



SHREWSBURY INTERNATIONAL SCHOOL

HONG KONG

Policy Title:	Letting of Premises
Policy Section:	Section G: Premises and Physical Accommodation
Publish to:	Policy Compendium Website Staff Portal Parent Portal

Introduction

Shrewsbury International School Hong Kong highlights Outstanding Opportunities as a core value within Guiding Statements that also reference our regional obligations. Acting in support of our Service Agreement and in reference to the commitment we share to the building of positive and purposeful relationships, school facilities are available to local organisations and members of the public on application.

This policy outlines the procedure and practice for the assessment and management of facility letting requests.

Procedure

1. Facility letting requests must be submitted to the Director of Business Services via the Facility Letting Request Form (Appendix A). Requests connected to private use must be made at least two weeks in advance of the proposed booking - all other requests should be made with a notice period of at least one month.

2. Following an initial assessment of the letting request received, the Director of Business Services will deliver a recommendation to the School Management Committee for a final decision. A response will be delivered in writing at the earliest possible opportunity.
3. In usual circumstances, costs associated with the letting (to include air conditioning, lighting, security and cleaning) will be met by the individual or organisation who plans to use the facility. Associated costs will differ according to the facility used and the length of the letting - the Director of Business Services can provide an indicative costing after the initial internal assessment of a request has been completed.
4. Where a letting request is accepted by The School, a bespoke set of terms and conditions will form part of the agreement for letting.

Further Documentation

The following documents are regularly reviewed and provide important up-to-date information:

1. Facility Letting Request Form;
2. Agreement For Hire Form (Appendix B);
3. Inspection Agreement Form (Appendix C).

Handover

Confirmed lettings for ad-hoc events must begin and end with a formal handover to ensure that the space and any associated equipment is ready to be used and is in good working order. For recurring events, the Director of Business will conduct regular inspection with the Hirer (or its representative). The handover will be overseen by either the Director of Business Services or the Principal.

Equipment Use

Certain equipment, including the sound system control panel in the Auditorium, may only be operated by someone approved by The School. If school staff are required to support with the use of equipment, an additional charge may be applied.

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Health and Safety

The School and the Hirer share responsibility for safe running of events. The Hirer must ensure that they understand and accept any health and safety requirements in advance of any letting and meet the standards set by The School. The Hirer must notify The School of any identified risks associated with activity undertaken on school premises alongside a written plan that identifies a suitable range of control measures to be implemented.

The School accepts no responsibility for damage sustained to equipment or persons brought onto the premises during the period of a letting.

Safeguarding

Shrewsbury International School Hong Kong is fully committed to keeping every child safe - everywhere. Through the utilisation of school facilities, the Hirer must demonstrate a commitment to child protection and the reporting of concern.

Related Policies

This Policy should be read alongside:

- G2: Evacuation
- G3: Health and Safety
- G4: Discovering a Fire

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Appendix A: Facility Letting Request Form

Thank you for your interest in working with Shrewsbury International School Hong Kong.

Please ensure that the following details are submitted according to the timeline identified within the Letting of Premises (G8) Policy along with any necessary supplementary information that you believe may be of use as we seek to assess your application.

Complete forms should be sent to Director of Business Services, Mr Benoit Heumez, via benoit.heumez@shrewsbury.edu.hk.

NAME OF HIRER		
CONTACT DETAILS	ADDRESS	
	EMAIL	
	TELEPHONE NUMBER	

EVENT TITLE			
DATE		DURATION	
DESCRIPTION			

FACILITY	AUDITORIUM (GF)	
	SPORTS HALL (GF)	
	DINING HALL (2F)	
	GYM CENTRE (2F)	
	RECITAL HALL (2F)	
	FOOTBALL PITCH (6F)	
SUPPORT	IT OR AV	

OTHER REQUIREMENTS

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ATTENDEES	MINIMUM NUMBER	
	MAXIMUM NUMBER	
	PROPOSED CHARGE	
MEDIA COVERAGE		

RISK	CONTROL MEASURE

The Hirer must provide a copy of their Business Registration and HKID at the point of submitting a Hiring Request.

The Hirer must provide proof of purchase of Third Party Liability insurance with Shrewsbury International School included as the name of insured of at least HKD 10,000,000.

Appendix B : Agreement For Hire Form

This Agreement for hire is made between Shrewsbury International School Limited, a company incorporated and registered in Hong Kong under the Companies Ordinance (Cap 622) with CR No 2284314 whose office is located at 10 Shek Kok Road, Tseung Kwan O, Hong Kong, hereafter referred to as The School, and:

NAME OF THE HIRER	
ADDRESS OF THE HIRER	

This agreement concerns the following arrangement:

THE EVENT			
DATE/TIME FROM		DATE/TIME TO	
HIRED FACILITIES			
AGREED CHARGES			

The School reserves the right to cancel this agreement for hire at any time if any of its terms are not complied with. The School will not be responsible for any related expenses caused by such cancellation.

The Hirer is entitled to use the area of the Hired Facilities, together with nearby toilets and changing facilities as required, only as stated under the Period of Hire (wearing of footwear likely to cause damage to floors is forbidden).

The Hirer must request and agree with The School in advance times for access to The School as required before or after the staging of The Event.

The Hirer will be responsible for staffing costs (such as those related to security, cleaning and maintenance) as well as any other costs incurred by the school during the running of this event.

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The School is not responsible for any loss or damage to any property owned by any person using The School's premises or stored on The School's premises in connection with staging The Event.

The School reserves the right to enter the Hired Facilities at any time including during The Event.

The Hirer must inform The School of any person sustaining injury or loss on the premises of The School during the Period of Hire within 24 hours of the staging The Event.

All advertising and marketing activities related to The Event require prior approval from The School.

The Hirer is not permitted to modify or alter the configuration or condition of the Hired Facilities and must ensure that all equipment is maintained and used safely.

The Hirer must ensure that the Hired Facilities used during the Period of Hire are left in the condition in which they were found and accept responsibility for any costs incurred by The School in returning the Hired Facilities to their original condition.

The Hirer must agree to comply with any requests made by representatives of The School on the day of The Event including any specific precautions as requested by The School or as recommended or required by the Centre for Health Protection or the Education Bureau.

Parking and storage of equipment is not permitted unless explicitly agreed with The School in advance of the event.

This Hiring Agreement can not be transferred or sublet.

The Hirer shall indemnify and keep indemnified the School against all actions, claims and demands by any person who suffers or suffers or sustains any death, injury, loss or damages arising out of or as a result of the use of The School premises and or facilities by the Hirer or any person so authorised by them due to the negligence on his part or on the part of such authorised person.

Signatories:

This agreement is hereby signed by the parties or their duly authorised representatives on the dates stated:

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SIGNATURE OF HIRER			
REPRESENTATIVE NAME			
IDENTIFICATION NO.		DATE SIGNED	

SIGNATURE OF SCHOOL			
REPRESENTATIVE NAME			
IDENTIFICATION NO.		DATE SIGNED	

Appendix C: Inspection Agreement Form

SIGNATURE OF HIRER			
REPRESENTATIVE NAME			
IDENTIFICATION NO.		DATE SIGNED	

I acknowledge and accept:

- Responsibility for any damages caused during the hiring period, to include those caused by contractors, sub-contractors, hired staff and visitors.
- That the facilities were inspected and that no damage was found during inspection prior to the hiring period.
- All costs billed by the School as final compensation for the repair or reinstatement of the hiring facility to its condition prior to the hiring period.

SIGNATURE OF SCHOOL			
REPRESENTATIVE NAME			
IDENTIFICATION NO.		DATE SIGNED	

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