

Our Lady's Sports Centre Community Use Lettings Policy

The Purpose of the Policy

The purpose of this policy is to set out the basis under which school facilities may be used by third parties when not required by the school itself.

This policy has been drawn up by the Governing Body to provide instructions for the school management on how such lettings should be managed.

Policy Statement

Our Lady's RC High School and their Governing Body are able to provide assurances that the Community Facilities are accessible for community use and we agree to make these facilities available outside of the school hours through controlled lettings under the management of the school. For completeness on this matter this statement covers all facilities to be made available to the community, which extends beyond the school's sports facilities.

- The needs of the school, that is the Head Teacher, staff and pupils, shall be given priority.
- Use for school purposes e.g. School Clubs, Home and School Association, Parent Voice Group and Governors meetings, shall not incur any lettings charges
- The Lettings Tariff is defined by the Sports Centre Management group and to be agreed by the School Governors. This is reviewed annually during the autumn term or more frequently should the need arise.
- On enquiry, all potential hirers will be given a copy of the Booking Form, Terms and Conditions of hire and the Lettings Tariff.

Sporting Facilities

The site is able to offer the following facilities for community benefit:

External

- 1 Multi-use games area (2 x tennis courts) – 30 x 24m
- 2 Grass pitches – 90 x 50m
- 1 3G Football Pitch – 90 x 50m (marked into thirds of size 50m x 28m)

The school would however wish to restrict the use of the pitch and grass area by the community during inclement weather to preserve the facilities to meet the demands of the school curriculum.

Internal

- Main Sports Hall – internal dimensions 30 x 18m
- Studio – internal dimensions 18 x 10m
- 2 Classroom areas
- Changing facilities – 2 male and 2 female changing areas with toilets. Separate disabled changing and toilet facility.

The school's community facilities have two car parks. The larger located on the Sports Centre side holding approximately 85 spaces including 10 disabled parking spaces. The other car park located on the main school building side holding 55 spaces including 10 disabled spaces. This car park is only to be used for overflow or upon prior agreement between the hirer and management group.



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Hours of Use

Hours of use for the facilities are expected to be as follows:

Sports facilities:

- Monday – Friday 4:30pm to 10pm during term time / 9am – 10pm – school holidays (Due to restrictions on floodlighting the 3G Pitch is only available until 9pm)
- Saturday & Sunday: 9am – 5pm

Use of these facilities may be restricted at times, due to usage for school activities. Access beyond the above times may be granted upon prior agreement with the Sports Centre Management Group.

Access by non-school users

Access to the sports facilities will be gained through the Sports Centre entrance under the management of the sports centre staff.

Management Responsibilities

At all times the facilities will be managed by the School and users will be expected to abide by the Terms and Conditions of Letting. The school reserve the right to terminate any letting where there is evidence that the organisation is in breach of any of the terms and conditions of hire or effects unnecessary damage to the facility.

Calculation of the Lettings Tariff

Actual Tariffs will be subject to review by the Sports Centre Management Group and to be agreed by the School Governors. Tariffs will be reviewed each year during the autumn term and set with due regard to charges for similar facilities within the local area.

Definition of Letting Type

Junior Group – for use of the facilities by a junior club or an activity that caters for juniors (U18's)

Local Community Group – for use of the facilities by the local community. Those from the M9 postcode area who are non profit organisations

Adult Group – any use of the facilities by non local community adult groups (over 18's) or those using for commercial purposes

Summary

The school site has been designed with high regard for community access and availability. As such the school are able offer commitment to both support and develop opportunities with the local community within the school. The school is committed to supporting and enriching the lives of those from the local community. As such letting of the facility is constantly reviewed to ensure that it meets the needs of the local community in terms of the cost, quality and variety of activity. The facilities will be managed by dedicated sports centre staff under the management of the Sports Centre Manager. The usage policy and lettings tariff is defined by the Sports Centre Management Group and is subject to approval by School Governors. These are both reviewed annually.

Lettings Tariff

2012/13

Sports Hall

Prices are per hour

	Summer		Winter	
	Pay per session	Block (10 weeks)*	Pay per session	Block (10 weeks)*
Adult Rate	£28	£250	£30	£250
Local Community Group	£25	£220	£28	£235
Junior Clubs	£22	£200	£24	£220

Studio / Gym

	Summer		Winter	
	Pay per session	Block (10 weeks)*	Pay per session	Block (10 weeks)*
Adult Rate	£18	£160	£20	£165
Local Community Group	£14	£120	£16	£140
Junior Clubs	£12	£110	£14	£115

Classroom

Hourly Rate	£10
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3G Astro turf

	Summer		Winter	
	Pay per week / month	Block (10 weeks)*	Pay per week / month	Block (10 weeks)*
Full Pitch Adult Rate	£80	£700	£84	£700
Full Pitch Local Community Group	£65	£560	£72	£600
Full Pitch Junior Clubs	£50	£430	£63	£520
3 rd of pitch (7 a-side) Adult	£30	£250	£36	£300
3 rd of pitch (7 a-side) Community	£24	£200	£32	£280
3 rd of pitch (7 a-side) Junior	£22	£200	£24	£220

3G Astro turf Match Rate – 2 hours (Weekend Only)

	Per Match	All Season (Based on 15 games per season)	Full Permit (Based on 30 games per season)
Adult Rate	£80	£900	£1,650
Local Community Group / Club	£60	£750	£1,350
Junior Club	£50	£600	£1,100

Grass Football Pitch Match Rate – 2 hours (Weekend Only)

	Casual Booking	Half Permit (15 games)		Full Permit (30 games)	
		Pitch Only	Pitch & Dressing room & showers	Pitch Only	Pitch & Dressing room & showers
Adults	£40	£450	£500	£800	£900
Juniors	£30	£250	£300	£400	£500

*Prices are subject to change and are charged at the rate deemed appropriate by the Sports Centre Manager.

Lettings Procedure

1. Hirers must apply on Hire Agreement Form and must sign to confirm that they have read and agreed the terms and conditions of hire
2. All non-Education users are required to provide proof of Insurance with the Hire Agreement Form
3. On receipt of an application form, the school shall
 - a. Verify that the request is capable of being fulfilled, and meets the terms defined herein
 - b. All new requests shall be subject to the approval of the Sports Centre Manager. All requests whether approved or not shall be reviewed and ratified by the Sports Centre Management Group and presented to the Board of Governors at its next meeting.
 - c. On acceptance (and approval where required) the school will send confirmation of the letting, and an invoice.
4. For regular lettings an invoice will be sent termly or annually by agreement. No refunds will be given if the hirer is unable to fulfil his/her part of the lettings agreement.

Terms and Conditions of hire

All such lettings shall be subject to the following terms and conditions:

Responsibility of Hirer

1. It is the Hirer's responsibility to leave rooms, entrance areas, toilets / showers and equipment in a satisfactory state and to remove their own rubbish. The Hirer is responsible for any breakages or damage.
2. All organisations will be expected to have Public Liability Insurance; evidence of the insurance must be submitted.
3. For monitoring purposes the Hirer will be responsible for completing and returning the monitoring sheets within the time table specified.
4. Smoking is not permitted anywhere on the facility, no alcohol is permitted on the premises at any time. For the benefit of all our customers and local residents we would ask that you do not use abusive language whilst at the facility.
5. Only service animals are admitted to the facility.
6. No food or drink is allowed in any of the sports facilities. Food and drink should be consumed in the foyer near reception. Plastic water bottles may be taken in to the hall / pitch but should be disposed of after the booking time.
7. Each facility will have equipment that is available for use. The Hirer should identify at the time of booking what equipment will be required. All equipment provided will be maintained and regularly checked for defects. Any problems should be reported to the Management group.
8. Any dispute relating to the hire of the facility will be referred to the Management group.
9. Variations to this contract agreed by the Hirer and the Management group may be made when the contract is renewed.
10. Guests and other visitors should be made aware of these conditions and regulations.

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11. The person making the booking will be responsible for payment, behaviour of their group and any damage caused by group members.
12. To respect the facility and community. This includes vacating the facilities promptly and quietly, not to cause any purposeful damage or to deface any of the facilities and surrounding area, no foul language to be used and disposing of any litter in the bins provided.

Disclosure / Qualification

13. Those admitted to the facility must observe the conditions and regulations. The contract of hire **MUST** be signed by at least one adult who must remain on the premises during the contract of hire. No young person, under the age of 16 years without adult supervision.
14. All adults either coaching or helping with **junior teams** must hold a current, satisfactory disclosure check and appropriate level of qualification. By signing the booking form, you are confirming that all adults coaching or helping have both. Adults who are either going through disclosure or have yet to go through disclosure should not take part in sessions until the disclosure process has been satisfactorily completed. **This is the responsibility of the team.** If you require assistance for your team in relation to disclosure or qualifications, please contact the Sports Centre Manager, Our Lady's Sports Centre.

Payment

15. All bookings must be paid at least one week in advance. The weekly fee relating to each booking must be paid in full prior to the bookings start time – **NO PAY – NO PLAY**. Payments made are non-refundable within seven days of the booking. Payment method should be indicated on the booking form.

Usage Policy

16. Bookings are not granted on a first come first served basis. Each application is evaluated against our community usage policy. As a result all bookings are reviewed on an annual basis. For more information please ask the centre manager.

Cancellations

17. If payment is not received as described above, the booking will automatically be cancelled and the user will be liable to meet the full booking cost. No notice will be given. Should Our Lady's deem that any block booker is continually abusing the block booking system in anyway, then Our Lady's will retain the right to cancel that block booking with a minimum of 7 days notice in writing.
18. The Management group reserve the right to refuse admission, or to evict, any person from the facility.
19. Should Our Lady's Sports Centre require any area of their facility that is normally used by a block booking for the purposes of a special event or similar, Our Lady's will inform any block bookings affected with a minimum of 7 days notice in writing.
20. No cancellations will be accepted within the block booking period. It is the responsibility of the block booking applicant to ensure that each weeks' activity is paid for irrespective of use or not.
21. Repeated failure to pay or appear for the booking will result in termination of the entire block booking.
22. Cancellations or modifications to an existing booking cannot be made less than 48 hours before the session is due to start. This does not apply to block bookings

OUR LADY'S SPORTS CENTRE

23. Booking customers cancelling in line with this cancellation policy will receive a credit which can be redeemed against future sessions.
24. All customers failing to cancel a booking within the defined period, or failing to attend a pre-booked activity will be charged the full fee for the activity in question.
25. Refunds will only be given in exceptional circumstance and requests in writing must be addressed to Sports Centre Manager, Our Lady's Sports Centre, Alworth Road, Blackley, Manchester, M9 0RP.
26. Any block booking applicant wishing to terminate their entire block booking must forward their requesting in writing to the Sports Centre Manager no later than 28 days before the requested termination date. All outstanding fees must be paid up to date before the termination request will be accepted.

Charges

27. Our charges are listed overleaf. Charges include use of communal changing accommodation, showers, floodlights, electricity, water, gas and VAT.

Booking Time

28. Bookings finish one minute before the hour or half hour, for example 5.00pm to 5.59pm to ensure there is a smooth and quick turnaround for teams.
29. The schedule of date & time, room and equipment to be let must be indicated on this form. All periods of hire are inclusive of setting up and setting down time. This should be borne in mind when making bookings.

Photographs

30. From time to time photographs may be taken of activities for promotional purposes. If you have any objections to your child / team being photographed, please inform us in writing.
31. It is the hirer's responsibility to ensure that any photographs or videos involving children are only taken and used with prior consent of the child's parent / guardian.

Liability

32. Our Lady's Sports Centre will not be held liable for accident to person(s) or loss of property by any person or organisation during or in connection with bookings at any of the facilities at Our Lady's High School. Anyone entering or using the facility does so at his or her own risk, and the Management group accept no liability in respect of any loss, damage or injury, howsoever caused. It is the hirer's responsibility to undertake a risk assessment of their activities and provide to the school. Any accidents that do occur should be noted in the facility accident book.

Supervision

33. If you organise a child's team (Under 16) please ensure parents or responsible adults accompany their children into the venue and are responsible for their safety before and after the booking.

Footwear

34. Players should wear appropriate footwear. Please see our Code of Conduct form for further details.



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Receipts

35. Receipts for hire of equipment must be retained in order to receive a refund. Teams are responsible for all equipment while on hire - any lost or damaged equipment must be replaced. Receipts for hire of the facilities can be provided if requested.