



# **Lettings Policy**

## **All Weather Pitches**

## TERMS AND CONDITIONS

### FOR THE HIRE OF THE SCHOOL ALL WEATHER PITCHES

All terms and conditions set out below must be adhered to. The “Hirer” shall be the person making the application for a hire, and this person will be personally responsible for payment of all fees or other sums due in respect of the hire.

#### ***Status of the Hirer***

Bookings will not be made to persons under the age of 18, or to any organisation or group with an unlawful or extremist background. The hire agreement is personal to the hirer only, and nothing in it is intended to have the effect of giving exclusive possession of any part of the school to them or of creating any tenancy between the school and the hirer.

#### *Priority of Use*

The Headteacher will resolve conflicting requests for the use of the pitches, with priority at all times being given to school events.

#### *Attendance*

The Hirer shall ensure that the number of persons using the pitches does not exceed that for which the application was made and approval given.

#### *Public Safety*

The Hirer shall be responsible for the prevention of overcrowding (such as would endanger public safety), and for keeping clear all gangways, passages and exits. The Hirer shall be responsible for providing adequate supervision to maintain order and good conduct, and - where applicable - the Hirer must adhere to the correct adult/pupil ratios at all times. The Hirer will be responsible for ensuring spectators do not enter the fenced area of the All Weather Pitch.

#### *Own Risk*

It is the Hirer's responsibility to ensure that all those attending are made aware of the fact that they do so in all respects at their own risk.

## *Damage, Loss or Injury*

The Hirer warrants to the Governing Body that it has appropriate public liability insurance to cover all its legal liabilities for accidents resulting in injuries to persons (including all participants in the activity for which the premises are being hired), and/or loss of or damage to property, including the hired premises, arising out of the hire. The minimum limit for this insurance cover is £5 million. The Hirer must produce the appropriate certificate of insurance cover before the booking can be confirmed.

The school will not be responsible for any injury to persons or damage to property arising out of the hire of the pitches.

## *Fencing, Fittings and Equipment*

Fencing, fittings and equipment shall not be removed or interfered with in any way. No fittings or decorating of any kind necessitating drilling, or the fixing of nails or screws into fixtures which are part of the school fabric, are permitted. In the event of any damage to premises or property arising from the hire, the Hirer shall pay the cost of any reparation required.

The goals must not be moved under any circumstance. The goals can only be moved by the responsible personnel of the school.

## *School Equipment*

Responsible adults must supervise the use of any equipment which is issued and ensure its safe return. The Hirer is liable for any damage, loss or theft of school equipment they are using, and for the equipment's safe and appropriate use.

## *Electrical Equipment*

Any electrical equipment brought by the Hirer onto the school site **MUST** comply with the LA code of practice for portable electrical appliance equipment. Equipment must either have a certificate of safety from a qualified electrical engineer or be inspected by the LA. The intention to use any electrical equipment must be notified on the application.

## *Car Parking Facilities*

Subject to availability, these may be used by the Hirer and other adults involved in the hiring. There will be occasions when car parking is not available and you will be given at least one week's notice.

## *Toilet Facilities*

Access to the school's toilet facilities is included as part of the hire arrangements via the community entrance.

## ***Footwear***

All users must wear appropriate footwear:

- Moulded studs
- Astroturf shoes.

Under no circumstance must any use be on the All Weather Pitch in training shoes.

## ***First Aid Facilities***

There is no legal requirement for the school to provide first aid facilities for the Hirer. It is the Hirer's responsibility to make their own arrangements, such as the provision of first aid training for supervising personnel, and the provision of a first aid kit. Use of the schools resources is not available.

## ***Fire Regulations***

The person responsible for the security of the pitches before, during and after the hire will explain the fire procedures to the hirer. The advice will specifically relate to emergency evacuation procedures, fire alarm points and fire fighting equipment, assembly points and roll call of personnel, location of telephone and how to summon the Fire Brigade and emergency services. A written copy of fire evacuation procedures is attached to this agreement.

## ***Food and Drink***

No food or drink may be prepared or consumed on the property without the direct permission of the Governing Body, in line with current food hygiene regulations. All litter must be placed in the bins provided.

## ***Intoxicating Liquor***

No intoxicants shall be brought on to or consumed on the premises.

## ***Smoking***

The whole of the school grounds and premises is a non-smoking area, and smoking is not permitted.

## ***Animals***

Animals must not be brought into the school grounds.

## *Copyright or Performing Rights*

The Hirer shall not, during the occupancy of the pitches, infringe any subsisting copyright or performing right, and shall indemnify the School against all sums of money which the School may have to pay by reason of an infringement of copyright or performing right occurring during the period of hire covered by this agreement.

## *Sub-letting*

The Hirer shall not sub-let the pitches to another person.

## **Charges**

Hire charges are reviewed annually and the current charge is set out in the **Pitch Request Form**

## ***Variation of Scales of Charges and Cancellations***

The Hirer acknowledges that the charges given may be increased from time to time (they will be reviewed by the Governing Body on an annual basis) and that the booking may be cancelled, provided that in each circumstance at least 14 days' notice either way is given. It is the Hirer's responsibility to notify parents in writing (where appropriate) of any changes in dates or venues at least a week in advance.

## *Security*

The Governors will hire and pay for a person to be responsible for the security of the pitches before, during and after the hire, and for the cleaning and maintenance of the pitches after their use. This cost will be included in the charge for the hire. If no suitable person can be employed, then the hire will not be allowed or will be cancelled. Only named key holders may operate the security system. Keys should not be passed to any other person without direct permission of the Director of Business and Human Resources.

## *Right of Access*

The Governing Body reserves the right of access to the pitches during any hire. The Headteacher or members of the Governing Body from the Premises Committee may monitor activities from time to time.

## *Conclusion of the Hire*

The Hirer shall, at the end of the hire period, leave the pitches litter free and in good condition, all equipment being returned to the correct place. If this condition is not adhered to, an additional cost may be charged.

## *Vacation of Pitches*

The Hirer shall ensure that the pitches are vacated promptly at the end of the hire. The Hirer is responsible for supervising any children taking part in an activity until they are collected by a responsible adult. In the event of an emergency evacuation, occupants must follow the procedure for Emergency Evacuation (out of school hours). The Hirer must have immediate access to participants' emergency contact details, and may use the telephone in the school office in the event of an emergency. Hirers are responsible for familiarising themselves with emergency exits and must ensure that participants are aware of evacuation procedures. The times of the lettings are in hourly blocks. You must ensure you have vacated the pitch ready for the next user at least two minutes before the hour.

## ***Promotional Literature/Newsletters***

A draft copy of any information to be distributed to participants or through the school must be sanctioned by the Headteacher a week prior to distribution by the Hirer

## ***Termination of the Agreement***

The Headteacher will terminate the agreement with 1 weeks' notice if the hirer fails to follow the regulations laid down in the agreement.

## *Conditions of Use*

1. Application for a hire does not necessarily guarantee acceptance. All applications will be confirmed, or otherwise, by the Headteacher (or other designated person).
2. Organisations will be required to pay the hire charge if the pitches are opened for the booking even if the booking does not take place.
3. The School reserves the right to cancel or amend this hire in the event of the pitches subsequently being required for school activities. In this event as much notice as possible will be given but the school will not be under any obligation to offer alternative provision.
4. The hire must be correctly supervised by the Hirers who will undertake to pay for any damage caused by their use of the pitches and are responsible for their own third party liability cover.
5. Multiple Lettings: All accounts are payable within 30 days from the date of the account. The school reserves the right to refuse the hirer subsequent use of the pitches if any account remains unpaid after this period.

Single Lettings: Payment for single lettings must be made to the school before the commencement of the letting.

6. If a hire over-runs the time booked, an additional charge will be made.



7. The school reserves the right to amend the charges as appropriate.
8. The hirer must make him/herself fully conversant with the fire drill for the premises/pitches and the position of appliances and emergency exits and assembly points. He/she must also keep a register of members for Health and Safety reasons. In the event of an emergency evacuation the hirer is responsible for informing the person responsible.
9. Once completed the Pitch Request Form should be returned to The Assistant Director of Business, Finance and Resources North Chadderton School, Chadderton Hall Road, Chadderton.
10. Failure to comply with the Conditions of Use may result in a booking being cancelled and may jeopardise any future application

**SCHOOL PITCH REQUEST FORM**

NAME OF GROUP OR ORGANISATION: \_\_\_\_\_

REGISTERED COMMUNITY GROUP: YES/NO  
COMMUNITY REGISTRATION NO: \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_ POST CODE \_\_\_\_\_

TELEPHONE:  
HOME \_\_\_\_\_ MOBILE \_\_\_\_\_  
WORK \_\_\_\_\_ EMAIL \_\_\_\_\_

ROOMS REQUIRED:  
\_\_\_\_\_

NATURE OR ACTIVITY:  
\_\_\_\_\_

DATES OF SINGLE LETTINGS:  
\_\_\_\_\_

TIMES: \_\_\_\_\_

DATES OF MULTIPLE LETTINGS: (SPECIFY EXACT DATES)

DAY: \_\_\_\_\_ TIMES: \_\_\_\_\_ HOURLY RATE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I confirm that the information given in this form is correct and I agree to accept the conditions outlined overleaf.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Hire Approved: \_\_\_\_\_ Date: \_\_\_\_\_