



Holy Cross
CATHOLIC HIGH SCHOOL

Lettings Policy

Overview

1. The Governing Body actively encourages community use of the school buildings. However, it reserves the right to refuse any lettings it may choose.
2. The hirer must be willing to meet with school officials and provide details of their aims and objectives.
3. The Governing Body will ensure that the school budget does not subsidise non-school activities and that all costs are recovered. Charges will be reviewed annually by the Governing Body.
4. Each hirer using the school will be required to nominate a contact person. Such a person is deemed to be in charge and able to investigate any difficulties which may arise.
5. The Governing Body will determine if a nominated person from school is required on site when the premises are being used. If not, a responsible person must be on call.
6. A Letting Application/Indemnity Form must be completed by all applicants. A signed copy of the application form, if approved by the school, will be returned to the hirer. For long term lettings application forms will be reviewed on an annual basis.
7. No lettings will be approved giving the user exclusive possession. (Note: this is a legal requirement, not to be confused with a sole letting).
8. Any hirer using the school must be adequately insured (with a minimum of £5m public liability insurance) and insurance documents must be attached to the application.
9. All hirers must comply with health and safety legislation.
10. The hirer is responsible for ensuring that DBS checks have been undertaken where appropriate.
11. Arrangements for the payment of each letting will be made in advance with the hirer concerned.
12. Smoking is not allowed on the premises in line with school policy.
13. Alcoholic Drinks –
 - a. An occasional licence must be obtained where appropriate. The Licensee is responsible for conduct of bar sales, etc.
 - b. No alcohol is to be stored or retained on the premises.

Principle Terms

- The agreement commences once both parties have signed and dated the booking form
- You have sole responsibility for the conduct of all your players joining under the agreement and any other players joining at a later date

Block Bookings

- Block bookings start and end on the days given on the booking form.
- Fourteen days before the end date is due, notification will be given with the option of renewing the booking.
- If renewal is not made within these 14 days the booking will be lost and available for others to book.
- Invoices will be sent out monthly, block bookings must be at least 10 weeks.

- For the avoidance of doubt, you are obliged to make every weekly payment regardless of non-attendance, whatever the reason for non-attendance may be.
- Under 16s shall not be left unattended anywhere within the facilities of the sports centre.
- Before the commencement of the first booking, a copy of insurance documents should be given to staff.
- The client has a responsibility for guests; the client must have a register of participants in the sessions if required by the facility manager in case of emergency.
- If Holy Cross has to cancel bookings because of school commitments, booking fees will be cancelled/refunded for the period lost to the client.

Single Bookings

- All single/casual bookings must fill in a booking form.
- Single bookings must be paid for before the event and will be liable to VAT.

Cancellations and Postponements

- The dates of your bookings should be pre-arranged and written on your booking form; all weeks between these periods will be charged.
- Holy Cross Catholic High School reserves the right not to renew any bookings, in this situation the client will be informed 30 days in advance.
- Holy Cross Catholic High School reserves the right to change the price at any time, in this situation 30 days' notice will be given and the option to discontinue the booking will be given.
- The Duty Manager has the right to cancel sessions if the weather conditions make using the facilities unsafe and the Duty Manager's decision is final.

Entry to the site

Entry to the site for vehicles is via Myles Standish Way. You are requested NOT to use The Bowers entrance except on foot.

Behaviour and Playing Rules

Guests remain the responsibility of the client at all times whilst on the premises and centre grounds. Holy Cross Catholic High School asks all customers to ensure they arrive and leave quietly and peacefully, keeping to the 10mph speed limit ensuring no disturbance to local residents.

Use of Facilities

- Please leave the facility as you would expect to find it, remove any litter and place in the bins provided and take all lost property with you.
- Please attempt to keep noise to a minimum as we have a local residential area close by.
- No swearing or excessive shouting.

- No smoking, drinking of alcohol or drugs shall be used in any of the facilities. The police will be called in the event of this taking place.
- No food is to be taken onto the synthetic pitch.
- Chewing gum should be placed in the bins provided.
- Please ensure that your session is completed on time.
- Please do not tamper with any of the school's equipment or displays.
- Please report any damage to the Duty Manager.

Liability

- Holy Cross Catholic High School cannot accept any liability for any injury to persons, loss or damage to any of your personal equipment.
- The client shall become liable if as a result of the actions of the client or its guests, property belonging to Holy Cross Catholic High School becomes damaged or stolen.

Evacuation and Emergency Procedure

- If you discover a fire, sound the alarm by breaking the glass, evacuate the building and call the fire brigade.
- If the alarm sounds, clear the facility by the nearest exit, following the green fire exit signs and lights and gather at the far side of the car park, adjacent to the tennis courts.
- Please use your register to ensure all your groups are accounted for and report this to the Duty Manager.

First Aid

- All Duty Managers have access to a first aid kit and defibrillator, situated in the Community Office.
- All clients must ensure that a member of their group is first aid trained.
- Any accidents must be reported and logged in the accident and incident book.
- A telephone for emergency use is available in the community office.

Data Usage

- Holy Cross Catholic High School may use your personal data to contact you regarding matters pertaining to this agreement, your booking or the day to day involvement with the centre. We would also like to contact you regarding products and services we offer or that third party companies are offering. If you do not wish us to do this please write to us at Holy Cross Catholic School Sports Centre, Myles Standish Way, Chorley, PR7 3LS.

Booking forms are available below or from the Sports Centre Reception Area

Approved: Spring 2022

Review: Spring 2023

Request for Sports Facilities Booking Form

Block Booking

Name of Organisation	
Main Contact	
Address	
Postcode	
Tel Day	
Mobile	
Email	

Payment Information

Arrangement	Invoice	<input type="checkbox"/>	Cash/ Cheque	<input type="checkbox"/>
Invoice To:	Name: Address:			

Facility Requirements

Facility: <i>Please circle or highlight choice</i>	Sports Hall	Sports Hall			
	Astro Turf	Full	Two Thirds	Half	Third
	Grass Pitch	Hourly		Full Match	
	Other	Changing Rooms		Showers	Male / Female
	Fitness Suite	Senior		Junior	
Day(s):	Monday 1700-2200	Time(s): To and from			
	Tuesday 1700-2200				
	Wednesday 1700-2200				
	Thursday 1700-2200				
	Friday 1700-2200				
	Saturday 0900-2000				
	Sunday 0900-2000				
Date: First Booking		Date: Last Booking			
Frequency:	Weekly	Monthly	Other – Please state		

Signing below indicates you have read and agree to the Rules and Regulations incorporating the booking procedures.

Signed:				
Name:				
Date:				
Office Use Only:	Input:	Confirmation Sent:	Date	Staff:

Memorandum of Agreement and Indemnity

In consideration of the Governors granting the use of the aforementioned premises, I/we agree to pay to the Governors the prescribed hire charge and to replace or pay to the Governors the cost of making good any damage caused to the premises by me/us.

It is further acknowledged and agreed that the Governors give no warranty of the suitability of the premises for the use to which I/we intend to put them and I/we hereby agree to indemnify the Governors, their officers, servants and agents against all actions, costs, claims and demands arising out of any accidents which may occur on the said premises during their use by me/us provided that the same is not due to any negligence, omission or default of the Governors, their officers, servants or agents.

Under no circumstances shall the permanent electrical installation be altered or otherwise interfered with. Permission for HIRERS to erect any temporary wiring for specific function or purpose shall only be carried out on approval by the Governors.

It is further acknowledged and agreed that I/we will indemnify the Governors in respect of all actions, costs, claims and demands arising out of any breach of copyright as defined in the Copyright Act 1956, or under any other enactment in that behalf for the time being in force in respect of any performance of any literary, dramatic, or musical work, which takes place or which is given while the said premises are being used by me/us, our servants or agents.

It is recommended that hirers arrange for appropriate Public Liability Insurance in respect of this indemnity.

Signed:	
Organisation	
Name	
Date	