

Woodlands Sensory Room

Terms and Condition of Hire

1.1.1 The hirer must be 18 years of age or older to legally hire space at the Academy of Woodlands.

1.1.2 Responsibility for insurance and liability for loss or damage to equipment, hired rooms and persons taking part in activities provided by the hirer rest entirely with the customer.

1.1.3 Persons, companies and associations wishing to book the Sensory Room must do so online at: aow.schoolhire.co.uk

2.0 Hirer must respect their surroundings and others using the facilities.

2.1 Equipment in Woodlands Sensory Room must be used for the purpose for which they are designed.

2.3 The refectory area and community areas:-

- This is a common area and shall be used with respect to all attending hirers.
- It is not permitted for babies or children to be changed in this area. Changing facilities are provided on site.
- Groups using the facility must be aware of others and remember that they have hired their space only, the refectory is not an area to be used for meetings/practice or building objects of any kind.

2.4 Under no circumstance is equipment allowed to be taken from the premises by the hirer or persons hiring the facilities without prior written permission from management in the event of loss or damage to equipment the hirer is held strictly responsible.

3.0 The grounds of The Academy of Woodlands shall be treated with respect at all times. Bins are located at several locations around the facility. The entire site is a non- smoking site.

3.1 On no occasion other than a fire alarm should any hirer relocate or visit any other area in the The Academy of Woodlands.

3.2 Under no circumstance in the event of a fire alarm sounding should the hirer investigate nor attempt to tackle the fire. Should the alarm sound you are all asked to follow the fire exit signs to the nearest exit to then proceed to the fire assembly point (3G pitch and field).

3.3 All hirers must sign in and out of the facility this is for your own safety.

3.4 Should the hirer notice or find any object or part of the building damaged or missing it should be reported immediately to reception for a full investigation.

4.0 We reserve the right to amend or add to these terms and conditions should the need arise.

4.1 The Academy of Woodlands may from time to time withdraw use or part use of the facilities where and when it deems necessary for repair maintenance alteration and alternative use for safety reasons.

5.0 The recommended maximum persons using the Sensory Room is four adults and four children under the age of five.

5.1 The Sensory Room is open for use between 9am – 7pm Monday to Fridays, Saturday between 9am – 4pm and Sundays between 10am – 3pm at a cost of £4 per child.

5.2 No food to be consumed within the Sensory Room under any circumstances.

5.3 All shoes are to be removed before entering the Sensory Room.

6.0 The Academy of Woodlands shall not be responsible for any damage or injury (including death) caused to or sustained by any person arising out of or in connection with the letting unless such loss, damage injury (including death) was caused by some fault or negligence on the part of The Academy of Woodlands, and you will indemnify The Academy of Woodlands against all expenses, cost fee, damages, and losses arising out of or in connection with any claim arising from such loss, damage or injury (including death). Children are your responsibility and must be supervised at all times when using the Sensory Room.

7.0 For Health & Safety reasons, a child who has been ill in the last 24 hours should not use the Sensory Room. If a child has sickness and/or diarrhoea in the Sensory Room, please ensure it is reported to a member of staff so that the room is properly cleaned and closed for a period of 24 hours. Bookings will be cancelled for this period. In addition, any toileting accidents need to be reported immediately to a member of staff in order to clean the room.

7.1 For Health & Safety reasons, socks are to be worn at all times – no bare feet.

7.2 No running or jumping off the equipment is permitted in the Sensory Room.

7.3 Parents/Carers must accompany their child/children in the ball pool until they are able to stand unaided.

7.4 The balls in the ball pool are cleaned every 6 weeks unless prior cleaning is required.

7.5 Annual Risk Assessment and daily room checks undertaken.