



KOINONIA FEDERATION POLICY FOR HIRING SCHOOL PREMISES

REVIEWED BY: FEDERATION HIRE COMMITTEE

LAST REVIEW: NOVEMBER 2022

NEXT REVIEW DATE: SEPTEMBER 2025

KOINONIA FEDERATION POLICY FOR HIRING SCHOOL PREMISES

The Governors encourage community involvement in school life and seek to have positive relationships with local community groups. This policy outlines our approach to hiring our Federation school premises.

Definitions & Interpretation.

For the purposes of this policy words have the definitions given to them in the Conditions of Hire attached hereto. In addition;

- a. The Federation means the Koinonia Federation of St Mary Magdalene and Christ Church CE Schools.
- b. The Premises Committee means the subcommittee of the Federation Governing Body so titled.
- c. Facilities means those parts of the Federation premises that are available for hire as set out in **Appendix 2** to this Policy or any part thereof.
- d. Community means the community of people and businesses and other organisations immediately surrounding the relevant part of the Facilities.
- e. Hire Agreement means the hire agreement set out in **Appendix 3** of this policy comprising the Booking Form and the Conditions of Hire.
- f. Hire means any arrangement for the hire of the Facilities.
- g. Hirer means person or organization entering the Hire Agreement with the Federation.
- h. The Parishes means the Parishes of the Church of England in which the Facilities are located.
- i. For the purposes of this Policy any decision required to be taken or any discretion to be exercised by the Federation will be taken or exercised by the Premises Committee in consultation with the Co-Headteachers.

General Purpose and Intent

The purpose of this policy is to set out a policy for hiring the Facilities or any part of them outside the times they are needed by the Federation.

1. The Facilities are primarily for use in the normal educational and extracurricular life of Federation schools. Use by third parties will always be of a lower priority than any internal use.
2. Use of the Facilities by organised bodies formed with the sole purpose of supporting the Federation will be deemed to be a use by the Federation itself.
3. As a Church of England organisation, the Federation has a special relationship with the Parishes and will always give the needs of these Parishes special priority after its own needs. It is understood that this special relationship is one of mutual support and that the Federation will not promote activities that are against or in conflict with the interests of the Parishes and likewise the Parishes would always support and promote the best interests of the Federation.
4. The Federation recognises;
 - a. that its assets, including its property, buildings and the equipment on them can be let to outside bodies to increase its revenue.
 - b. that use of the Facilities by the Community could improve lives and opportunities within that Community.
 - c. use of the Facilities could equally adversely affect the lives of that Community by contributing to issues such as parking congestion, traffic congestion and air pollution.
5. The Federation wishes to let the Facilities to members of the Community in a way that is fair to the Federation and the Community. It is especially interested in supporting projects that may improve the lives and opportunities of people within the Community and specifically does not want to let its Facilities in any way which could adversely impact that Community.
6. The Federation does not hire out its facilities for parties of any kind.

The Policy

1. The Federation will hire the Facilities to members of the Community on the terms set out in the Hire Agreement attached to this Policy and subject to the following;
 - a. The decision as to whether or not to let any part of the Facilities is at the sole discretion of the Federation.
 - b. Any Hire must be consistent with the Federation's General Purpose and Intent as set out in the document
 - c. the use by the external body must be consistent with the Federation ethos;
 - d. The Federation has discretion to refuse permission to any person or organisation for any reason, including but not limited to circumstances where it considers the Hire may bring the Federation, the Local Authority, the Diocese of Southwark or the Church of England into disrepute or be in conflict with their best interests or compromises Federation security or the Health and Safety and Welfare of its staff and children
2. The use of the Facilities by the Federation or the Parishes will not normally be subject to any charge.

Use of the Facilities by external bodies will be subject to the charges detailed in our Conditions of Hire. The charges detailed will be reviewed annually by the Premises Committee. Hires to external organisations are expected to generate profit for the Federation.

3. The process for making a Hire will be conducted through the Federations' Business Manager as follows:
 - a. The prospective Hirer will apply by email using the Hire Application Form (attached);
 - b. The Federation will consider the application and decide if it is prepared to offer the prospective Hirer use of its Facilities and whether or not it will require a deposit and the amount of such deposit;
 - c. The Federation will respond to the prospective Hirer, if the response is positive it will attach the completed and signed Booking Form and Conditions of Hire (which together form the Hire Agreement);
 - d. If the Hirer wishes to proceed with the Hire it will sign and return the Booking Form and deposit the amounts stated in the Booking Form into the account nominated there within the specified time limits, in addition it will provide the Federation with the documents specified in the Booking Form.
4. No contract for a Hire will be made until all documents and monies referred to in section 3 above have been received.
5. All weekday hires will run from 4pm-10pm with the exception of a 10:15pm finish where agreed by the school. Weekend hires will run from 9am-5pm. Hires over school holidays will run from 9am-10pm with the exception of a 10:15pm finish where agreed by the school.
6. The Federation will not extend credit to any of its Hirers, all Hires must be paid for in advance.
7. The Federation will allocate a member of staff to supervise each Hire and be the main point of contact on the day of the Hire. The staff member's primary responsibility is to safeguard the Facilities. The staff member will;
 - a. immediately report any damage incurred.
 - b. survey and note and if necessary, photograph the condition of the Facilities with the Hirer at the end of the Hire.
 - c. complete a hires protocol form out lined **Appendix 4** to inform the Business Manager of any damage or additional charges that need to be levied on the Hirer.
8. The hirer must follow the cancelation procedures outlined in **Appendix 5**.

WRITTEN: February 2020

UPDATED: September 2023

SIGNED: _____

CHAIR OF HIRE COMMITTEE

APPENDIX 1

Hire application and booking confirmation documents

HIRE APPLICATION FORM

Applicant use: Please complete this form electronically and email it back to premiseshire@koinoniafederation.com , please note processing time can take up to 2 weeks as all applications must be agreed by the hire committee in advance.	
FULL NAME	
ORGANISATION NAME <i>(If applicable)</i>	
ADDRESS AND POSTCODE <i>(please use the address that you wish to appear on any invoices)</i>	
CONTACT TELEPHONE NUMBER	
CONTACT EMAIL	
CAMPUS REQUIRED <i>(Peninsula, Christ church, Woolwich)</i>	
NATURE OF FUNCTION <i>(sports, training etc.)</i>	
ROOMS/ AREAS REQUIRED FOR HIRE	
DAY(S) <i>(e.g. every Monday)</i>	
HOURS REQUIRED <i>(Please allow for set up and clear up time and please be clear on different hours for different days) Start and finish times e.g. 19:00-21:00pm</i>	
TERM TIME/ALL YEAR ROUND <i>(please state)</i>	
NUMBER OF PEOPLE ATTENDING <i>(please state if staff only, internal, or external students- age ranges)</i>	
HOW ARE PEOPLE TRAVELLING	
DATE RANGE REQUIRED <i>(Start to end, if no end date put N/A)</i>	
ANY SPECIAL REQUIREMENTS	
DATE OF APPLICATION	

I certify that I am over the age of 21 years of age and undertake to abide by the Conditions of Hire and to pay on demand the Hire Charge hereby incurred.

Documents to be provided with this form:

Hirer's liability insurance attached (MANDATORY FOR ALL HIRERS): Yes/No

Hirers Safeguarding Policy attached (if working with children): Yes/No or N/A

Current DBS certificate number & Issue date (if working with children under 18): Yes (please state)/No or N/A

PRINT NAME	
SIGNED <i>(electronically)</i>	
DATE	

For further information on policies and procedures please refer to the Koinonia Federation Hire Policy and Hirer Privacy Notice, these can be requested from premiseshire@koinoniafederation.com.

<u>School use only:</u> To be completed by the Hire Coordinator once the hire application has been considered by the hire committee.	
HIRE ACCEPTED (Y/N) <i>reason if no</i>	

PRICE PER HOUR	
DEPOSIT AMOUNT	
AGREED START DATE	

**ST MARY MAGDALENE C of E SCHOOL CONFIRMATION OF BOOKING TO HIRE FEDERATION
FACILITIES**

Dear xxx

This is to confirm your proposed hire of Federation Facilities detailed in your application may proceed subject to you:

1. completing signing and returning the attached Booking Form and Conditions of Hire; AND
2. paying the amounts due as specified on the Booking Form at least 7 days prior to the Hire; AND
3. Submitting copies of the following documents:
 - 3.1. Your Public Liability Insurance
 - 3.2. Safeguarding Policy (if working with children)
 - 3.3 DBS certificate number (if working with children)

Please note you will be invoiced at the start of each month for the following months use of the school, payment is to be made 7 days within receiving your invoice. The deposit amount is to be paid by Cheque or Bank transfer prior to the start of your hire:

ACCOUNT NAME: St Mary Magdalene C of E School

ACCOUNT NUMBER: 35980068

SORT CODE: 30-65-41

Length of agreement

This Hire Agreement will commence on [insert date]. Unless extended or renewed it will end after 2 years.

I have read the conditions of hire and agree to abide by them. I understand that the conditions of hire form part of my hire agreement.

Hirer Signature:

Federation Signature: *Hire Coordinator*

Date:

For further information on policies and procedures please refer to the Koinonia Federation Hire Policy and Hirer Privacy Notice, these can be requested from premiseshire@koinoniafederation.com.

Yours sincerely,

Federation Hire Coordinator
On behalf of Koinonia Federation.

APPENDIX 2

The Parts of the Federation premises that are available for hire, their capacity and their charges are set out on the attached pages

Charges and Capacity for Christ Church C of E Primary School

Location	Price per hour (weekdays before 6:30pm sessions with children DBS & safeguarding policy required)	Price per hour (after 6:30pm, hires run weekdays until 10pm)	Price per hour (weekends and school holidays)	Additional charges	One off hire price	Deposit (refundable)	Capacity
Main Hall	£40	£50	£50		£200	£100-£200	60 people
Sports Hall	£40	£50	£50		£230	£100-£200	100 people
Hub	£40	£50	£50		£200	£100-£200	80 people
Launch pad							
Ball court	£25	£25	£25	Floodlights	£100	£50	n/a
Car park	£12.50 for events at the 02 entry from 6:30pm to 700pm leaving from 11:00pm-12:00am						25 cars

*The studio has an interactive whiteboard which can be hired for £5.

*Please note when requesting times make sure you factor in setting and clearing up as part of your over all required times.

Hire times & prices

- Hires before 6:30pm are at a rate of £40 per hour where stated and are normally for those working with children.
- **Weekend** prices are the same as evenings.
- **Children onsite with hirers after 6:30pm will need to ensure appropriate measures are taken to ensure safety at all times.**
- £50 per hour after 6:30pm **(groups of adults can only hire after 6.30pm due to safeguarding issues).**
- Deposit price varies depending on capacity and is to be paid to secure the requested spaces, this deposit is refunded once your hire agreement time has ended and if you do not wish to renew it.

Charges and Capacity for St. Mary Magdalene C of E School Peninsula Campus

Location	Price per hour (weekdays before 6:30pm sessions with children DBS & safeguarding policy required)	Price per hour (after 6:30pm, hires run weekdays until 10pm)	Price per hour (weekends and school holidays)	Additional charges	One off hire price	Deposit (refundable)	Capacity
Secondary sports hall	£35	£60	£60			£250	510m2 (square meters) 4x badminton courts.
Main Hall	£35	£60	£60	light and sound extra £50ph	Hall + light and sound £230	£250 (just hall) Hall + light and sound £500	80m2 (square meters)
Dance studio	£35	£60	£60			£250	80m2 (square meters)
Lecture theatre	£35	£60	£60			£250	100 seats
Astro pitch 4G (No floodlights)	£35	£60	£60			£250	952m2 (in square meters) 5/6 aside football pitch size.
Primary MUGA (Floodlights)	£35	£60	£60			£250	625m2 1x tennis court size with 'run-off' space around the court.
Primary studio	£35	£60	£60			£250	
Tennis courts	£35	£60	£60			£100	2x tennis courts with plenty of 'run-off' space around both courts.
Drama Studio	£35	£60	£60			£250	

Hire times and prices:

- Hires before 5:30pm are at a rate of £35 per hour and are normally for those working with children.
- Children onsite with hirers after 6:30pm will need to ensure appropriate measures are taken to ensure safety at all times.
- £60 per hour after 5:30pm (groups of adults can only hire after 6.30pm due to safeguarding issues).
- £250 deposit is to be paid to secure the requested spaces, this deposit is refunded once your hire agreement time has ended and if you do not wish to renew it.

Charges and Capacity for St. Mary Magdalene C of E School Woolwich Campus

Location	Price per hour (weekdays before 6:30pm sessions with children DBS & safeguarding policy required)	Price per hour (after 6:30pm, hires run weekdays until 10pm)	Price per hour (weekends and school holidays)	Additional charges	One off hire price	Deposit (refundable)	Capacity
HALL	£50	£60	£60		£75	£200	250 persons
HALL SOUND & LIGHT SYSTEM	£25	£30	£30		£40	£500	N/A
STUDIO	£30	£40	£40	The studio has an interactive whiteboard/ projector. This can be hired for £5.	£55	£200	50 persons
OASIS	£50	£50	£50		£50	£200	20 persons
HALL, STUDIO & OASIS	£90	£120	£120		£115	£200	300 persons
*ROOFTOP	£50	£50	£50		£60	£200	50 persons
MUGA PITCH (inc. CHILD TOILET FACILITIES)	£20	£30	£30		£45	£200	100 persons

Hire times & prices

- Hires before 6:30pm are at a cheaper rate for those working with children.
- **Weekend** prices are the same as **evenings**.
- **Children onsite with hirers after 6:30pm will need to ensure appropriate measures are taken to ensure safety at all times.**
- **Groups of adults can only hire after 6.30pm due to safeguarding issues.**
- **£200 or £500 (for the hall sound and light system)** deposit is to be paid to secure the requested spaces, this deposit is refunded once your hire agreement time has ended and if you do not wish to renew it.

APPENDIX 3

Conditions of Hire forming part of the Hire Agreement

Conditions of Hire forming part of the Hire Agreement

PLEASE READ ALL OF THIS DOCUMENT CAREFULLY **YOU WILL BE BOUND BY THESE CONDITIONS**

CONDITIONS OF HIRE

In these conditions of Hire the following words have the following meanings

“Capacity” the capacity of the Facilities as stated in the Booking Form.

“Facilities” means that part of the Federation’s property that is to be hired to the “

“Hire Agreement” means the agreement between the Hirer and the Federation for the Hire of the Facilities comprising the Booking Form and these Conditions of Hire

“Federation” means the Koinonia Federation of St Magdalene School with Christ Church School

“Hirer” means the person or organisation referred to in the Booking Form

“Hire” refers to the total arrangement for the hire of the Facilities

1. The Hirer represents that he or she is over 21 years of age.
2. The period of Hire is as specified on the Booking Form. Early entry or late departure will result in an additional fee being charged.
3. **It is a condition precedent to the effectiveness of the Hire Agreement that the Hirer has:**
 - 3.1. **Signed the Booking Form and returned it to the Federation**
 - 3.2. **Deposited the Hire Fee and any other sums required as stated on the Booking Form in the Bank Account nominated on the Booking Form;**
 - 3.3. **Given the Federation copies of the documentation required including but not limited to copies of its Public Liability Insurance, Safeguarding Policy and DBS certificate number (if working with children).**
4. Hirer must:
 - 4.1. Be responsible for the welfare and safety of its invitees and shall have in place public liability insurance which covers damage to the Facilities and personal injury to third parties and its employees, unless otherwise agreed with the Federation Business Manager;
 - 4.2. be responsible for the welfare and safety of its customers and operate a safeguarding policy which is to be provided to the Federation Business Manager in advance or agree to abide by and act in accordance with the safeguarding policy operated by the Federation;
 - 4.3. if the Hire is recurring the Hirer will provide copies of the document referred to in 4.1 annually up on its renewal and the document referred to in 4.2 above if and whenever it is renewed or revised;
 - 4.4. comply at its own expense with all statutes and regulations made thereunder relating to the Hirer and the Hirer’s use of the Facilities;
 - 4.5. obtain any third-party licences or permissions required for the event
 - 4.6. observe rules and regulations the Federation makes from time to time governing the Hirer’s use of the Facilities;
 - 4.7. finish all music and vacate the Facilities at the time specified on the booking form.
 - 4.8. remove all items brought into the Facilities for use by them at the end of the period of hire.
 - 4.9. leave the Facilities in a clean and tidy condition and remove all rubbish from the Facilities.
 - 4.10. replace the furniture in the layout in which the Hirer found it; notify the Federation of any damage to the Facilities as soon as possible
 - 4.11. be responsible for the provision of first aid cover and shall confirm what arrangements are in place for first aid cover to the Federation;
 - 4.12. ensure that the people it invites onto the Facilities are made aware of the fire safety requirements and procedures, including the location of fire exits and the drill in the event of a fire. The Hirer shall familiarise him or herself with the location of any fire alarm or firefighting equipment.
 - 4.13. Provide its own stewards for the event if necessary;
 - 4.14. ensure that all vehicles, including bicycles, are parked in the parking spaces (when available for use) provided and that they are not be driven or taken into any other part of the Facilities. The Federation does not accept liability or loss or damage to any vehicle, including bicycles, or its contents when parked on the Facilities. No vehicles are allowed through any vehicular access gates unless agreed and arranged with the Federation.
5. The Hirer shall **indemnify** the Federation **against**

- 5.1.1. all costs and expenses incurred by the Federation in respect of damage (including but not limited to the cost of cleaning where this takes more than 1 hour) to the Facilities or any adjacent premises during the period of Hire or as a result of the Hire; and
 - 5.1.2. all costs and expenses
 - 5.1.3. all liabilities, costs, expenses, damages and losses suffered or incurred by the Federation as a result of the Hire's failure to observe or comply with all statutes and regulations made thereunder which apply to the Hire including but not limited to third party licenses or permissions necessary for the event;
 - 5.1.4. any other liabilities, costs, expenses, damages and losses suffered or incurred by the Federation as a result of the Hire.
6. Hirer must not:
- 6.1. use the Facilities for any purposes other than that described in the Booking Form;
 - 6.2. sub-hire the Facilities;
 - 6.3. allow people into the Facilities such that the total number of people exceeds the Capacity for that part of the Facilities.
 - 6.4. allow the Facilities to be used for any unlawful purpose or in any unlawful way, nor do anything nor bring onto the Facilities which may endanger the Facilities or vitiate in whole or in part any insurance policies for the Facilities and the buildings adjacent to the Facilities;
 - 6.5. do anything or permit anything to be done in the Facilities which could be or become a nuisance (whether or not actionable), annoyance, inconvenience or disturbance to other users of the buildings adjacent to the Facilities;
 - 6.6. obstruct any corridor or the common parts of the building attached to the Facilities or make them dirty, untidy or leave any rubbish on them;
 - 6.7. display any advertisement, signboards, nameplate, inscription, flag, banner, placard, poster, signs or notices in the Facilities, without prior approval of the Federation;
 - 6.8. sell, serve or permit to be sold or served in the Facilities any alcohol or other intoxicating substances except communion wine for religious purposes;
 - 6.9. cause damage to the Facilities or the adjacent property of the Federation;
 - 6.10. allow any animal onto the Facilities without the permission of the Federation. Service dogs are exempt from this condition.
 - 6.11. allow any unauthorised vender, collector, hawker or canvasser into the Facilities.
 - 6.12. cook food within the Facilities and in particular Hirer must ensure that no barbeques or gas burners are brought onto the Facilities.
 - 6.13. Ensure that the fire doors in the Facilities must remain closed at all times and only opened in emergencies. Internal and external access to the fire doors should be left clear at all times.
7. Exceptions for staff and church use;
- 7.1. Strictly no use of the school facilities for parties of any kind with the exception of school staff and church related events which will incur a charge of £30ph, public liability insurance is required by the member of staff/church in order to ensure all events are covered in the case of an accident. All staff/churches are required to ensure they leave the premises as they found it by cleaning up any rubbish before leaving the school, any staff/churches who fail to comply will not be allowed to hire the facilities again.

Please ensure you complete and sign below.

Hire Campus:	
Hire Location:	
Hire Day (including date)	
Hire Time:	
Number of guests:	

As a member of staff/church I hereby agree to the above conditions of my hire.

Sign:	
Date:	

8. The Federation reserves the right to cancel the booking and terminate repeat bookings:
- 8.1. on not less than seven days' notice in the case of one-off bookings;
 - 8.2. on not less than one months' notice for repeat bookings;

- 8.3. immediately in the case of failure to observe any of these Conditions of Hire including failure to pay the advance payment;
 - 8.4. immediately should the Federation require the use of the Facilities or be unable to offer use of the Facilities, due to unforeseen circumstances or in an emergency or for a parliamentary or municipal election
9. The Federation reserves the right in exceptional circumstances to alter the time or location of a Hire. Exceptional circumstances include for example the need to relocate Sunday worship in the Parish to the Facilities.
10. The Federation, its officers and employees shall not be liable for any loss or damage to person or property which may arise from any cause whatsoever (excluding negligence or default of the Federation) arising out of or in connection with the Hirer's use of the Facilities.
11. Payment of the Hire Fee and deposit (if any) must be made in advance by bank transfer or card payment. If the Hire is regular and not one-off payment must be made monthly in advance by standing order on the 1st of the month, the first months' payment being due at least 7 days before the first Hire.
12. The Federation reserves the right to amend the terms and conditions of Hire giving 14 days' notice in writing to the Hirer.

THESE CONDITIONS OF HIRE FORM PART OF THE HIRE AGREEMENT

APPENDIX 4

Koinonia Federation Hirer Privacy Notice

Koinonia Federation Privacy Notice for Hirers

Contact details of the Data Protection Officer

Name: AGAS Data Protection Officer

Address: St Mary Magdalene C of E - Peninsula Campus, 1 Hendon Street, London, SE10 0NF

Phone Number: 0208 858 1309

E-mail: Dataprotectionofficer@koinoniafederation.com

The type of personal information we collect

We currently collect and process the following personal information:

- *Name, Address, contact number and any special arrangements (this could be relating to a disability and how the school can assist when a hire takes place).*

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- *To make arrangements with you regarding your hire request.*

We use the information that you have given us in order to

- *To process your hire application.*

We do not share any information you give to us.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information is:

- (a) **Your consent. You are able to remove your consent at any time. You can do this by contacting** Dataprotectionofficer@koinoniafederation.com.

- (b) *We have a contractual obligation.*

How we store your personal information

Your information is securely stored with our hire coordinator.

We keep approved hire application forms for the duration of your hire contract. We will then dispose your information by deleting all electronic versions and shredding any paper that holds personal information.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at Dataprotectionofficer@koinoniafederation.com if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at Dataprotectionofficer@koinoniafederation.com.

St Mary Magdalene C of E

All through school

Primary phase - Peninsula Campus

1 Hendon Street

London

SE10 0NF

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

APPENDIX 5

Hires protocol form

To be completed by hire cover staff prior to and after a hire has taken place

Hires Protocol Form

This form should be completed by a member of the facilities team supervising any hire at the start and end of the hire and submitted to the premises manager.

Hire details:

Hire company name:	
Lead hirer name:	
Space hired:	
Times of hire:	

School safety checks (prior to hire):

Check (Y/N notes if needed)	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7
Have you locked all the office and classrooms?							
Have you made it clear that they hirer must meet you at reception?							
Have you locked all gates that are no needed during the hires time on site?							

Start of hire checks:

Check (Y/N notes if needed)	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7
Do yourself and the lead hirer have each other's mobile numbers for contact purposes?							
Is the hirer aware of the school's fire safety procedures?							
Did the hirer request any parking?							
Did the hire arrive on time? (if no state start time)							
Did you arrive on time to meet the hirer? (if no please state delay time)							
Do you have the number of attendees for this hire (if yes please state how many people)							
Did the hirer set up themselves or did you aid?							

Does the hirer know where the nearest toilets are?							
Does the hirer know where to access first aid?							
Is the hirer aware they can only access the space they have hired and should not try to access different parts of the school?							

End of hire checks:

Check (Y/N notes if needed)	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7
Did the hirer clean up after themselves or was additional cleaning costs incurred?							
Where there any medical incidents during the time the hirer was on site?							
Did the hirer cause any damage to the facilities or any equipment used? (if yes state cost)							
Did the hirer leave on time? (if no stated delay time)							
Where you around to assist the hirer before they left site?							
Have all known attendees left site? (head count or check with lead hirer)							
Did the hire attempt to access other areas of the school?							
Has the hirer returned any parking permits used during their time on site?							

Covid-19 cleaning checks:

Check (Y/N notes if needed)	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7
Have you cleaned all surfaces with disinfectant?							

Have you cleaned any school equipment used with disinfectant?							
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Checks made by:

Full name:	
Date:	

APPENDIX 6

Amendment and cancelation procedure for hirers during term time and school holidays
Cancellation procedure for facilities cover staff

Changes to booking days/times procedure for Hirers

The first thing to understand is that once a Booking is paid for it is firm and a contract has been made.

The contract does not give the Hirer rights to cancel or change a booking once made and paid for. If the Hirer does not turn up there is no right to a refund nor is there a right to a hire in lieu of the one not taken up.

If the Hirer wishes to alter or amend the Booking, he/she can only do this with the agreement of the school, below are the circumstances in which we will consider such changes. Outside these circumstances' changes will not be considered.

Term-time and during school holidays

Changes to regular booking days/times

If you wish to amend your regular booking by adjusting the day/time or requesting additional days the school will need at least **2-months advanced written notice via email to be considered**. This includes any time you are aware of that you may **not** be using the school due to being on holiday or taking leave.

The school **will not consider** accommodating any changes without this notice.

Above all we ask all Hirers, so far as possible, to ensure they stick to their agreed hire times set out on the Booking Form.

Contacting the school

For term-time issues relating to cancellations, time changes, invoices or any other admin please email the hire coordinator on **premiseshire@koinoniafederation.com**. During school holidays you will need to contact the premises manager **Aaron Flanagan** on **AFlanagan@koinoniafederation.com** or directly for anything urgent on [Redacted] and where required email the hire coordinator in reference to cancellations or day/time changes to your hire during the holidays.

Adhering to the above allows the school to run a smooth service for both hirers and premises staff.

Cancellation procedure for hirers

The first thing to understand is that once a Booking is paid for a contract has been made. **The contract does not give the Hirer rights to cancel or change it. If the Hirer does not turn up there is no right to a refund nor is there a right to a hire in lieu of the one not taken up.**

If the Hirer wishes to cancel the Booking so that Hirer gets a refund, he/she she can only do this with the agreement of the school, and set out below are the ONLY the circumstances in which the School will consider a refund. Outside these circumstances no refunds will be considered.

Term-time and during school holidays

1. Cancellations with a refund

The school will only consider cancellations in advance with at least **3 days' clear written notice via email**. A refund will only be due to you if the School responds to your email stating it agrees to the cancellation and refund.

The cancellation request should follow one of the processes below:

Process A: FOR USE IN TERM TIME ONLY

Email premiseshire@koinoniafederation.com and AFlanagan@koinoniafederation.com with the cancellation/time adjustment details including. The email must be received at least 3 clear days before the date being cancelled;

- Date:
- Day:
- Time:
- Campus:
- Hire space: e.g. 4G
- Reason for cancellation:

Process B: FOR USE DURING SCHOOL HOLIDAYS

Follow Process A and in addition on the day you send the email you must call the premises manager Aaron Flanagan on 07530 779255.

In both instances do not message the hire coordinator on what's app, your cancellation will only be dealt with via email. This also relates to all other hire related matters; you must send all correspondences via email to the hire coordinator.

- 2. Repeated Cancellations:** If you cancel your Booking more than 2 weeks in a row the school will cancel the remainder of your booking and the time slot will become available to other Hirers, should it not be taken by anyone else and you would like to use the time slot again then you are free to make an enquiry.
- 3. Refunds** Any refund due to you as a result of the School agreeing to the refund will be deducted from the next invoice.
- 4. Cancellations with less notice – no refund**
Email premiseshire@koinoniafederation.com and AFlanagan@koinoniafederation.com
For hires after 5pm and during the school holidays please also call the premises manager **Aaron Flanagan on [Redacted]**, who will then contact the member of staff on site.
- 5. Lateness:**
If you are running over 10 minutes late, please complete both steps below:
 - Call the premises manager **Aaron Flanagan on [Redacted]**.
 - Even if you have called Aaron, you must email the hire coordinator and CC Aaron Flanagan stating delay time and if you made up the time at the end.

- On the day of your hire you can also contact the member of staff covering directly on **[Redacted]**, please note this person may vary depending on staffing however the number remains the same.

6. Staff cover issues

In the unfortunate event that there are no staff on site, and you are left outside of the school please call the premises manager Aaron Flanagan and then email the hire coordinator stating the delay time, we aim for this not to happen but in the unlikely event we aim to refund any time lost to yourself.

7. School closures and exams

The school will notify you in advance of any changes or cancellation to your hire due to open days or school breaks. During exam periods the secondary sports hall may be used for 1 to 6 weeks at a timing meaning no hires will take place during this time.

Bank holidays: The school does not operate hires on bank holidays.

8. School holiday dates

It is worth looking at the school website to know when the school is on half term/summer break so that you can plan your hiring ahead of these dates, details can be found at <https://www.koinoniafederation.com/page/?title=School+Term+and+Holiday+Dates&pid=280> or by going to the parents & carers tab then navigating to school term and holiday dates.

Definitions and Notes

3 clear days' notice means that there must be 3 working days between the date the email is sent and the date for the hire. Weekends and bank holidays are not working days.

Example 1: Hire is on a Friday. Notice must be given on the Monday preceding the Friday.

Example 2: Hire is on a Monday. Notice must be given on the preceding Tuesday.

Contacting the school

For term-time issues relating to cancellations, time changes, invoices or any other admin please email the hire coordinator on premiseshire@koinoniafederation.com. During school holidays you will need to contact the premises manager **Aaron Flanagan** on AFlanagan@koinoniafederation.com or directly for anything urgent on **[Redacted]** and where required email the hire coordinator in reference to cancellations or day/time changes to your hire during the holidays.

You can also contact the member of staff covering your hire directly on **[Redacted]**, please note this person may vary depending on staffing however the number remains the same.

Adhering to the above allows the school to run a smooth service for both hirers and premises staff.

Cancellation procedure for Lettings staff

There are only three permitted reasons to cancel your shift: pre-booked holidays, sickness or an emergency. If you need to cancel your shift you must follow the procedures below. Any cancellation that does not meet these reasons and happens on 3 occasions or more within 6 months will result in you no longer being able to be a member of the team and support with lettings cover.

1. **Emergency cancellations:** Please inform the Lettings Manager ASAP, preferably at least 3 hours before the start of the hire if possible. For example, a medical emergency for a family member, or your childcare plans have fallen through.
2. **Pre-booked Holidays:** Please inform the Lettings Manager ASAP, before the school holiday starts, for example, if you need the last week in August off then please request this before the school breaks up.
3. **Sickness/You are unwell:** If you are unwell and not at work, please inform the Lettings Manager ASAP, preferably in the morning to allow time to find cover.

Steps to be taken (Emergency cancellations)

If you are making a last-minute cancellation, please call the Lettings Manager first, then ensure you contact the hirer via their mobile and inform them if alternative cover will be on its way or not (contact numbers are on the cover schedule sent weekly). If the letting needs to be cancelled on the day the Lettings Manager will contact the hirers.

Staff member lateness:

If you are running late: please call the hirer you are covering and let them know (hirer contact number is on the weekly hire schedule you are emailed) and inform Lettings Manager ASAP.

Hirer no show:

If a hirer does not show please email the Hire Coordinator stating the day, time, and hirer name who has not shown up.

Hirer Late to start & finish:

If a hirer starts or finishes later than the time you expected, please email the hirer name, day, and times to the Hire Coordinator.