is present.
- ii. Only coaches, managers and players are allowed on the pitch. Families and spectators are to remain off the playing surface at all times.
- iii. Bookings are for 55 minutes, finishing 5 minutes before the hour (weekdays). Please be courteous of the group hires before and after your time slot. Vacate the facility quietly and sensibly. The facility lights will automatically turn off at 22:00 hours on weekdays and 20:00 hours on weekends.
- iv. All group leaders must ensure training and matches finish promptly at the end of hire session, even when the next hire session is vacant.
- v. Goals are to be moved by CHA staff and group leaders only. The dividing net is to be moved by CHA staff only.

2. Conduct and Noise

- i. The group leader must ensure proper use of the facility and is responsible for conduct of their group on and off the pitch.
- ii. Good behaviour is required from each group before, during and after use of the facility.
- iii. Foul or abusive language, physical intimidation or violence towards fellow users and CHA staff will not be tolerated.
- iv. Group leaders and groups must treat fellow users and staff with courtesy and respect at all times and must recognise that other groups use the facilities.
- v. Group leaders and groups must use the pitch, facilities and on-site parking provided without causing nuisance to other users or to neighbouring residences and all must follow the Noise and Lighting Management Policy. During training (weekday evenings) a whistle should not be used.

3. Refreshments and Facility Care

- i. Group leaders and groups must not intentionally damage the pitch or any of the facilities in any way.
- ii. Food, drink (other than water) and chewing gum are strictly prohibited within the pitch area.
- iii. Water may only be brought on to the pitch in plastic or personal re-usable sports water bottles. No glass bottles are permitted.
- iv. No smoking or spitting is permitted on the site.
- v. No heavy or sharp objects are permitted on the playing area.
- vi. No form of vehicle, bicycle, skateboard, roller skates etc. is allowed on the pitch.
- vii. Players are strictly prohibited from attempting to open or adjust in any way electrical boxes, lights or wiring.
- viii. No climbing on the goals, fences or netting.
- ix. No dogs on the pitch or site are permitted at any time. Guide dogs may be in the spectator area.
- x. Remove all litter, tape, plastic drink bottles etc. from the area when leaving the pitch and dispose of properly. Keep the site clean and always use the rubbish bins provided.

- xi. Group leaders must ensure the pitch is left clear of litter at the end of each session.

4. Footwear

- i. It is the responsibility of group leaders and groups to ensure that they are equipped with suitable footwear for playing on the pitch – please see below.
- ii. Players with incorrect footwear will be requested to leave the pitch area immediately and the group leader will be held responsible.
- iii. Clean footwear only. Footwear must be cleaned on the boot brushes provided before entering the pitch.



Footwear should always be clean and in good condition