

Moss Hall Junior School

Hire of Swimming Pool

Terms & Conditions of Use

1. General Availability

The school swimming pool is available for hire 7 days a week during term time. For hire outside term time please speak to the School Business Manager as availability will depend on caretaker availability during the requested hire periods when school is closed for holiday.

2. Governors

All lettings are subject to the approval of the Governors and conditional on the hirer accepting all aspects of the School Lettings Policy.

When undertaking a letting agreement, Governors will give due regard to:

- The protection of the legitimate rights and interests of the Council
- The purposes of the group represented by the hirer
- The amenities and welfare of the local residents

Preference for use of school premises outside normal school hours will be given in order to:

- The school
- Moss Hall School Association (MHSA)
- Local community groups
- Previous hirers in good standing

All lettings will be handled by the Headteacher's appointed School Business Manager, on behalf of the Governors, with the Chair of Governors having the right of final approval for all letting agreements.

The Governors reserve the right to attend and observe any event held on the school's premises.

The Governors retain the absolute right to refuse any application or to terminate any agreement which they deem unsatisfactory.

3. Cancellation or Amendment

No liability is accepted if, due to unforeseen circumstances beyond our control, the swimming pool is unfit for use. In certain circumstances, it may be necessary for the school to cancel or amend a booking. Although every effort will be made to give reasonable notice of any such change(s) this will not always be possible. No compensation will be paid, in respect of any cancellation or alteration due to adverse weather, the fire alarm being activated in an emergency, or any other unforeseen problem/s with the building and it being deemed unfit for use.

Please note if any group wishes to cancel their letting they must phone the caretaker on duty a minimum of 2 hours before their letting is due to start. If sufficient notice is not given caretaker fees will be incurred.

4. Changes to session times/dates

Invoices are paid in advance and we ask Hirers to advise us in writing of any amendments to session times and dates **ONE WEEK before the first session date** if a credit is being requested.

For changes to session times/dates after the term has begun a letter must be submitted requesting the said changes and to apply for a refund. Any refunds applied for will be at the discretion of the School Business Manager and Governors.

5. Admission to Premises/Payment of Invoice

Invoices must be paid 10 days in advance of the letting date. Please note all cheque payments require 8 working days clearance. If the date your balance payment is due falls within Moss Hall School's holiday period, you must ensure your payment is received by the School Business Manager before the school closes for the holiday. **Late payments will incur an £25 charge or may lead to a letting being cancelled.**

6. General Conditions Regarding Charges

- Bookings that finish late (e.g. after the agreed finish time) will be charged the additional hire costs, a minimum of one hour will apply.
- Charges will not be calculated on less than ½ hour periods.
- All charges are subject to annual review by the School Governors and Chair of Governors.

7. Swimming Pool Hire

- Any swimming teacher hiring the school swimming pool out of term time will be charged the applicable pool hire fee and caretaker fees for unlocking/locking up.
- Food is strictly forbidden in the changing rooms or along the poolside at any time.
- Swimming teachers **MUST** remain on site until the last person attending their swimming lessons has vacated the building.
- Changing rooms must be vacated **20 minutes** after last group has finished in the swimming pool.
- Use of the school's climbing apparatus is not permitted during any hire.
- Swimming teachers must ensure their qualifications are up to date and that the School Business Manager has a copy of these qualifications on file.
- It is the responsibility of all swimming groups to ensure that the School Business Manager has a valid insurance certificate on file.
- If a swimming lesson has to be stopped due to a child being ill in the swimming pool this decision is taken at the discretion of the swimming teacher and does not constitute a free catch up session.
- It is the responsibility of the swimming teacher to ensure that all parents and carers in the swimming pool wear overshoes.
- In the event of an injury the caretaker on duty at the hirer's letting will allow the use of the school telephone if required to deal with an urgent matter.
- It is the responsibility of the Hirer to provide any First Aid materials that may be needed in the event of an accident.
- The School shall not be liable for any loss, theft, or damage in respect of the property of the hirer or any person coming on to the premises as a result of community use.
- In the event of injury or loss the hirer shall give notice in writing to the Headteacher or School Business Manager **within 24 hours** of knowledge of any such matter.
- All hirers should make themselves aware of the School Fire Drill and know the location of the nearest exits, fire extinguishers and fire alarms. Copies of the Fire Drill are posted around the school.

8. General Responsibilities of the Hirer

- There shall be no defacement or alteration to any part of the accommodation or to the furniture or fittings. No structure or stand is to be erected without the prior consent of the Headteacher or School Business Manager.

9. Physical Details

- Car parking is available in the lower playground only.
- The top playground must be kept completely clear at all times as this is an assembly point in the event of a fire or other emergency.
- Smoking is prohibited both in the school building and within the school grounds.
- No dogs, other than guide dogs, or other animals are permitted on the site.

Contact Details:

Albert D'Lima

School Business Manager

Tel: 020 8445 7965

Email: lettings@mosshalljnr.barnetmail.net

For any queries please contact Albert D'Lima.

Client Copy

**Moss Hall Junior School
Hire of Premises
Terms & Conditions of Use**

I have read and agree to abide by the Terms and Conditions of Hire set out by Moss Hall Junior School. I agree to provide a copy of my insurance certificate to the school when each renewal comes through.

Name: _____

Group: _____

Date: _____

Contact Details:

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School Business Manager

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