



Conditions for Use of Academy Premises

1. GENERAL

1.1 Premises shall be used only for such educational, social and cultural purposes compatible with the Academy's values, aims and ethos as decided by the Academy.

1.2 The Academy shall be entitled immediately to suspend such use by the particular user concerned in the event of any user seriously or persistently abusing this use.

1.3 Bexhill Academy shall be free from liability if the premises are not available through causes outside their control, for example examinations, elections, civic meetings.

1.4 Any cancellation by the hirer of use or series of uses must be made to Bexhill Academy with at least 2 weeks' notice. Tel. No. 01424 730722. Failure to do so will result in the normal charge being made.

1.5 Bexhill Academy reserves the right to increase the charges for community use at any time by the giving of one calendar months' notice to the hirer.

1.6 Bexhill Academy reserves the right to alter amend or add to the Conditions of Use at any time and such alterations, amendments or additions will be effective on the giving of seven days' notice to the hirer.

1.7 Whilst on the Academy premises we expect appropriate behaviour and polite language to be used at all times.

2. HEALTH & SAFETY

2.1 All hirers shall familiarise themselves with notices related to health, safety and fire precautions displayed around the Academy premises and relate instructions to all members.

2.2 All Hirers are advised to provide a first aid box.

2.3 All hirers should ensure they have a mobile telephone for use in emergencies.

2.4 All hirers shall notify the Academy (Duty Facilities Officer) of any accident and complete the relevant accident form.

2.5 Martial Arts

Organisers and instructors shall be in membership of one of the following bodies, which are recognised by the Sports Council Advisory Group on Martial Arts:

British Aikido Board

British Kendo Association

UK Tang Soo Do Federation

British Karate Federation

British Council of Chinese Martial Arts

British Taekwondo Council

British Ju Jitsu Association

English Karate Governing Body



2.6 Sporting Groups

Sports Groups or their instructors must be in membership or registered with the appropriate Sporting National Body and comply with that body's policy on coaching.

3 LOSS OR DAMAGE INSURANCE MATTERS

3.1 Bexhill Academy shall not be liable for any loss or damage to the hirer or any person or persons admitted to the premises by the hirer except where same is due to the negligence of Bexhill Academy or any person for whom Bexhill Academy is responsible.

3.2 Bexhill Academy requires the hirer to make good all loss or damage to the premises, which may be caused during the hiring period. All litter should be removed from playing fields and the Academy premises, for which the hirer is responsible.

3.3 It is the responsibility of the hirer to insure against any risks not covered by the public liability policy held by Bexhill Academy (details available on request) and to consider their own requirements in respect of public liability, i.e. where claims may be made against them where they have been negligent.

3.4 Hirers of Academy facilities should have their own Public Liability Insurance with a minimum cover of £5,000,000 as commercial lettings to third parties are not included in the above cover. Hirers must provide a copy of this document to Bexhill Academy.

3.5 Small clubs or individuals will be covered.

4 SPECIFIC CONDITIONS

4.1 Community use of Academy premises must not interfere with the statutory obligations of the Academy to deliver the curriculum nor should Academy private lettings interfere with directed community use of Academy premises.

4.2 Bexhill Academy is a no smoking site.

4.3 The wearing of any footwear which may cause damage to any of the Academy surfaces is not permitted.

4.4 No portable electrical equipment, provided by the user, must be connected to the premises fixed electrical supply unless it has undergone periodic testing certification for electrical safety by a competent person, in accordance with Electricity at Work Regulations 1989. (Such tests would be carried out annually or in the case of heavily used equipment more frequently). The Academy reserves the right to inspect the documents at any time and may be able to offer a testing service for a nominal charge.

4.5 The hirer shall ensure that Academy premises and facilities used are left in a clean and tidy condition. Failure to do so, may result in any cleaning costs incurred by the Academy, being charged plus an administration fee of £50.

4.6 No person under 18 years of age may make a booking for the use of the premises.

4.7 Bexhill Academy has the right to cancel any bookings that are considered to be incompatible with the Academy's policies and values.



4.8 Where car-parking space is available at the premises; cars are parked at the owner's risk. The hirer must ensure that entrance roads are kept free of traffic to allow vehicles to pass in an emergency.

4.9 No permanent furniture shall be introduced onto the Academy premises by the hirer without the prior approval of the Governing Body.

4.10 No dogs (excepting Guide or Assistance dogs) are allowed on site.

4.11 The hirer shall make all the necessary arrangement for the acceptance on the premises and the removal of any property, or other articles which may be required for the hirer's own purposes. No responsibility can be taken by Bexhill Academy or Academy personnel for removal of such property.

4.12 Directed Community Use of premises does not include the use of equipment and materials. Policy for the use of and charges for equipment is determined by the Academy. Use of such equipment will be negotiated separately with the Academy. Where use is sought of specialist equipment or fittings, a suitably qualified person must be available to supervise such use and no such equipment or fittings must be removed or adjusted without previous approval from the Academy.

4.13 The following rules apply to the Astro & MUGA -Multi Use Games Area:

Only trainers/Astro shoes to be worn; no other types of shoes/boots. No food to be eaten on the Astro.

Absolutely NO CHEWING GUM ALLOWED. Drinks are allowed, but all litter must be put into the bin provided. Under certain weather conditions the Astro cannot be used. In these cases a refund will be given.

5 PUBLIC ENTERTAINMENT

5.1 Premises which are licensed for public entertainment are subject to the conditions of appropriate licences which must be complied with by the hirer. Where premises are not licensed for public entertainment, the promoters of any entertainment which a license is necessary shall be responsible for ensuring that a licence is obtained.

5.2 When halls are hired to public entertainment or meeting, the hirer shall ensure sufficient stewards to maintain order are available at exits and entrances. The maintenance of order shall be the sole responsibility of the hirer.

5.3 No dramatic or musical or other work in which copyright subsists shall be performed on the premises unless the consent of the owner of the copyright has been previously obtained. The hirer shall indemnify Bexhill Academy against all claims made against it for breach of copyright.

5.4 The consumption of alcoholic drinks on Academy premises will only be allowed during the course of functions organised by responsible bodies with the prior approval of Bexhill Academy and the Academy Council and subject to normal licence arrangements. It is the responsibility of the hirer to make enquiries of the Police or Clerk of the Licensing Justices to ascertain licensing requirements; it is also the responsibility of the hirer to ensure that the relevant licensing requirements are met and observed.



Bexhill
Academy

FEES PAYABLE HALF TERMLY IN ADVANCE

BY:

Cheque - Payable to "Bexhill Academy".

BACS payment - Account Name: Attwood Academies t/as Bexhill High school

Account Number: 45789860

Sort code: 309766

A CHARGE OF 2.5% WILL BE MADE FOR LATE PAYMENTS.