



ST MARY'S
CE HIGH SCHOOL

Dear Hirer

HIRE OF PREMISES

Thank you for your recent enquiry regarding the hiring of facilities at St Mary's CE High School.

Please find the following information attached:

- A Hirer's Booking Form
- Summary of Facilities available
- Hirers Public Liability Insurance
- Conditions of Use
- Evacuation of Premises Information

I would draw your attention to the Conditions of Use and insurance cover which relates to lettings.

Photographs of the facilities we have available for hire can be found on our website.

If you require any further information or would like to visit the school, please do not hesitate to contact the School's Finance Office on 01992 629124.

I look forward to hearing from you and hope you will choose to hire facilities at St Mary's CE High School.

Yours faithfully

Carleen Mansfield-Osborne

Carleen Mansfield-Osborne
Lettings Administrator

WE BELIEVE EVERYONE IS EQUAL: EVERYONE DESERVES THE BEST

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'Students feel happy and safe at school' OFSTED 2019

'An exceptionally inclusive and caring community' SIAMS Inspection 2020

St Mary's CE Academy, Cheshunt, is a limited company registered in England and Wales
Company No. 07999861 Registered Office: As above

SUMMARY OF FACILITIES AVAILABLE FOR HIRE

St. Mary's High School has a number of facilities available for hire for business, community, recreational and sporting usage.

The site has car parking spaces for over 200 cars and is easily accessible from both the M25 Junction 25 and the A10. The site is fully DDA compliant with many of the facilities on the ground floor and disabled access to other floors (two lifts).

A summary of the facilities available is listed below. To request further information and/or to arrange a viewing, please contact the Finance Office by e-mail on finance.office@st-maryshigh.herts.sch.uk or by phone on 01992 629124.

Main Hall

The Main Hall is situated on the ground floor, is 335 sq metres in size and has retractable, tiered seating at the back of the hall as well as space for additional seating in front of a modular stage with curtains. The Main Hall also has its own separate lighting and audio visual room as well as a large ceiling mounted electronic projector screen and projector. There are two hall lobby areas with a drinks servery in the first floor lobby.

This Hall would make an excellent venue for

- seminars/conferences
- awards ceremonies
- exhibitions
- productions, dance and musical events
- celebrations

Dining Hall, Courtyard and Amphitheatre

The Dining Hall is 284 sq metres in size and is a ground floor facility opening onto a large inner courtyard and amphitheatre. It has bistro styled wooden round tables with stylish wooden seats.

The Dining Hall would make an excellent venue for

- celebrations eg weddings, christenings, parties
- seminars/conferences
- awards ceremonies

Classrooms and IT Suites

The school has a number of classrooms and 6 IT Suites that are available for hire. All classrooms have interactive whiteboards and projectors and a number of rooms have enhanced sound facilities. All rooms have seating for 30 and IT rooms have 30 computers

These facilities could be used for evening classes, training, clubs, interest groups etc.

Car Parking Areas

The car park areas at St Mary's School has spaces for over 200 cars and the space would be suitable to be hired for car boot sales, vintage car and motorbike exhibitions. The School has excellent accessibility, with direct access from its own roundabout on Lieutenant Ellis Way (close to both the A10 and Junction 25 of the M25).

International Standards Sports Hall

The Sports Hall is 600 sq metres in size with a sprung floor and is suitable for the following activities:

- 5-a-side football
- Basketball
- Netball
- Volleyball
- Badminton
- Cricket net practice
- Any other large scale sport or fitness activity

Gymnasium

The Gymnasium is 191 sq metres in size with a sprung floor and is suitable for the following activities:

- Aerobics
- Judo
- Dance
- Fitness
- Circuit Training

Dance and Drama Studios

Two Dance and Drama Studios are available for hire. Both Studios have sprung floors with one full mirrored wall in each studio. The largest Studio, Studio 1, is 116 sq metres in size and Studio 2 is 88 sq metres.

Grass Sports Pitches

There are 5 football pitches available for hire.

- Pitch 1 - Junior Size
- Pitch 2 - Small/Senior Size
- Pitch 3 - Senior Size
- Pitch 4 - Senior Size
- Pitch 5 - Under 7's to Under 9's Size

These pitches are also suitable for summer season athletics and other outdoor activities eg rounders etc. Hirers are also able to use changing, shower and toilet facilities.

Hard Courts

There are two hard court/playground areas available for hire. These areas are suitable for the following activities:

- Tennis
- Netball (4 Courts)
- Other activities where a hard area is necessary eg cycling proficiency training, dog obedience training, craft fairs etc

HIRER'S PUBLIC LIABILITY INSURANCE

This policy indemnifies the Hirer in respect of their legal liability for accidental bodily injury, illness or disease to third parties or accidental loss of or damage to third party property arising out of the Hirers activities. For example, if the Hirer negligently damages the building that they have hired then this policy would provide cover in respect of the cost of repairs to the property. This may arise from a claim from the school.

In addition, if someone trips and sustains injury and it is proven that the Hirer has acted negligently, then this policy would provide cover in respect of a claim made for compensation.

Cover is provided by Ecclesiastical Insurance with a limit of indemnity of £5 million per occurrence or series of occurrences arising out of the same event.

The premium for this cover is 5% of the total hiring charge

ST MARY'S CE HIGH SCHOOL

LETTINGS - CONDITIONS OF USE

The use of school premises is permitted under the following conditions, which may change from time to time. The Lettings Administrator is acting as an agent of the School's Governing Body.

GENERAL CONDITIONS

1. The Hirer, who must be over 18 years of age, must sign the Hirers Booking Form.
2. The full payment for the hire must be paid not later than 14 days prior to the date of proposed use with cheques made payable to St Mary's CE Academy.
3. Cancellation of a letting must be made in writing to the school within 14 days of the hire date. Failing this the school reserves the right to retain the full letting fee. Should it be necessary for the School to cancel a letting, the fee shall be refunded or a credit given.
4. The School reserves the right to:
 - a) Cancel the letting at any time without reason and, in such event, shall not be liable for damages or otherwise in respect of such cancellation.
 - b) Cease the letting if the hirer fails to comply with fire and health and safety regulations.
 - c) Cease the letting immediately if the hirer breaches the Conditions of Use.
5. The hirer shall not assign or sublet the premises or any part of the premises.
6. Authorised Officers of the School may enter the premises at any time for any reason during the period of letting.
7. The hirer is responsible for the area of the premises hired and access and egress routes for the period of hire.
8. It is the responsibility of the hirer to ensure that the accommodation used is left in a clean and tidy condition. If, in the opinion of the Site Team Leader or their representative, the premises are not left in such state, the Site Team Leader will organise the cleaning of the premises and the cost will be recovered from the hirer and/or the paid 'refundable deposit' (if applicable) retained by the school.
9. When areas are hired for use, the hirer will be responsible for ensuring that school equipment and students' work is not interfered with in any way.
10. In the event of any damage, litter or disorder being found upon the hirer's arrival at the premises, this should be reported, at the time, to the Site Representative on site and subsequently to the School's Lettings Administrator.
11. The Hirer must specify preparation and clearing up time required when completing the Hirer's Booking Form.
12. During term time the premises may normally be used on the days/times shown below:

5.00pm to 11.30pm Monday – Friday inclusive
7.00am to 11.30pm Saturday
7.00am to 11.30pm Sunday

In addition, during school holidays, the premises may be available for hire between 8am and 4pm Monday to Friday.

Please note that for a one-off hiring of the main hall and dining hall the minimum time that the premises can be hired is 4 hours.

13. The School's Code of Conduct for staff prohibits school employees from accepting cash from individuals or organisations. Please ensure that no such offers are made to school staff as refusal to accept may cause offence. Any small gifts of appreciation may be passed to the appropriate member of staff via the Business Manager.

14. No intoxicating liquor shall be included in the refreshments provided for any function held at the school, without prior permission of the Governing Body and any such application to be made in writing.

15. The Hirer shall not sell intoxicating liquor on the premises without the written consent of the Governing Body. In the event of consent being granted, it is the hirer's responsibility to ensure that an appropriate licence is obtained and there is compliance with its conditions. Proof of the licence must be submitted to the school prior to the event.

16. Hirers must not make any adaptations, modifications or additions to any part of the electrical installations without the previous consent in writing of St Mary's High School.

17. No additional staging, curtaining or scenery may be erected without the previous consent of the School. The School is unable to provide storage facilities outside of the agreed duration of the hire. Any property left behind by the hirer at the end of the agreed duration of the hire will be removed by the School at the hirer's risk and the cost of such removal, together with the School's storage charges being recoverable from the hirer.

18. The advertising of forthcoming events taking place in the School premises may only be displayed on School premises with the agreement of the Business Manager.

19. All public announcements of any function or event for which the hiring is made and all admission tickets and other documents issued in connection therewith shall contain in a conspicuous position the name and address of the hirer and the purpose of event.

SITE LETTINGS STAFF- DUTIES IN CONNECTION WITH LETTINGS

20. A School Letting Assistant will be available on site to assist you with your letting.

21. A School Letting Assistant will carry out the duties below:

- a) the premises are open at the agreed time as stated on the application form and subsequently approved by the School
- b) unlock the room(s) to be hired and check that the accommodation is in a safe and satisfactory condition. The security alarm system will be set to 'local' arrangements for the area(s) not being let
- c) ensure the security of the site at all times while the letting is taking place by regularly patrolling the premises and monitoring the entrance(s) being used. All other entrances will be kept locked and made suitable for means of escape purposes only.
- d) check the premises before and at the end of the letting (with a representative from the hiring group) for damage and to ensure that the premises have been left in a clean and tidy condition.

- e) where the same accommodation is hired by more than one group on the same day, ensure that the accommodation is checked between each letting
- f) ensure, as far as practicable, that users of the site do not behave in a manner likely to cause injury to themselves or others or result in damage to the buildings or contents
- g) in the event of an emergency, telephone for assistance (eg ambulance, etc) and assist the organisation(s)/individual(s) on the school site

The Lettings Assistant will provide the hirer with a mobile telephone contact number.

IMPORTANT NOTE

22. A School Letting Assistant is not allowed to change the start or finish time of a letting or to change any of the Conditions of Hire without first referring to the Business Manager.

HEALTH AND SAFETY

23. NO SMOKING is allowed on the School Premises.

24. Permission to use the premises will not be granted if in the opinion of the School it is likely that the occupation would create unreasonable disturbance or inconvenience to the residents in the neighbourhood or interfere with any existing occupation or with school activities.

25. The hirer must secure the preservation of law and order and take all reasonable steps to prevent injury, loss, or damage to any person or property throughout the hire.

26. The hirer must arrange for an adequate number of responsible persons to be present throughout the period of hire to assist in the preservation of order. At no time during the hiring may the number of persons present exceed the maximum stated on the booking form or stipulated in the acceptance.

27. The hirer is responsible for arranging any first aid provision for their group/organisation's members whilst on the premises.

28. Where permission has been granted to enable the premises to be used for the purposes of a youth organisation/group, no member of the organisation may enter the premises unless the hirer (or the deputy previously notified to St Mary's High School) is present on the premises. Members of the organisation/group may only remain on the premises while the hirer or their deputy is present

ADDITIONAL FACILITIES

29. The use or movement of school pianos is granted only on application to and at the direction of the School, who shall be satisfied that any movement will be carried out by specialist piano removers whose fees will be paid by the hirer.

30. The hire of a particular room will normally include the use of the furniture usually present in the room without further charge, but at the end of the let, it is the hirer's responsibility under the direction of a Lettings Assistant, to move the furniture back to its original position or to such a place as will facilitate cleaning (usually this will mean stacking it to the side). Failure to do this may result in an extra charge for the additional time spent in cleaning. Chairs must not be removed from the School Premises for use on playing fields or playgrounds unless prior approval has been obtained from the School.

31. The Hirer shall confine his/her activities to the area(s) and equipment hired and is not to use any other part of the School except, insofar as is necessary, for access purposes.

32. The Hirer shall not permit any interference with the gas system, pipes, electric wiring, lights, switches and other installations of the School without the previous written consent of the Business Manager.

33. No nails, screws, adhesive or adhesive tape shall be affixed to the floor, walls, ceilings or any other part of the building or any decoration be put up without the previous written consent of the Business Manager.

34. No application will be granted for any purpose which may jeopardise the insurance of the School.

35. Design Technology, Science Laboratories, Workshops, Staffrooms and other specialist rooms, are not normally available for use by the general public and any such use will be granted only in exceptional circumstances at the discretion of the Business Manager who will ensure that such use, when granted, does not impair the efficiency of these rooms or their normal purpose.

36. The School must be advised if food will be brought on to the premises. The Food Technology room and the Kitchen are available for use after payment of an additional fee. Cooking is not permitted in the main kitchen, but, food may be reheated in the ovens. The burners on top of the cookers may be used to boil water. Sinks may be used, but not sterilising sinks or dishwasher. No other equipment belonging to the School such as pans, cutlery or plates may be used or moved. No portable cooking equipment is allowed on the premises. The kitchen, including cookers, worktops, sinks and floors must be left in a clean condition. A Hirer of the main kitchen must discuss their catering requirements directly with the School's Chef Manager before the letting.

37. The use of the School Gymnasium and equipment will be granted only at the discretion of the School and subject to a qualified instructor being present to ensure the safety of users and that the efficiency of the Gymnasium is not impaired for the School use.

38. The use of School hard court areas for car parking by hirers is subject to the approval of the School. The parking of vehicles will not be permitted on any service road or approach drive where such parking would impede the easy passage of other vehicle users and the emergency services.

39. Hirers must not alter the floor surfaces in any way as this could make the floor dangerous for normal use.

INSURANCE COVER

40. The School has arranged adequate insurance for its property and has its own Public Liability Insurance against injury, loss or damage caused to third parties or their property.

41. Public Liability Insurance for a minimum of £5 million must also be arranged by hirers to protect them against claims which may be made against them by the School or other third parties.

49. Public Liability Insurance cover can be arranged through the School Lettings Administrator for a charge of 5% of the total hire charge .

COPYRIGHT AND PUBLIC PERFORMANCES LICENCES

50. The requirements in connection with the issue of Licences for public dancing, music or any public entertainment must be strictly fulfilled.

51. No musical works in the repertoire of the Performing Rights Society may be performed in public on the premises except on payment to the Society of the appropriate fee. It is the responsibility of the hirer to ascertain whether works to be performed are in the repertoire of the Performing Rights

Society.

52. No lecture, play, opera, dramatic, musical or other work in which a copyright subsists shall be delivered or performed on the premises unless the consent of the owner of the copyright has been previously obtained by the hirer and all the necessary fees paid. No performance of any recording on disc or tape, etc in which any copyright subsists shall be given on the premises unless the previous consent of Phonographic Performance Limited

53. The hirer shall indemnify and keep indemnified the School, from and against all costs and claims and demands, which may be made against the School for any breach or infringement of copyright.

ADMINISTRATION FEE

55. In the event of an amendment, alteration or cancellation to the hire agreement, by the hirer for the day of hire an administration fee of £15 may be charged by the School.

DEPOSITS

56. A deposit will be requested for lettings.

57. The deposit will not be returned should a breach of any term or condition or cancellation of the letting by the hirer or organisation. The School reserves the right to retain the deposit for any damage, loss, cancellation, amendment or alteration.

DAMAGE

58. The hirer agrees to pay to the School on demand the cost of repairing or making good any loss or damage (fair wear and tear to the School's furniture, fixtures and fittings) arising out of or incidental to the hiring.

59. No responsibility by the Governors for loss of, or damage to, any property which may be brought onto the premises as a result of the hiring.

60. For one-off bookings of the Hall or Dining Hall for social functions or events of over 4 hours duration a refundable deposit of £200 is required. This must be paid at least 14 days prior to the initial hire date to allow for agreement to the hiring by the Business Manager or Head Teacher. On completion of your hire if the school assesses that the premises have been left completely satisfactorily the £200 refundable deposit will be refunded to you by cheque. If the premises are not left in a clean and tidy condition or have not been vacated at the correct allocated hire time the £200 deposit will be retained by the School.

USE OF SPORTS HALL, GYMNASIUM, DRAMA AND DANCE STUDIOS

61 The hirer and their group must wear appropriate sports footwear in the Sports Hall and Gymnasium and any footwear must have non black marking soles.

62 The hirer and their group must not wear footwear in the Drama and Dance Studios except for specialist dance footwear

63 No food or drink is allowed to be consumed in these areas apart from water in sealable bottles.

OUTSIDE EQUIPMENT

64 The Hirer shall not use any loud speaker system or other equipment from outside the premises without having obtained the prior written consent of the school.

ST MARY'S CE HIGH EVACUATION PROCEDURES

IF YOU DISCOVER A FIRE:

1. Immediately activate the nearest fire alarm
2. Leave the building.
3. Call the Fire Brigade – Ring 999 (Lieutenant Ellis Way, EN7 5FB)

EVACUATION OF PREMISES:

1. On hearing the alarm please leave the building by the nearest external emergency exit
(Note: Do not exit via the inner courtyard).
2. Act calmly and walk.
3. Do not delay or stop to collect personal belongings.
4. Assemble in the playgrounds where a register will be taken.
5. Do not re-enter the premises until told by a Brigade Officer that it is safe to do so.

PLAN OF GROUND LEVEL EMERGENCY EXITS

