

## APPENDIX 6

### SCHOOL HALL - CONDITIONS OF USE

- A nominated 'responsible person' will be present on the premises at all times during the period of hire. Any health and safety concerns must be reported immediately to the Site Manager of Trinity School. Tel: 07766 931776 or the Caretaker of Fir Tree School. Tel: 07930 495479.
- The nominated 'responsible person' will be aware of all Emergency egress routes and procedures as follows:
  - o Emergency access from the Main Stage at Trinity School is via the signposted route from back stage right, exiting double fire doors. This exit enters directly onto a protected corridor and stairwell. The final exit door is located in the Quad Area.
  - o Under no circumstances must the Main Stage emergency egress route or stairwell be obstructed. CCTV operates in this area.
  - o Under no circumstances must emergency signage be covered or removed.
  - o The fire proof curtain (white) to the rear of the Main Stage must be in position at all times.
  - o The emergency access from the Main Hall at Fir Tree School is out of the main school entrance and assemble in the main school carpark. If this route was blocked, the exit via the kitchen area is the one to use and assemble in the school playground. Under no circumstances should either exit be obstructed
  - o The Main Stage at Trinity presents a steep drop to performers. Hirers must not cover or remove hazard markings.
  - o During performances where there are more than 20 performers on the Main Stage a designated 'Fire Marshal' must be stationed at the Main Stage emergency exit.
  - o At Trinity, in the event the Main Stage emergency exit is not accessible performers must alight the Main Stage using the two forward facing steps and utilise one of two equal 'exit capacity' egress points (i) via white doors in the 'well' of the Main Hall or (ii) on the raised rear balcony of the Main Hall.
  - o The occupancy 'capacity' of the Main Hall at Trinity is 180 (seated) and at Fir Tree it is 120 (seated). Fire exits requirements must be observed when setting down seating. Hirers are required to follow instructions set out by the Site Manager/Caretaker. Hirers must not re-arrange seating once agreed by the Site Manager/Caretaker.
  - o Firefighting equipment points must not be obstructed at any time.
  - o Vehicles must not be parked in the yellow hatched 'FIRE EXIT' zone adjacent to fire doors at Trinity School or on the double yellow lines outside Fir Tree School entrance.
  - o **THE USE OF SMOKE / DRY ICE OR PYROTECHNICS IS STRICTLY PROHIBITED.**
  - o Electrical intake cupboards must be kept locked at all times.
  - o Lighting units and lighting rigs must not be used without the express authority of the Site Manager/Caretaker. Lighting rigs where used must be certified by a qualified electrician. Costs of certification will be borne by the hirer.

- Hirers are not permitted to use scaffold towers or ladders without proof of competency.
- Hirers are responsible for the conduct of all persons associated with the hire.
- The main stage area must be cleared of all props and equipment at the close of the hire session.
- Hirers must ensure the Main Hall is left clear of all litter at the end of the hire session. The school reserves the right to levy a charge for offending hirers.

I/We have read this Agreement and agree to abide by it and the terms and conditions outlined in the Trust's Lettings Policy.

**For the Hirer/Organisation:** ..... **(Signed) Date:** .....

**Contact Name:** ..... **Tel. No.:** .....

**For the School Checked:** ..... **(Signed) Date:** .....

**Approved By:** ..... **(Signed) Date:** .....