



THE CONSORTIUM  
ACADEMY TRUST

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Shaping Positive Futures

# Community Use Policy

The Consortium Academy Trust (TCAT)  
An Exempt Charity Limited by Guarantee  
Company Number 07665828

Status:	Live
Policy Owner (position)	Head of Estates
Statutory / Recommended	Recommended
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Linked Documents and Policies	Health and Safety Policy

*\*NB – This document can only be considered valid when viewed on The Consortium Academy Trust website. If the copy is printed or downloaded and saved elsewhere the Policy date should be cross referenced to ensure the current document is the correct version. The linked policies can be viewed at [www.consortiumtrust.co.uk](http://www.consortiumtrust.co.uk)*

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**Red text requires site-specific content**

## General Terms and Conditions of Use

### 1. Definitions and abbreviations

#### 1.1 In these Terms and Conditions of Use:

**Activities** means the activities (as agreed and stated on the booking form) carried out by the hirer for the duration of the hire period on the school site.

**Casual hire** means occasionally booked activities.

**Equipment** means any equipment under the ownership, possession or control of the school or otherwise present in the facilities that is made available to the hirer or to which the hirer has access for use in connection with the activities.

**Event of Force Majeure** means the occurrence of circumstances beyond the reasonable control of that party including (without limitation) industrial action, strikes, lockouts, blockades, riots, act of war, piracy, destruction of essential equipment by fire, explosion, storm or intemperate weather, unfitness of playing fields for use, flood, earthquake, failures of, shortages in or a loss of access of equipment, power, supplies, fuel or transport facilities at the facilities.

**Expiry Date** is the date of completion of the hire period as set out on the booking form or the first anniversary of the commencement date of the contract, whichever occurs earlier.

**Facilities** means that part of the school being hired.

**Facilities Staff** means any employee or representatives of the school with responsibility for the buildings, grounds and equipment.

**Hire Charge** means the cost of hiring the facilities and (where appropriate) the equipment as specified in the booking form together with any additional charges or costs incurred due to loss or damage.

**Hire Period** means any and all periods of time during which the hirer is permitted to use the facilities and (where appropriate) the equipment as stated in the Booking Form.

**Hirer** means the person, organisation, club, firm or company with whom the booking is made, and includes any person under the control of, connected with, or on the school premises with the consent of the hirer.

**Regular Hire (Block Bookings)** means hire on a periodic basis.

**Regular Hire Session (Block Bookings)** means one of the sessions, which together with other sessions comprise a period of Regular Hire.

**Special Event** means hire for one specific period only.

**The School** means the premises applying to hire or being hired.

**The Trust** means The Consortium Academy Trust.

#### 1.2 Words in the singular shall include the plural and vice versa, references to any gender shall include the others and references to legal persons shall include natural persons and vice versa.

### 2. General Terms

#### 2.1 These Terms and Conditions of Use shall apply to the contract to the exclusion of any other terms and conditions contained or referred to in any order, letter, form of contract or other communications sent by the school to the hirer, and the provisions of these Terms and

Conditions of Use shall prevail unless expressly varied in writing and signed by the school's Headteacher.

The school may issue supplementary Terms and Conditions and / or codes of conduct which will be in addition to, not a replacement of these Terms and Conditions of Use.

- 2.2 Any concession made or latitude allowed by the school to the hirer shall not affect the strict rights of the school.
- 2.3 If in any particular case, any clause of these Terms and Conditions of Use shall be or be held to be invalid, the other clauses of the Terms and Conditions of Use shall continue in full force and effect.
- 2.4 With the exception of guide dogs, animals are not allowed on the school site.

### 3. Policy Review

- 3.1 This policy will be reviewed annually, and in-line with other Trust policies.
- 3.2 Policy reviews will take into account changes in good practice, local and national incentives and legislation.
- 3.3 Customers will be considered as part of the policy review.
- 3.4 We will notify all our customers of any and all changes to this policy in writing. Full copies will be made available on request.

### 4. Management Responsibilities

The Trust will, while retaining full strategic and operational control of its facilities for hire;

- 4.1 Provide safe, clean and maintained facilities, fit for the purpose they are hired for.
- 4.2 Decide on policy issues and future development strategies, including pricing, programming and staffing.
- 4.3 Market and promote the facilities in accordance with the agreed aims and targets including local and national sports development strategies and initiatives where appropriate.
- 4.4 Provide clear communication links with community users regarding operational matters and service standards.

### 5. Pricing policy

The Trust will review the hire charges periodically, as part of the wider Community Use Policy review, and compare them with local providers to ensure these facilities are available at competitive rates.

Prices are based on the following three-tier system:

**Concessionary Rate:** available to teams and organisations for young people up to the age of sixteen years old, registered charities where otherwise appropriate.

**Standard Rate:** applicable to all not-for-profit teams, clubs and organisations.

**Business Rate:** this will be applied to any sports business or commercial organisation that operates their activities as a business.

For current prices, please refer to Appendix 10: Price List

## 6. **Hours of Use** <Each setting to input their own opening hours>

Facilities are available to hire during the following times;

Term Time

Monday to Friday: 6.00pm until 9.00pm – Last admission 8.00pm (Example only)  
Saturday: 9.00am until 9.00pm – Last admission 8.00pm (Example only)  
Sunday: 9.00am until 8.00pm – Last admission 7.00pm (Example only)

School Holidays (If different)

Monday to Friday: 8.00am until 9.00pm – Last admission 8.00pm (Example only)  
Saturday: 9.00am until 9.00pm – Last admission 8.00pm (Example only)  
Sunday: 9.00am until 8.00pm – Last admission 7.00pm (Example only)

The school reserves the right to amend these times in-line with changes to curriculum demands.

## 7. **Access Arrangements**

To ensure that the school complies with its own Safeguarding Policy, access to school facilities by external customers will be strictly limited to the hours set out in Section 6, Hours of Use. Access requests for times other than during the hours of use, should be directed to the schools Facilities Manager in the first instance.

A booking requirement for all teams, clubs and organisations will be registering with one of the following schemes;

**Voluntary Clubs:** participation in the East Riding Club Accreditation Scheme (ERCAS).

<http://www2.eastriding.gov.uk/leisure/sport-and-play/information-for-sports-clubs/#gain-accreditation>

The aim of ERCAS is to ensure that clubs and user groups have a number of measures in place to certify they are providing safe, quality sessions for their members, especially young people.

**Sports Businesses:** compliance with East Riding Minimum Operating Standards (ERMOS)

<http://www2.eastriding.gov.uk/leisure/sport-and-play/information-for-sports-clubs/#sports-businesses>

or registration with the Approved School User Scheme (ASUS)

<http://www2.eastriding.gov.uk/leisure/leisure-centres-and-fitness/non-leisure-centre-sports-facilities/>

All businesses or sole traders must demonstrate the following standards are in place in order to become accredited by the council:

Governance

Health and safety procedures

Public and Employee liability insurance  
Child protection policy and procedures  
Disclosure and Barring Service (DBS) checked coaches and volunteers  
Code of conduct  
Qualified coaches (National Governing Bodies, first aid and safeguarding).

Once businesses gain approval, they are issued with an award letter and certificate of achievement, which is renewed on an annual basis. Businesses are then entered onto a quality-assured list of providers, which is circulated amongst schools.

## **8. Hirer's Responsibilities**

- 8.1 Before any booking can be confirmed, hirers must complete a booking form in full, and provide relevant documents as are required or requested, e.g. Public and Employee Liability Insurance Certificate, Health and Safety Policy, Risk Assessments.
- 8.2 Hirers must comply with the instructions of the school staff.
- 8.3 Hirers shall provide sufficient and appropriate supervision of their group members whilst on the premises to comply with all applicable regulations and best practice.
- 8.4 All hirers engaged in a supervisory role during the hire period must be carefully selected prior to their appointment and be sufficiently skilled, experienced and trained to carry out their duties.
- 8.5 Hirers must be appropriately dressed for each activity and supplied with such personal protective clothing as shall be suitable and appropriate to the activity being undertaken as required by law or good practice.
- 8.6 Where hirers include participants or spectators that are:
  - (a) Children under sixteen (16) years of age; or
  - (b) Vulnerable young people or adults.

The hirer(s) responsible for organising, operating, assisting-with or supervising activities must be DBS checked and shall be responsible for registering with the DBS and providing details of such to the school and any governing or regulatory organisation or their representatives by their request.

Hirers operating as a club or organisation must have a safeguarding policy in place prior to using the facilities.

- 8.7 Where the facilities are to be used for a discotheque, dance or such other similar social function, the hirers must ensure that there is one supervising adult over 21 years of age to every 15 people attending the function. The hirers also must ensure that an appropriate proportion of female supervisors to female attendees are present.

- 8.8 An audience will only be permitted entry to the facilities:
- a. If such a request has been made on the booking form and
  - b. The school has approved an appropriate form of ticketing and/or audience control; and
  - c. Unless otherwise agreed with the school the hirer must ensure that adequate security personnel are in attendance for the duration of the hire period.
- 8.9 It is the responsibility of the hirer to leave the facilities in a clean, usable and undamaged condition as that in which they were made available, including the removal of all left-overs, refuse and other waste immediately after each activity. Failure to comply will result in hirers being recharged cleaning and the disposal costs.
- 8.10 The hirer agrees to carry out, perform or otherwise use the facilities solely for the purposes as set out in the booking form.
- 8.11 Where applicable, the school may issue additional activity-specific Terms and Conditions of Use and / or Codes of Conduct which supplement these Terms and Conditions of Use. Failure of the hirers to comply with the additional Terms and Conditions and relevant Code of Conduct may result in immediate termination of all bookings.

## **9. First Aid and Medical Emergencies**

- 9.1 The hirer shall supply suitable first aid qualified personnel to attend medical emergencies during the hire period as required by current Health and Safety (First Aid) at Work Regulations. For tournaments, competitions or other large events the hirer shall where required by the school to, contact the British Red Cross, St Johns Ambulance Brigade or other reputable provider and arrange, at the hirer's sole cost, to have qualified First Aiders from such an organisation in attendance at all times during the hire period.
- 9.2 In the event of a fire, the hirer must ensure that their party of users evacuate by the nearest safe exit and assemble in the designated area as detailed in the Emergency Action Plan (Appendix 8). The school must be informed by the hirer in advance of any particular user who may require assistance in the event of an emergency.
- 9.3 It is the hirer's responsibility to take a register of all their delegates at the beginning of their session to act as an evacuation register. These registers will be provided to the school prior to the start of the activity, if requested to do so.
- 9.4 All accidents and incidents must be reported to the school within 24 hours of any incident. A copy of the accident form and any relevant reports should be sent to the school within five working days of the incident. If the incident is more serious, i.e. requiring hospital treatment, then these documents must be sent to the school within 48 hours of the incident. In the event of a serious injury or fatality, the hirers must contact the facilities staff on duty immediately. Contact details are in Appendix 9.

## **10. Health and Safety**

- 10.1 Fire doors and doors fitted with automatic closers shall not be interfered with by hirers

- 10.2 Whilst at the school, all hirers must abide by and comply with all relevant health and safety provisions, legislation and instructions as stated by the school or as directed by facilities staff.
- 10.3 Hirers shall not obstruct any corridor, passage, entrance or exit of the school.
- 10.4 Hirers must ensure that fire-fighting equipment is used for its intended purpose only and not interfered with or compromised during their hire period. Any use or misuse of any equipment must be reported to school staff immediately. The school reserves the right to recharge the hirer the cost of any loss or damage to equipment.
- 10.5 The hirer will under no circumstances bring fireworks or pyrotechnics onto the school premises. No flammable or compressed gas, volatile materials or naked flame are permitted to be brought into any area of the premises.
- 10.6 Abusive behaviour or inappropriate conduct will result in an immediate termination of booking.
- 10.7 Failure of the hirer to comply with the Emergency Action Plan (Appendix 8) will result in immediate termination of all bookings.
- 10.8 The hirer shall ensure capacity numbers agreed at the time of booking are not exceeded.

## **11. Portable Appliances and Electrical Equipment**

- 11.1 Any electrical equipment brought to and used in the school must be agreed at the time of booking, and confirmed on the booking form. All items must have a current, valid and legible **Portable Appliance Test** (PAT) certificate, a copy of which is required at the time of booking.
- 11.2 Any power requirements must be discussed and agreed with the school at the time of booking, and confirmed on the booking form.
- 11.3 Any electrical equipment belonging to the Trust that is plugged into sockets must not be removed, even momentarily by hirers.

## **12. Sport**

- 12.1 Where an activity is a sport, hirers must ensure that it is carried out and supervised in accordance with the appropriate rules and safety recommendations of the governing body of the sport concerned.
- 12.2 Where sports activities, coaching, training, tuition or martial arts are to be practised or performed, the hirer must be a member of a recognised professional body for the sport concerned and where appropriate, recognised by the applicable national agency for sport. Hirers must provide details of professional qualifications, insurances and indemnities at the time of booking.



- 12.3 The hirer agrees that the school's decision on the fitness of all playing surfaces will be final.
- 12.4 Hirers must not wear studded or spiked footwear indoors of the facilities or on the hard court Multi Use Games Area (MUGA).

### **13. Noise**

- 13.1 Hirers are reminded of the need to respect our neighbours. Noise must be kept within reasonable limits, and hirers must comply with the instructions of the school staff in this respect. Antisocial behaviour will not be tolerated.

### **14. Photography and Filming**

- 14.1. Unauthorised use of video, photographic and mobile phone imaging equipment, including external areas, is strictly prohibited, without prior written consent from the school, and the explicit consent of participants or their guardians if under 18 years old or considered vulnerable.
- 14.2 All free-standing equipment should have usable rubber-tipped feet.

### **15. Catering**

- 15.1 Use of kitchen and catering servery facilities is prohibited.
- 15.2 The use of external caterers is permitted with prior written consent from the school, details must be provided at the time of booking.

### **16. Licensing**

- 16.1 It is the responsibility of the hirer to secure valid and adequate Licence/s for their respective activities which covers all hirer requirements e.g. Temporary Event Notice (TEN).
- 16.2 Prior to applying for a Licence, the hirer must discuss the requirements at the time of booking with the school. Details of any licence must be provided at the time of booking and prominently displayed during the event.

### **17. Intoxicating Alcohol / Illegal Substances**

- 17.1 Hirers are prohibited from bringing or consuming any intoxicating alcohol on school premises without the prior written consent of the school agreed at the time of booking.
- 17.2 Hirers are prohibited from bringing illegal drugs and / or substances, including so-called legal highs on to school premises.
- 17.3 Hirers shall ensure that all alcohol containers, bottles, cans and all other food and drink waste and receptacles are removed from the setting at the end of each hire period. Failure to comply will result in hirers being recharged cleaning and the disposal costs.

## **18. Car Parking**

- 18.1 Whilst on school premises all hirers must comply with the provisions of any relevant and applicable traffic management procedures applied or notified by the school or its representatives.
- 18.2 Hirers shall not park on “double yellow lines” or pathways. They must not obstruct any emergency vehicle routes, entrance or exit of the school or public paths or roads.
- 18.3 If requested, users must comply with school staff requests to move their vehicles.

## **19. Liability**

- 19.1 Hirers are reminded that the school and The Consortium Academy Trust cannot accept responsibility for injury to persons, or loss or damage to property. All use of Trust facilities are entirely at the risk of the user. Hirers are particularly reminded of the risks involved in the participation and spectating of sports and activities, and therefore must ensure all appropriate precautions are observed.
- 19.2 The hirer shall be liable for any loss or damage caused by the hirer to school equipment, fixtures, fittings, furniture and any articles belonging to the school. No screws, pins or nails shall be driven into the walls, floors or ceiling of the premises or its furniture, fixtures, fittings or equipment.
- 19.3 Hirers use the facilities at their own risk and except in the case of death or personal injury caused by negligence on the Trust’s part, the Trust has no liability for any damage to or loss of goods or property brought on to the premises by any hirer or their agents, staff or participants.
- 19.4 It is the responsibility of the hirer to secure valid and adequate insurance for their respective activities which covers all hirer requirements. Details of this insurance are to be provided to the school at the time of booking. Failure to provide the required adequate insurance documents will result in the booking not being accepted.

## **20. Payments**

- 20.1 In consideration of the provision of the facilities, the hirer agrees to pay the hire charges to the school within the school’s payment terms. All hire charges are to be paid on receipt of a written request for payment, unless otherwise agreed. Failure to pay a request for payment within the agreed time will result in the hirer losing their future bookings, times and dates.
- 20.2 The hirer agrees to pay all hire charges in full.
- 20.3 The hirer agrees to pay any and all reasonable costs incurred by the school in repairing or replacing any of the school’s facilities or equipment, lost, damaged or destroyed by the hirer or others participating in the hirer’s booked activity.

- 20.4 The hire charges are payable as set out at the time of booking.
- 20.5 The school agrees that each request for payment issued by them or its agents or representatives to the hirer will include;
- (a) The date and time of the booking or bookings.
  - (b) The specific area in which the activity will take place.
  - (c) Any additional or specific charges incurred during the booking period.
- 20.6 In the event that the hirer disputes whether certain amounts contained in an invoice are properly due, but does not dispute all sums contained in the invoice, the hirer shall promptly pay the sums not in dispute in accordance with these Terms and Conditions of Use notwithstanding it is disputing the other sums contained in the invoice.
- 20.7 Save where the hirer is disputing sums in good faith, in the event that sums due from the hirer under these Terms and Conditions of Use are overdue, the school shall, having given the hirer notice of its intention so to do, be entitled, without prejudice to its other rights, to suspend the use of the facilities by the hirer whilst sums due under these Terms and Conditions of Use remain overdue or alternatively the school may terminate the contract and pursue the outstanding amounts.

## **21. Cancellation of a Hire Period**

### **Special Events**

- 21.1 Either party may cancel a special event booking by giving notice in writing to the other not less than eight (8) weeks before the start of the Hire Period.
- 21.2 Where written notice of cancellation of a Special Event booking by the Hirer is received less than four weeks before the start of the Hire Period, the school shall be entitled to:
- (a) 50% of the Hire Charge where notice of cancellation is given more than two (2) weeks but less than four (4) weeks before the Hire Period;
  - (b) 100% of the Hire Charge where notice of cancellation is given less than two (2) weeks before the Hire Period.
- 21.3 Where the school cancels a Special Event Booking before the start of the Hire period, the school shall only refund the hirer for any charges paid to date.

### **Regular Hire (Block Bookings)**

- 21.4 Either party may cancel a regular hire session by giving notice in writing to the other by or before seven (7) days before the start of that session. Where the school cancels a regular hire booking within seven (7) days of the session, the school will endeavour to provide alternative facilities where practicable and should alternative facilities be unavailable, the school shall repay to the hirer any charges paid in respect of that session.

21.5 If written notice of cancellation of a regular hire session by the hirer is received less than seven (7) days before the start of the session, the hirer shall be obliged to pay the school the relevant hire charges as if the booking had taken place.

## **22. Termination**

22.1 The booking shall automatically terminate on the expiry date.

22.2 The school may terminate the booking by notice in writing to the hirer if the hirer:

- (a) Cancels more than 25% of the regular hire sessions within a regular hire period; or
- (b) Commits a serious breach of any of its obligations under these Terms and Conditions of Use; or
- (c) Becomes bankrupt, insolvent or enters into liquidation or receivership or is the subject of an application for an administration order or suffers an administrative receiver to be appointed in relation to the whole or any part of its assets or makes a composition or arrangement with its creditors or suffers any judgement to be executed in relation to any of its property or assets.

## **23. Post Termination**

23.1 The termination of the booking shall not affect any rights or obligations of the parties which accrued prior to termination.

23.2 If the school continues to provide any facilities to the hirer after the termination of the booking, this shall not be construed as a waiver of the termination of or as a renewal of the booking.

## **24. Force Majeure**

24.1 Neither party shall incur any liability to the other in the event it is prevented from, hindered or delayed in the performance of its obligations under the booking agreement by an event of force majeure.

24.2 Hirers are reminded that all Trust facilities are educational establishments and as such school needs and events will take precedence over club/regular bookings at any time, however the school will endeavour to give as much notice as possible under these circumstances.

## **Appendix 1: Insurance Statement**

The importance of Public Liability Insurance to any organisation or person hiring our facilities is that their insurers undertake to protect them against their legal liability to pay compensation for death, bodily injury or disease to third parties or loss of or damage to the property.

The Trust carries its own insurance but this cannot deal with claims for injury to third parties or loss of or damage to their property caused by the organiser, team or any individual hiring our facilities.

The organisation, team or individual hiring our facilities must therefore arrange their own insurance. In this respect as clearly stated in the general terms and conditions (17.3), the limit of indemnity under their Public Liability Policy **must not be less than £2million.**

For commercial hire, the school requires organisations / companies to have employee liability insurance proof of which will need to be provided at the time of booking.

## Appendix 2: General Code of Conduct

### Applies to all users of Trust facilities including spectators, officials and participants

1. Rooms and hired areas will be available to use from the time they are booked. If hirers arrive before this time, access to the room may not be available. When booking please allow time before the event is due to start and for overruns.  
**Your event/booking must end and the room be cleared no later than the finish time as stated on your booking form.** All facilities are subject to a period of approximately five (5) minutes in every hour to allow for setting-up or clearing away of apparatus, cleaning and maintenance.
2. Should your booking continue after the agreed finish time, we will make every endeavour to accommodate your wishes, however should staff request you to vacate the premises, for example, in the event of requiring the room for a subsequent hirer, you should immediately comply.
3. Charges will be incurred on a pro-rata basis for any time run over booking times.
4. It is your responsibility to ensure that facilities are left in the condition that they were found. All furniture must be returned to its original layout and all litter must be removed. Failure to do so will result in additional charges for cleaning and waste disposal.
5. Any accidents or damage occurring within the premises must be immediately reported to facilities staff on duty and will be recorded in our incident log.
6. Nothing may be fixed to walls, ceilings, floor or pillars of any room by nails, screws, drawing pins, tape or any other means.
7. There is a strict no smoking or vaping policy in force within the school buildings or grounds.
8. We reserve the right to cancel your booking with immediate effect and without liability if at our discretion it appears that:
  - (a) The booking may bring bad publicity or disrepute upon The Trust or its schools.
  - (b) The booking or activities are suspected or known to be illegal.
  - (c) The booking is of a different nature to that confirmed by you.
  - (d) The number of attendees exceeds stated capacity figures and it is not possible to reorganise the booking within the premises.
  - (e) It is possible that you may not be able to honour your obligations under the booking agreement.
  - (f) You fail to pay any required deposit.
  - (g) You breach any of the Conditions of Booking.
9. In the event of cancellation under the circumstances described above, any deposit paid by you may be retained at our discretion

10. It is advised that you keep your valuables with you at all times. The Trust has no liability for any damage to or loss of goods or property brought on to the premises by any hirer.
11. Please note and inform your delegates of the site fire and safety procedures.
12. Hirers are responsible for all those who enter the site who do so with the intention to spectate or participate in the hirer's activity. Those responsible for the supervision of minors are required to adopt controls and practices including appropriate supervision ratios to ensure minors are protected while at all times being under the care of an identifiable and responsible adult.

**Please note:**

Failure to adhere to the above may result in the session being terminated, current bookings being cancelled and future bookings not being accepted.

### Appendix 3: Code of Conduct: Use of Changing and Washroom Facilities

1. Unauthorised use of video, photographic and mobile phone imaging equipment, including external areas, is strictly prohibited, without prior written consent from the school, and the explicit consent of participants or their guardians if under 18 years old or considered vulnerable.
2. Those responsible for the supervision of minors are required to adopt controls and practices to ensure minors are protected, while at all times being under the care of a responsible nominated adult.
3. All changing rooms are single sex i.e. separate for male and female.
4. Adults must not change or shower at the same time (using the same facility) as children.
5. Hirers must inspect changing rooms for damage and litter prior to and on completion of each activity, report any damage and clear any litter away after use. Where facilities have been used by an 'away team' these should also be checked and if necessary, cleaned by the hirer.
6. During shared use all users should conduct their activities to the agreed allocation and respect the rights of the other hiring group/s.
7. No fighting, bullying, pushing or threatening behaviour will be tolerated.
8. There are potential hazards within the buildings and grounds, especially for younger children, therefore a strict **No Running** in the buildings policy will be adopted
9. Changing rooms are equipped with sinks and soap for hand washing. Please do not use them to wash clothing or equipment etc.
10. No outdoor sports shoes i.e. football or other studded boots are to be worn in the buildings at any time.
11. Players and officials must not clean their boots on the side of the buildings, in the changing rooms or in the showers.

**Please note:**

If children are uncomfortable changing or showering, no pressure should be placed on them to do so. Encourage them to do this at home.

Failure to adhere to this code of conduct will result in termination of your booking and the refusal of future bookings.



## Appendix 4: Code of Conduct: Use of Grass Pitches

1. Grass pitch use is based on either a two hour booked period (adult games) or a 1.5 hour booked period (youth games) on the playing surface.  
<settings to input their own specific arrangements here>
2. Teams are allocated 15 minutes before and 15 minutes after the booked period for set up, changing, team talks, cleaning etc. (collective term known as the hire period).
3. For clarification, use of the changing rooms, set up/take down of equipment and any cleaning must be contained within the allocated hire period.
4. If you require hire periods longer than the above this needs to be confirmed at the time of booking and clearly stated on the booking form.
5. Bookings can be extended in 15 minute blocks charged at the standard rate. If a hire period unexpectedly extends past a booked time school staff will record the booking length and the relevant additional charge will be added to the booking.
6. You must respect all of the school's facilities at all times, especially those areas hired, including car parks.
7. You are responsible for the actions of all persons attending the premises as a result of your booking, including the opposing team, officials and all spectators.
8. Smoking, littering and foul language will not be tolerated on any part of the site including external areas.
9. The hirer or their nominated person is responsible for undertaking a visual pitch/goal post inspection prior to use.
10. The hirer or their nominated person must inspect all changing rooms allocated to your booking before and after use, ensuring they are cleaned after use, including areas used by officials and away teams.
11. The hirer or their nominated person must ensure players; officials and spectators DO NOT clean their boots on the side of the building, in the changing rooms and or in the showers.
12. No football boots to be worn in the main building at any time.
13. The hirer is responsible for providing first aid, football nets, net pegs and corner flags.
14. The hirer or their nominated person is responsible for setting up and taking down your own nets and corner flags.

15. Unauthorised use of video, photographic and mobile phone imaging equipment, including external areas, is strictly prohibited, without prior written consent from the school and the explicit consent of participants or their guardians if under 18 years old or considered vulnerable.
16. On occasion it may be necessary for the school to cancel pitch bookings due to bad weather, playability, usage levels etc. The decision as to whether the pitch is available will be made on the day by the school staff – whose decision is final.
17. No charge will be made for bookings that have been cancelled by school staff where play has not been possible due to pitch condition, and we will endeavour to facilitate alternative fixtures at another date and time.
18. With the exception of guide dogs, who are brought onto Trust property at their owners risk, animals are not allowed on the premises. They must not be exercised on school grounds and owners must not allow their animal onto playing surfaces.

**Please note:**

Failure to adhere to the above may result in the session being terminated, current bookings being cancelled and future bookings not being accepted.

## Appendix 5: Code of Conduct: Use of Indoor Sports Facilities

1. Arrival and departure times for bookings should be strictly observed. The start times for activities will be on the hour. All facilities are subject to a period of approximately five (5) minutes in every hour to allow for setting-up or clearing away of apparatus, cleaning and maintenance.
2. Those responsible for the supervision of minors are required to adopt controls and practices to ensure minors are protected while at all times being under the care of a responsible nominated adult.
3. Unauthorised use of video, photographic and mobile phone imaging equipment, including external areas, is strictly prohibited, without prior written consent from the school, and the explicit consent of participants or their guardians if under 18 years old or considered vulnerable.
4. Where a hire period is for shared use (i.e. badminton) the hirer should conduct their activities to the agreed allocation and respect the rights of the other hiring group.
5. Equipment provided should be used for the purpose that it was designed.

### 6. Please note that:

- Wearing outdoor shoes or black-soled shoes is **not** permitted in the sports hall. Please ensure footwear is clean prior to entering the sports hall. Heels, studs, segs and similar footwear can permanently damage the sports hall floor, therefore are not permitted in the sports hall under any circumstances.
- Consuming alcohol on the premises is **not** permitted.
- Using offensive language and behaviour will not be tolerated
- Smoking and vaping on the premises is **not** permitted.
- Consuming food or drink in the sports hall is **not** permitted. Vinyl floors become very slippery when wet, therefore we must insist **ALL** food and drink must be left outside the sports hall.

### Please note:

Failure to adhere to the above may result in the session being terminated, current bookings being cancelled and future bookings not being accepted.

## Appendix 6: Code of Conduct: Use of 3G All Weather Pitch

1. The use of spiked footwear, blades and metal football studs on the pitch is prohibited. **Please use trainers, Astroturf boots or moulded plastic studs.\***
2. All footwear must be clean and free of mud, grass and grit before accessing the pitch.
3. Foul language and offensive behaviour will not be tolerated.
4. Arrival and departure times for pitch use should be strictly observed.
5. Do not deposit chewing gum or spit on the pitches.
6. Do not litter, please use the bins provided.
7. No alcohol is to be consumed on the premises.
8. Those responsible for the supervision of minors are required to adopt controls and practices to ensure minors are protected while at all times being under the care of a responsible nominated adult.
9. Unauthorised use of video, photographic and mobile phone imaging equipment, including external areas, is strictly prohibited, without prior written consent from the school, and the explicit consent of participants or their guardians if under 18 years old or considered vulnerable.
10. Where a booking is for shared use of the pitch, you must conduct your activities to the agreed allocation and respect the rights of the other hiring group.
11. With the exception of guide dogs, who are brought onto Trust property at their owners risk, animals are not allowed on the premises. They must not be exercised on school grounds and owners must not allow their animal onto playing surfaces.

### **Please note:**

Failure to adhere to this code of conduct may result in termination of your booking and the refusal of future bookings.

**\*May need to revise with specific info from manufacturers / installers etc.**

## **Appendix 7: Use of MUGA playing areas**

1. The use of spiked footwear, blades and metal football studs on the pitch is prohibited. Please use trainers.
2. All footwear must be clean and free of mud, grass and grit before accessing the pitch.
3. Foul language and offensive behaviour will not be tolerated.
4. Arrival and departure times for pitch use should be strictly observed.
5. Do not deposit chewing gum or spit on the pitches.
6. Do not litter, please use the provided bins.
7. With the exception of guide dogs, who are brought onto Trust property at their owners risk, animals are not allowed on the premises. They must not be exercised on school grounds and owners must not allow their animal onto playing surfaces.
8. No alcohol is to be consumed on the premises.
9. Those responsible for the supervision of minors are required to adopt controls and practices to ensure minors are protected while at all times being under the care of a responsible nominated adult.
10. Unauthorised use of video, photographic and mobile phone imaging equipment, including external areas, is strictly prohibited, without prior written consent from The School, and the explicit consent of participants or their guardians if under 18 years old or considered vulnerable.
11. Where a booking is for shared use of the pitch, you must conduct your activities to the agreed allocation and respect the rights of other hiring groups.

### **Please note:**

Failure to adhere to this code of conduct may result in termination of your booking and the refusal of future bookings.

Combine all codes of conduct to one document

## Appendix 8: Emergency Action Plans

### 1. Emergency Evacuation

#### 1.1 External areas – 3G – MUGAs – Grass Areas

- a. If the fire alarms sounds and it is safe to do so, all persons using the external sports facilities must go to the designated assembly point. **<Insert location of Local assembly points>**
- b. Please take time on your first visit to become familiar with the assembly point location.
- c. The Hirer must ensure all persons behave in an orderly manner and ensure access is left clear for emergency vehicles.
- d. Action to be taken by hirer on hearing the alarm:
  1. Prepare all persons to evacuate the site by assembling at the external assembly point.
  2. Await further instructions from school staff, do **not** leave the assembly point, and return to the main building or return to use the sports facilities until you are explicitly told to do so by either a member of Humberside Fire and Rescue or school staff.

#### 1.2 Internal Areas - Sports and Main School Buildings

- a. If the fire alarms sound all persons must evacuate the building by the nearest safe exit and make their way to the designated assembly point. **<Insert location of assembly points>**
- b. Third parties must ensure all persons behave in an orderly manner and ensure **access is left clear for emergency vehicles.**
- c. The Hirer is responsible for ensuring all persons / attendees on site as a result of their booking evacuate the building by vacating the building by the nearest exit and closing the doors behind them.
- d. Evacuation must take place in a calm and orderly manner.
- e. The hirer will check that all participants have been accounted for.
- f. If anyone is reported as missing, this will be relayed to the emergency services immediately by the hirer.
- g. School staff will keep all users informed as much as possible with progress throughout an evacuation.
- h. On **NO** account should any person attempt to use any passenger lift.

- i. If there is a power failure or failure of any other utilities which affects use of the building, school staff will decide whether the activities can still go ahead safely. Additionally school staff will contact other customers coming later in the evening or the next day if the building is unavailable for use.
- j. On **NO** account should any person attempt to tackle a fire however small, unless it blocks their direct means of escape.
- k. On **NO** account should any person re-enter the building, until explicitly told it is safe to do so by either a member of Humberside Fire and Rescue or by the school staff.
- l. On **NO** account should any person ignore any fire alarm, assume that the fire alarm is false or fail to leave the building.

## **2. First Aid**

All Hirers are responsible for organising first aid provision for their own activity booking.

School staff will phone an ambulance on request and will assist directing the ambulance to its designated place. If the emergency services have been called, please contact school staff so they can assist in directing them to the correct location.

It remains the hirer's responsibility to inform the school in writing of any incident or accident. As stated in Section 9.4

## Appendix 9: Contact Information

Duty staff M: 07738 xxxxxx  
T: 01482 xxxxxx

For booking enquiries: E: [booking@wolfreton.co.uk](mailto:booking@wolfreton.co.uk)  
T: 01482 xxxxxx

For invoicing and billing enquiries: E: [finance.office@wolfreton.co.uk](mailto:finance.office@wolfreton.co.uk)  
T: 01482 xxxxxx

For routine accident reports: E: [enquiries@wolfreton.co.uk](mailto:enquiries@wolfreton.co.uk)  
T: 01482 xxxxxx

<School Name and address>  
<School Name and address>  
<School Name and address>  
<School Name and address>

T: 01482 xxxxxx  
E: [enquiries@wolfreton.co.uk](mailto:enquiries@wolfreton.co.uk)  
W: [www.wolfreton.co.uk](http://www.wolfreton.co.uk)

### ***How did we do?***

We at <School Name and address> welcome feedback regarding the use and hire of our facilities. To do this please;

**Speak** to our staff on duty  
**Call** us on 01482 xxxxxx  
**Email** us at [enquiries@wolfreton.co.uk](mailto:enquiries@wolfreton.co.uk)



## Appendix 10: Price List

<School Name and address>

Price List **Date**

FACILITIES	CONCESSIONARY RATE (Per hour unless specified)	STANDARD RATE	BUSINESS RATE
General Classroom	£6.60	£10.50	£18.40
Specialist Classroom * (IT Room, Drama Studio)	£9.50	£15.80	£28.80
Activity Studio\Theatre*	£10.80	£17.50	£31.30
Sports Hall Full	£25.50	£42.50	£76.50
Half	£14.60	£24.30	£43.70
Changing facilities for outdoor events (Per Session)	£9.00	£14.80	£26.60
Netball\Tennis Court	£5.60	£11.40	£22.30
<b>Grass Pitch</b>	<b>Not Currently Available</b>		
3G Full	£60.00	£60.00	£75.00
Half	£40.00	£40.00	£50.00
One Third	£25.00	£25.00	£30.00
Match Rate: Full area incl changing facilities (2 Hr match hire - Saturday afternoon and Sunday only)	£50.00	£50.00	£70.00
* Please note that this price is for room hire only and does not include the use of the school's specialist equipment e.g. lighting and sound equipment. This equipment may be available to hire at an additional charge, please contact us for prices.			