



CONDITIONS GOVERNING THE LETTING OF SCHOOL SPORTS PITCHES

1 GENERAL CONDITIONS

1.1 Applications for the use of the School's premises must be made to the Facilities Manager of the School, and responsibility for their approval rests with the School Governors. The person signing the application will be deemed to be the Hirer and must accept responsibility for ensuring compliance with these conditions.

1.2 Hirers will be informed at the time the application is approved of the charge for the use of the facilities required. Payment will be made in advance at the time when the letting is confirmed. Payments of lettings other than in advance will be agreed with the Site Manager. If there is any damage, or the need for a member of the School's Staff to work longer than expected after the letting, the Hirer will pay any subsequent costs involved.

1.3 The School reserves the right to cancel any lettings if the facilities are required for urgent, official or academic business. In these circumstances the Hirer will be reimbursed the hiring fee.

1.4 The school reserves the right to cancel any lettings or hire arrangement in the event that the Hirer does not comply with these conditions.

1.5 Any intention of the Hirer to cancel a letting must be notified to the Facilities Manager of the School at least 24 hours before the letting is due to take place. In the event of the Hirer failing to give at least 24 hours' notice, the hiring fee will not be refunded. Please note any cancellation will incur a 10% administration fee.

1.6 A member of the School's Facilities Team is normally expected to be in the vicinity throughout the course of the letting. No payment should be made to that member of staff on duty.

1.7 No alterations to the School premises, fixtures or fittings will be permitted; notices must only be fixed to boards provided.

1.8 The Hirer is responsible for providing supervision during the course of the letting and must satisfy the Facilities Manager that the arrangements are adequate.

1.9 The Hirer or an accredited person appointed by the Hirer, must be in attendance at all times and must accept responsibility for any damage caused to the School grounds, playing fields, buildings, fixtures, fittings, furniture and equipment resulting from the letting. Every precaution must be taken

to avoid such damage and the Hirer will be required to meet the cost of making good any damage however caused.

1.10 The Hirer is responsible for arranging their own insurance for:

- a) Personal accidents.
- b) Third party claims.
- c) Any loss or damage to the School grounds, playing fields, buildings, fixtures, fittings, furniture and equipment resulting from the letting.

Proof of such insurance is to be provided before the commencement of the hire.

1.11 Alcoholic liquor must not be sold or consumed on the School premises.

1.12 The School premises must be left clean and tidy after use.

1.13 All parties connected with the hire of sports pitches should leave the ground promptly at the end of the hire, with minimum noise and due acknowledgement of the presence of residential neighbours.

1.14 The Facilities Manager must be consulted in advance if there is any doubt about the interpretation of the above conditions.

2 ADDITIONAL CONDITIONS GOVERNING THE LETTING OF SCHOOL PLAYING FIELDS AND ALL-WEATHER PITCHES

2.1 If there is any doubt as to the fitness of the ground the Hirer must consult the Facilities Manager who will make the final decision as to whether the ground may be used before the letting takes place. In the event of the ground being unfit for use immediately before a letting is due to take place, any letting charge already paid will be refunded.

2.2 The Hirer must be responsible for ensuring that everyone taking part in the letting involved, including spectators, are properly and adequately supervised.

2.3 The Hirer will ensure that excessive noise and inappropriate language are not used by any party connected with the Hire.

2.4 Casual spectators not connected with the letting must not be admitted.

2.5 Stakes and spikes must not be driven into the ground, unless the Facilities Manager has given permission.

2.6 Bonfires/ Barbecues must not be lit, unless the Facilities Manager has given permission.

2.7 Animals must not be allowed on any part of the playing fields.

2.8 No marking out of pitches may be done except by authorised ground staff of the School.

2.9 Playgrounds and playing fields must be left in a clean and tidy condition after use.

2.10 The Facilities Manager must be consulted in advance if there is any doubt about the interpretation of the above conditions.

3 ALL-WEATHER PITCHES

3.1 The Hirer will ensure that appropriate footwear is worn by all users of the all-weather pitches.

4 ADDITIONAL INFORMATION

4.1 Groups hiring the school premises are advised to ensure they have their own First Aid kit and First-Aider.

4.2 Smoking is not allowed anywhere on the School premises.

4.3 Reports of accidents, incidents, damage or defects should be made in the first instance to a member of the School's staff and as soon as possible to the Site Manager.

4.4 Parking is only permitted in the designated, marked parking areas. For the avoidance of doubt, access roads are NOT designated parking areas.

4.5 Hirers are asked to use public transport or bicycles wherever possible. A plan of the nearest bus stops is available on the website; there is ample provision of bicycle shelters on site.

