

THE MARLBOROUGH SCIENCE ACADEMY

USE OF SCHOOL PREMISES / GENERAL INFORMATION (REVIEWED NOV 2014)

- The school is a busy working site – please ensure you drive safely (sticking to the speed limit in place) and park considerately in a marked bay, if available.
- All hirers should provide proof of Public Liability Insurance (with a minimum cover of £5 million) or they will need to purchase cover through the school's annual Public Liability policy at a cost of 5% of the session price.
- It is the responsibility of the Hirer to ensure that any instructors / coaches using the facilities are fully trained and, in the case of working with minors, safeguarding procedures are in place.
- First Aid provision is the responsibility of the hirer.
- Illegal substances are not permitted at any time within the school boundary and smoking is strictly prohibited at any location within the school site, and immediately outside the school, during a time when Marlborough students may be using the school premises. Any rubbish from tobacco products smoked outside these constraints must be disposed of properly.
- Footwear that has been worn outside may not be used inside the Sports complex – the gym in particular.
- Studded footwear must be removed before entering the school buildings.
- No equipment belonging to the school should be used (unless specifically requested and permission granted in advance whereas an additional fee may be charged).
- No abusive language should be used on the school premises.
- Parents / organisers are responsible for children at all times and children are only permitted in booked areas.
- The school will not accept any responsibility for the loss or damage of any items brought onto the school premises including personal belongings or materials / equipment used for the hiring.
- Any damage to school property or the premises should be reported to the duty site agent before leaving and will also be charged for.
- Hirers shall not stay longer than their allocated time as the venues are often booked by other hirers immediately before or afterwards and the premises should be vacated promptly.
- Hirers are responsible for clearing up after their session and ensuring any rubbish goes into the bins / skips provided.
- The school is in a residential area and we ask that hirers consider and respect our neighbours with regards to noise levels.
- CCTV operates throughout the school for safety and security reasons.