

DOLLAR ACADEMY FACILITY HIRE

TERMS & CONDITIONS (1 AUGUST 2025 – 31 JULY 2026)

1. The person making the booking ("Event Director/Contact Name") accepts the following conditions on behalf of all users of the facilities during the letting period.
2. Arrangements for access should be made with Kirsty Molnar, External Lettings Co-ordinator, lettings@dollaracademy.org.uk, during office hours. A £20 refundable deposit will be returned when the access card is returned. An additional deposit may be requested depending on the nature of the let.
3. Letting fees are to be paid to Dollar Academy on receipt of the invoice under agreed payment terms. It is the responsibility of the hirer to verify that the correct number of sessions are in the booking confirmation and again in the invoice.
4. Dollar Academy reserves the right to cancel a session due to school use, as much notice as possible will be given and there will be no charge.
5. If the hirer needs to cancel a session as much notice as possible should be given and the charge will be waived depending on the reason for cancellation.
6. Damage to property/buildings or loss of equipment/facilities will be made good at the expense of the hirer. Dollar Academy reserves the right to terminate the let at any point for reasons of unsuitable or unsociable behavior or vandalism.
7. Appropriate Public Liability Insurance must be in place and trained/qualified supervisors must be on site where appropriate. Dollar Academy may request a copy of the PL Insurance document prior to accepting the booking.
8. Depending on the nature of the event, Dollar Academy may ask you to provide a copy of the event Risk Assessment.
9. If participants are U18, the Safeguarding document must be returned before the start of the let.
10. The hirer is responsible for ensuring that doors and windows are left secure on departure, lights are extinguished, and that equipment and rubbish are appropriately dealt with and correctly recycled.
11. Hirers must be aware of current fire regulations (Fire Warden/Stewards required for public events) and action to be taken in the event of an emergency evacuation. Fire and Emergency Evacuation procedures will be shared when access arrangements are made. Dollar Academy is a non-smoking campus.
12. Hirers' vehicles must be parked appropriately, and access to campus may be limited for safety reasons. Swimming Pool/Dining Hall hirers should use the designated car park to the south of the building. The speed limit on campus is 10 mph.
13. The hiring group should keep to the hired facility and should follow the most direct route to and from the hired facility.
14. If alcohol is to be sold at any event, an *Occasional Licence* **must** be obtained from Clackmannanshire Council and a copy of the licence sent to lettings@dollaracademy.org.uk before the event.
15. Non-marking footwear must be worn in the Games Hall.

SWIMMING POOL

16. By prior agreement and space dependent, equipment used by swim schools/community groups and clubs can be stored in the locked area in the boys' changing room and is for sole use by them.
17. No outdoor shoes should be worn on any part of the Swimming Pool surround.
18. No food should be brought into the Swimming Pool/changing rooms and only plastic, resealable water bottles used.

LIABILITY DISCLAIMER

Dollar Academy accepts no responsibility in respect of any activity organised and/or provided by a third-party provider. Any user of the facilities does so at their own risk and Dollar Academy accepts no responsibility for injuries, however caused, nor for loss or damage of personal property. Dollar Academy reserves the right to amend these Terms and Conditions and will notify you in writing.

By submitting the booking form you acknowledge, understand and agree to these Terms and Conditions.

July 2025