



St Polycarp's Catholic Primary School

Key Holder Agreement and Guidelines for Out of Hours Hirers

These guidelines are in addition to the Terms and Conditions of the use for community school premises listed on the back of The Application For Use of School Premises and Approval of letting Forms

- 1.) The Key Holder's prime responsibility is the security of the premises.
- 2.) Prior to the commencement of the let the Key Holder will be made familiar with the school, particularly the operating of the alarm systems, location of fire exits, procedures for security checking when locking up and the standards of cleanliness and tidiness.
- 3.) The Key Holder must also be aware of and accept that they are responsible for leaving the school secure at the end of each letting.
- 4.) Access is restricted to agreed letting arrangements and is subject to confirmation of insurance being received.
- 5.) Please leave the area hired clean and tidy and take all rubbish away, including the toilets. The school bins **ARE NOT** for out of hours hall use.
- 6.) Lettings are made in a clean and well maintained condition, including the toilets. If the hirer believes that this is not the case or there is any damage to the hired area or toilets at the start of the hire period, the hirer must notify the school within an hour of the start of the hire via email or text message and the hirer should include a detailed description of the damage and a photograph.

Emergency Procedures:

- 1.) The fire exits are clearly marked, and the fire drill notice in the main entrance explains the evacuation routes and assembly points.
- 2.) *In the event of a fire, please call 999 to notify the fire brigade using your own mobile phone.*
- 3.) The fire alarm panel is connected to a monitoring station which will also contact the fire brigade.
- 4.) There is emergency lighting in all areas of both halls.
- 5.) There is a first aid kit in each kitchenette.
- 6.) *In an emergency the premises manager can be contacted on Tel: 07510 304685 (An additional charge may be made if the premises manager is called out to the site).*

Housekeeping Main Hall:

Hirers will have access to the main hall (including the stage), toilets (including disabled toilet) and kitchenette area.

The sink area and kettle may be used.

All other appliances must not be used.

All areas must be left in a clean, clear condition at the end of the hire, including the toilet facilities.

Kitchen equipment/utensils are not supplied.

AV equipment access by prior agreement only.

Tables and chairs may be used but **MUST** be replaced as per the instructions on the storage door.

All refuse must be removed off site, the school bins are not for external use.

Housekeeping Pope Francis Hall:

Hirers will have access to the hall, accessible toilet and kitchenette area.

The sink area and kettle may be used.

All other appliances must not be used.

Kitchen equipment/utensils are not supplied.

All areas must be left in a clean, clear condition at the end of the hire, including the toilet facilities.

AV equipment access by prior agreement only.

All refuse must be removed off site, the school bins are not for external use.

Housekeeping Meeting Room/Conference Facility (maximum capacity 12 adults):

Hirers will have access to the meeting room, toilets (including disabled toilet) and kitchenette area.

The sink area and kettle may be used.

All other appliances must not be used.

Kitchen equipment/utensils are not supplied.

All areas must be left in a clean, clear condition at the end of the hire, including the toilet facilities.

AV equipment access by prior agreement only.

All refuse must be removed off site, the school bins are not for external use.

Housekeeping Muga Area:

Muga area only – no facilities.

All refuse must be removed off site, the school bins are not for external use.

Further Guidelines:

- 1.) The school operates a strict **No Smoking Policy** in the school building or grounds.
- 2.) No lighted candles are allowed in the hall.
- 3.) No bouncy castles are allowed in the hall or on the grounds.
- 4.) Any accidents or breakages must be reported to the school office within 24 hours.
- 5.) It is the responsibility of the hirer to observe regulations, rules and conditions of licensing that pertain to health and safety.
- 6.) The school will not accept any responsibility for any loss or damage to personal articles or equipment left in the school. All equipment used should have an in-date PAT test label.
- 7.) The school Car Park is for hirers use, however lettings on the weekend may require parking off site. Please **DO NOT** park in the church car park beyond the barrier (near the blue gate).
- 8.) When vacating the premises, please turn off the lights/fans and any equipment used and close all window /doors.
- 9.) Consideration must be given to the neighboring areas with regards to parking and noise pollution.
- 10.) The outside lights are motion detected.
- 11.) The gym and music equipment should not be used or moved under any circumstances.
- 12.) A fob key is issued for the alarm system, if this is lost a £20.00 charge will be incurred to replace.

Key Holder Information

Contact:

Fob Number:

I acknowledge receipt and take full responsibility for the above fob key while in my possession.

I understand that any key issued to me remains the property of St Polycarp's Catholic Primary School and is provided for my sole use as key holder.

I understand that the key may not be duplicated, transferred or loaned to any other person.

I understand that I am required to immediately report the loss, theft or damage to the key in my possession and that £20.00 will be charged to cover replacement costs.

I agree to return the key in my possession upon termination of the Letting Agreement.

I have read and understand the Letting Agreement and Key Holder agreement and agree to abide by these terms and conditions.

Name Signature of Key Holder Date

Name Signature of Key Holder Date
