

INFORMATION REGARDING THE HIRE OF COLLEGE PREMISES

(Please read carefully before application is made)

1. GENERAL INFORMATION

1.1 College premises may be hired subject to availability and the Agreement of the Principal and College Corporation.

Under the Education Act (No.2) 1986, the College is required to take such steps as are reasonably practicable to ensure:

- (i) that freedom of speech within the law is secured for students and employees of the College and for visiting speakers;
- (ii) the use of College premises shall not be denied to any individual or body of persons on account of their gender, colour, race, language, religious belief, age, marital status, disability, learning difficulty, sexuality, socio-economic status or any other beliefs or views or policies or objectives

The College however, is under no legal obligation to hold meetings on its premises which are open to the outside public.

The College reserves the right to refuse an application where the use would be in direct competition with the College.

Within the context of “freedom of speech”, it is unlawful to incite an audience to violence, breach of the peace or racial hatred. Speakers are also subject to the laws of blasphemy, obscenity, sedition, treason, the official secrets legislation, defamation and contempt of court and Parliament.

The College reserves the right to refuse admission or to eject any person from College Premises.

1.2 Quotes for the hire of College premises are made on an individual basis, depending on what accommodation and facilities are required and payment shall be made as follows:

- (a) In the case of bookings made through LMC Business a deposit, or full payment, may be required when confirming the booking.
- (b) In the case of bookings for The Sports Centre, individual arrangements will be made with each Hirer.

1.3 Safeguarding

Any persons hiring College premises or facilities must comply with the requirements of the College Safeguarding Policy. If the hirer is providing or facilitating a service or activity at which children, young people or vulnerable adults may attend or be present, they must ensure all regulatory requirements for safeguarding are met, including the holding of valid CRB checks and appropriate suspensions.

1.4 Value Added Tax will be added to all invoices where appropriate.

1.5 Functions/events which require catering (including those where consumption of alcohol is required) may only be approved when College catering staff are present.

1.6 Particular attention should be paid to the requirements shown in the Indemnity Declaration.

1.7 Licenses for the public use of sound recordings (Phonographic Performance Ltd) and (subject to the approval of the College Corporation) should be obtained by the **HIRER**, and, if necessary, programme returns submitted to the Performing Right's Society within seven days of the performance.

1.8 It is essential that **HIRERS** arrange for (and provide evidence of upon request) appropriate insurance cover, e.g. Public and Employers Liability Insurance and that in each case the minimum Limit of Indemnity should be for £5m for each and every claim. Whilst every reasonable precaution is taken, Lancaster & Morecambe College does not hold itself responsible for loss or damage to any property or vehicle.

1.9 Sub-letting may be allowed, subject to permission and production of confirmation that appropriate insurance cover is in place.

1.10 No collections, games of chance, lotteries or betting may be conducted on College premises.

1.11 Temporary fixtures must not be nailed, screwed or otherwise affixed to walls or furniture, and placards are not to be posted on College buildings without prior permission.

1.12 No tents, marquees, etc are to be erected without prior permission.

1.13 Wherever possible, hirers should exercise economy in the use of heating and lighting.

2. GENERAL INFORMATION RELATING ONLY TO THE HIRE OF THE SPORTS CENTRE

2.1 Appropriate footwear must be worn at all times in all sports facilities including the external pitches. No dark sole shoes will be allowed in any internal playing area.

2.2 In the case of playing pitches, the Ground Supervisor's decision is final.

2.3 The Hirer must provide the number of responsible persons to supervise the activity if stipulated as necessary by the College.

2.4 Intoxicating liquor must be consumed only in the bar area of The Sports Centre. Sale of intoxicating liquor to persons under the age of 18 years and those who are not either employed at the said premises or who are not attending as a performer or spectator at an organised event at the Facility, are prohibited.

2.5 No children under the age of 8 years will be allowed to use the Sports Centre facilities unless accompanied by an adult or unless attending organised Sports Centre activities.

3. CANCELLATION INFORMATION

3.1 The College may permit Hirers to cancel bookings and the following charges will apply in the case of confirmed bookings:

- Cancellation 14 days (or over) prior to commencement – £15 administration charge
- Cancellation less than 14 days prior to commencement – 50% of the room/facilities hire fee
- Cancellation less than 2 working days prior to commencement – No refund and/or full amount will be charged.

3.2 Any expenditure incurred by the College in purchasing provision or equipment for a booking may be added to the cancellation charge.

3.3 The College reserves the right to cancel a booking, in which case all fees will be refunded. However, the College will not be responsible for any other expenditure incurred, or loss sustained directly or indirectly by the Hirer, arising from the cancellation.

3.4 A £10 administration charge will be made for returned cheques.

4. HEALTH & SAFETY INFORMATION

4.1 Lancaster & Morecambe College endeavours to provide a healthy and safe environment for all persons using the College premises and expects all hirers to do the same.

4.2 It is essential therefore that **all** activities undertaken within College premises, including College Lettings, comply with all relevant health and safety requirements.

4.3 The Hirer shall be familiar with and act in accordance with the requirements of all relevant health and safety legislation during the period of hire.

4.4 All visitors, have a legal responsibility to care for their own and others health and safety. All accidents, incidents and cases of illness must be reported to Reception (see 5 below - EMERGENCY INFORMATION).

4.5 Organisations hiring College facilities must ensure that all planned activities are conducted in a safe manner and that appropriate arrangements have been made to ensure this.

4.6 The Hirer shall at all times during the period of hire provide, as indicated by the College, the correct number of qualified competent and responsible persons in the facility to be responsible for the safety of persons using the facility. If the Hirer is unable to provide such persons, the College will provide them at a charge determined and agreed at the time of booking.

4.7 The Hirer should ensure that, under the Control of Noise at Work Regulations, the noise level at any event, in order to minimise the risk of hearing damage, should not exceed 35dB(A) (LAeq) for an indoor event and 65dB(A) (LAeq) for any event held out of doors.

5. EMERGENCY INFORMATION

5.1 FIRE

Fire alarm points are located throughout the College.

Any person discovering a fire should:

- (a) Sound the alarm
Break glass
- (b) A member of College staff (Site Staff) will call the Fire Brigade.
On hearing the fire alarm:

People should make their way to the nearest assembly point. Information regarding the location of assembly points can be found on the blue fire notice displayed on the door of each room in the College.

If on the first floor or above, people should leave the building using the stairs at either end of the corridor and **SHOULD NOT USE THE LIFTS**.

If on the Ground Floor, people should leave by the nearest available exit.

If anyone requires assistance in an evacuation, they should make their way to a refuge point (i.e. landing areas on each staircase).

People **SHOULD NOT** return to the building until authorised to do so by a member of the Fire Brigade or a Fire Marshall.

PLEASE NOTE:

- **SMOKING IS PERMITTED ONLY IN THE DESIGNATED SMOKING SHELTERS.**
- **SMOKING IN ANY OTHER COLLEGE AREAS WILL ACTIVATE THE SMOKE SENSORS AND SET OFF THE FIRE ALARM.**

5.2 ACCIDENTS

If an accident, incident or illness occurs whilst on the College premises, an accident report form, available from the Reception desks in the main College building or The Sports Centre, should be completed and returned to Reception.

5.3 FIRST AID (excluding Sports Centre)

Out of Normal College Hours – please ensure that you have made your own arrangements.
During Normal College Hours (Monday - Friday 8.30 am - 5.00 pm) – please contact any member of staff and state your requirements or dial 'O' on any telephone and give details of your requirements to the Receptionist.

5.4 FIRST AID (Sports Centre)

- Sports Centre staff have undertaken basic first aid training and emergency assistance will be available via the Centre.