



Chipping Sodbury School Sports Centre

Lettings Policy – School Lettings Conditions

IMPORTANT: YOU MUST READ THIS BEFORE APPLYING

- The Hirer agrees that all requirements relevant to the lettings will be complied with (including obtaining any necessary licences) and that all personnel employed by the Hirer or involved in the activity will be advised of these conditions.
- In the event of cancellation within 24 hours of the booking start time, the Hirer will be charged the full booking fee. In the event of a block booking cancellation the hirer will be charged 15% of the block booking cost. If the minimum term of 10 weeks has not been carried out then VAT will also be deducted.
- In the event of extremely bad weather the Sports Facilities Manager/School Site Manager will assess the safety of the facilities/parking and make a decision as to whether or not they are deemed safe. If the hirer decides not to attend due to weather, then they will still be charged if less than 24 hours notice was given.
- In the unlikely event that Chipping Sodbury School has to cancel the booking the Hirer will be reimbursed any advance payments although Chipping Sodbury School will not incur any other liability and reserve the right to cancel at any time.
- The Hirer must ensure that a responsible person is present on the premises at all times during the period of the letting.
- The Hirer accepts full responsibility for any damage to or the theft of Chipping Sodbury School property occurring during the period for which the premises are hired.
- Any additional cleaning undertaken by Chipping Sodbury School staff which, in the opinion of the Head Teacher of the school, occurs as a result of the hiring outside the scope of the agreed hire charge will be charged to the Hirer at the appropriate rate.
- Chipping Sodbury School accepts no liability for the loss of personal property brought into or left on the premises during the letting.
- Those that chose to park on school site must be respectful of parking signs, double yellow lines and any other road markings. Chipping Sodbury School accepts no liability for any damage caused to vehicles whilst on school site.
- Chipping Sodbury School is a non-smoking site. The Hirer, and those using the school premises under the same letting agreement, must respect this policy. If any damage is caused due to smoking the Hirer will be liable for any defect.
- Chipping Sodbury School is responsible for ensuring that the means of access or egress are safe for the use of Hirers and that plant or equipment used by the Hirers is safe. It follows therefore from this that if the Hirer discovers a hazard in regard to access to school premises or the equipment to be used he/she should take action to make the Sports Facilities Manager/Site Manager on duty aware of the hazard.
- The Hirer agrees that no equipment will be used without approval and that the installation of the Hirer's equipment will be carried out by competent personnel. Electrical equipment must carry a current PAT test label.
- The Hirer accepts that he/she should familiarize himself/herself with the position of the escape routes, fire alarms and the fire-fighting equipment. Notices regarding the procedures in relation to action in the event of a fire should also be studied and the information disseminated. The Sports Facilities Manager/Site Manager will advise if required to do so.
- The Hirer further agrees to indemnify Chipping Sodbury School against all claims, actions and liabilities arising through the negligence of the School, its servants or agents.
- The Hirer is equipped to deal with a medical emergency; however the supervisor on duty should also be informed of any First Aid. The Sports Facilities Manager/Site manager/Supervisor will contact the emergency services and ensure access for all emergency services.



Chipping Sodbury School Sports Centre

Lettings Policy – Drama Hall, Sports Hall, and Gymnasium RULES OF USE

- Chipping Sodbury School does not accept responsibility of liability for any damage to or loss of any property or articles placed or left in or on the premises by the user.
- All users are expected to comply with all the reasonable instructions and requests of the school staff.
- Users must not alter or interfere with any equipment or the fittings of the facilities or the structure thereof.
- Users must not put up any notices or decorations (internal or external). Notice boards may be used with permission of school staff only.
- No food or drink is permitted in the sports hall itself or in the gym. Food or drink may be consumed in the foyer of the sports hall or in the school hall with permission from school staff.
- In the sports hall and gym only approved sports shoes with non marking soles should be worn.
- All users of gymnasias should be appropriately dressed.
- Fire doors in all areas should only be used in emergencies.
- All equipment must be stored away at the end of each letting.
- Users are expected to use only their own equipment – not school equipment or that belonging to other clubs.
- Users are asked to respect the facilities and leave them as they find them.
- The dividing curtain in the sports hall should only be used by school staff.
- No smoking or alcohol is allowed on the premises.
- Users must not take photographs at the school or arrange any filming, or televising of any activity therein unless permission has been received from school staff. Permission must be obtained from parents/carers of any children under the age of 16 years before photographs can be taken of them.
- The telephone in the manager's office in the sports hall to be used in emergencies only.



Chipping Sodbury School Sports Centre

Lettings Policy – Artificial Grass Pitch RULES OF USE

- No studs
- No metal blades
- No food or drink
- No smoking
- No dragging of equipment or bags
- Always wear clean suitable footwear
- No climbing on the fences
- No climbing on or sitting on the goalposts
- No spectators are allowed on the pitch

Acceptable Footwear	Unacceptable Footwear
 ✓	 ✗
 ✓	 ✗
 ✓	 ✗



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Lettings Policy – Lettings Indemnity Form

INSURANCE COVER – to comply with the conditions of the hiring agreement.

Please tick/complete where applicable:

- I maintain a Public Liability Insurance Policy with a minimum £5 million cover.
- I agree to provide the school with a copy of the policy as evidence of this cover IF REQUESTED.
- I wish to be covered by Chipping Sodbury School's Public Liability Hirers Insurance Policy during the period of hire. (Please contact the School's Business Manager for up-to-date fee information)

Terms and Conditions

I understand that there is an excess payable by me of £200 relating to each and every claim for loss or damage to Chipping Sodbury School's property arising from my hire of the premises.

I hereby undertake that in the event of claims arising during my hire of Chipping Sodbury School's premises I shall not admit liability to the claimant but immediately forward such claims with a brief report on the incident to the Business Manager at Chipping Sodbury School.

DECLARATION:

Any licenses necessary and the Theatres Act 1968 and the Cinematograph Acts 1909 and 1952 have been or will be observed and any requirements of the Licensing Justices, where necessary, have been or will be met. I agree to pay the charges due as required and hereby certify that the premises and grounds will be used only for the purpose stated.

Signature:	Date:
Name in block capitals:	