

Terms & Conditions of Booking

The use of the school facilities is subject to the following terms and conditions.

Applications for bookings should be made on the booking form available from our website, by submitting the booking form you are agreeing to our Terms & Conditions.



Cancellations by school

School reserve the right to cancel any session. It should be noted that likely reasons for cancellations by school could be weather conditions, school events, staff illness or events such as polling stations.

Cancellations will be notified on social media channels (@GSthePlace) and the website.

Cancellation by hirer

We require a minimum of 7 days' notice to cancel or change a booking. We reserve the right to charge for hire if the sufficient 7 days' notice has not been given.

Cancellations should be made only to ThePlace@glossopdale.school

The school reserve the right to cancel any booking agreement without notice if the conditions of hire have been breached or facilities have been misused.

Hours of Opening

General availability of bookings will be available throughout the year, except bank holidays and cancellations mentioned above.

Parking

There may be occasions when parking is limited due to school events. School events are listed on the school website. We will endeavour to give prior notice on social media. Vehicles shall not park as to cause an obstruction or on pathways. Access to emergency services is required at all times. Designated parking spaces are provided for those with a registered disability, badge must be displayed. Vehicles are parked at your own risk. The school will not accept any responsibility for loss or damage as a result of using the car park.

House Keeping

- The school operates a no-smoking policy. Smoking is not permitted on all premises including the grounds, this includes E-Cigarettes/vapes.
- No litter shall be left in or around the school premises
- All users shall leave the premises in a clean & tidy condition.
- Any hired/borrowed equipment should be returned to its place, i.e. Football goals returned to the fence/recess.
- Alcohol is not permitted to be brought on site. The sale of alcohol is also not permitted unless express consent has been given by the Community Development Manager, following consultation with the Schools Business Manager and with an adequate TENS licence in place.
- Betting/gambling shall not be done on the premises that contravene the law. Hirers should check the law in advance.
- No equipment should be left on site without permission by the Community Development Manager
- Photography: Clubs / Organisations making private use of the facilities are required to maintain their own photography policy. All other photography must be in line with the school policies.
- Room capacity limits must be adhered to, details of which will be provided depending on the activity outlined as taking place.
- Animals, including dogs are not permitted on site (Except for Guide dogs)
- The Hirer must not do or allow anything that causes a nuisance or annoyance, disturbance, inconvenience, injury or damage to the School, or other users of the School or neighbouring premises. All players and supporters must behave in a respectful manner towards other players, supporters, staff and other users. Offensive language/behaviour will not be tolerated.
- The Hirer shall be responsible for providing adequate supervision to maintain order and appropriate conduct at all times. This includes ensuring only club officials/players with the correct footwear enter the 3G pitch. It is a

hirers responsibility to ensure no spectators associated with your party enter the pitch. Spectators are the responsibility of the hirer.

- Noise should be kept to a minimum outside the school premises and when arriving/departing as to not disturb neighbours or other users. Excessive bad language will not be tolerated.
- The Hirer must request exclusive use of the changing rooms on booking. Changing rooms and showers must be inspected and hirers should report unclean changing rooms or any damage to fixtures and fittings to The Place team before use. Showers/sinks must not be used to wash or clean footwear. Any damages and/or additional cleaning will be chargeable at cost and teams may be denied further bookings.
- Valuables should not be left in the changing rooms or on the pitches. The Hirer is responsible for the safeguarding and safekeeping of all items belonging to the Hirer, its guests/participants or third parties engaged by it. The School accepts no responsibility for such items.
- We reserve the right to invoice the Hirer for any charges arising from excessive clearing up time incurred as a result of the Hirer failing to leave the facilities in a reasonable condition, or for repair of the damaged by the Hirer or resulting from the Hirer failing to vacate the premises by the time stipulated time or using additional un-booked facilities.

Sports/Leisure Facilities

- Suitable footwear must be worn for the facility being used:
 - o 3G: No flat shoes, trainers or blades, bare feet is also not permitted. Boots must be clean (shoe brushes provided) (Please see guidance sheet on website) failure to wear the correct footwear will result in you being asked to leave.
 - o Sports Hall: Clean no marking sole trainers
 - o Dance Studio: Indoor footwear only, no outdoor shoes can be used.
 - o All other facilities, clean and fit for purpose footwear.
- The following items are NOT permitted on the pitch, sports hall and dance studio: animals, metal objects, food & hot drinks.
- Chewing gum is not permitted at the facility.
- Please ensure your booking finishes their session at their allocated time. Climbing on the fences or any of the equipment is NOT permitted. (This Includes swinging on goal/badminton posts)
- Please be courteous to other users and ensure your booking DOES NOT enter the area until their allocated time. A 5-minute change over policy is in place, therefore in accepting your booking we will endeavour to provide 55 minutes of play/activity per 1-hour booking. This is applicable to **ALL** facilities.
- Your booking of a facility does not give your organisation exclusive access to the facility, and parties must be aware that other groups may walk along the side of the session/room/pitch to access other areas.
- Please be courteous when crossing other people's booked areas, and cause the minimum disruption.
- Sporting fixture – any fixture taking place on site must be notified in advanced and will be charged at an additional rate. The 'away team' should be notified in advance of our term & conditions, they will be your organisations responsibility when on site, their failing to comply will fall with your club.

Health & Safety

- The Hirer is responsible for inspecting all pitches/rooms and equipment hired before use. The Hirer will be deemed to have accepted that the space is in a good and safe condition, unless the Hirer has specifically and clearly brought any defects to the notice of a member of team before the commencement of use.
- Obstructions should not be left in corridors or exits. Emergency exits should be kept clear at all times.
- Firefighting apparatus should be kept in its designated place and only used for its intended purpose.
- Any substances with a warning label must be risk assessed before being brought to site. (COSHH) This should be sent to theplace@glossopdale.school
- Highly flammable substances are not permitted to be brought on site.
- No unauthorised appliances should be brought on site, this includes heaters, toasters etc
- Fire doors should only be used in case of emergency, if they are required for loading and unloading purposes, a member of staff should be consulted prior to use on each occasion. These should be secured as soon as possible and no access to the public should be allowed.
- First aid provision is the responsibility of the hirer, including care and equipment, however some provision is available on the premises, including an AED located at reception.

- Access to a telephone is available for emergencies only. Hirers should have access to their own mobile phone for all other calls.
- The hirer, or person in charge of the bookings must be 18 years + and shall be on the premises for the entirety of the booking. They shall ensure general supervision throughout.
- All electrical equipment brought onto site shall comply with 'Electricity at work' regulations, displaying an in date 'PAT test' label. Any equipment that does not comply should not be used. The school disclaim all responsibility for equipment that does not comply.
- Any accidents that occur on the school site must be reported to a member of staff on site and recorded as soon as reasonably possible.
- Any equipment brought on site must be safe & used for its intended purpose, please check in advance with the Community Development Manager if you are unsure if an item is allowed on site.
- If you notice any damage to the facility or equipment please report to a member of staff.
- Any damages caused by misuse of equipment or breaches of the terms and conditions outlined in this document will be charged to the organiser.
- It is advised a Risk Assessment is carried out of your activity in the space you are hiring prior to the start of your booking.
- The school does not accept responsibility for loss/damage/theft of property.
- Please be aware CCTV is in operation throughout the site.

Failure to comply with any of the terms & conditions outlined in this document will result in the termination of your booking with us.

Insurance

Hirers (Clubs/organisations) must have suitable public liability cover for the activity and the participants. A copy of this will need to be provided prior to hire commencing.

None constituted groups, (who do not have public liability insurance) can be accepted however please note that Glossopdale School and TRUE Learning Partnership(TLP) accept no responsibility for injury arising from the activity.

In consideration of the TRUE Learning Partnership granting me/us the use of any part of the above premises I/we agree to replace or pay to TLP the cost of making good any damage caused to the premises by reason of the use of the premises by me/us.

It is further acknowledged and agreed that the TLP 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 TLP, their officers, servants and agents against all actions, costs, claims, and demands arising out of any accidents which may occur of the said premises by reason of the use of the premises by me/us provided that the same is not due to any act, omission or default of the Trust, their officers, servants or agents.

It is further acknowledged and agreed that I/we will indemnify the TLP in respect of all actions, costs, claims and demands arising out of any breach of copyright as defined in the Copyright Act 1956 (as amended) 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 whilst the said premises are being used by me/us, our servants or agents.

- To obtain any necessary permission from the owners of copy right in musical, dramatic, literary and other works as required by the copy right act 1956, and to indemnify the county council in respect of any infringements of such copy right.

- To agree to abide by any other regulations as directed from time to time by the governors or local education authority.

- Conditions of insurance policy

The insurance provides an indemnity to the hirer in respect of any third party claim arising out of the use of the hired premises. It applied only where legal liability exists and operates where following an accident a visitor or any person except an employee of the hirer suffers personal injury or damage to or loss of personal property. Claims are

payable up to an amount of £2,500,000 for any one incident. Employees of the hirer are covered in respect of damage to or loss of personal property.

The insurance also indemnifies the hirer against legal liability for damage to the hired building up to an amount of £50,000 or up to £2,500,000 in respect of fire damage. The hirer is, however, liable for the first £250 of each and every claim.

Pricing

Indoor facilities: All bookings will be charged the standard hire rate unless proof of eligibility to a discount is provided. This includes registered charity document or junior club affiliation certificate with NGB.

Outdoor Facilities: Prices for the 3G Pitch are priced as Adult or Junior bookings. Weekend fixtures priced separately.

Minimum time of hire is 1 hour.

All sports bookings which are not block bookings are subject to VAT.

Payment method should be indicated on booking, all 'on the day' bookings must be paid at the commencement of the booking time. Failure to do so will result in invoices being sent to the hirer who is liable for the fees.

Invoice bookings must be paid in line with the terms & conditions on the invoice, failure to pay within the time frame outlined will result in suspension/termination of your booking.

Comments/Complaints/Appeals

Should you have any comments or a complaint please email to ThePlace@glossopdale.school

We will not tolerate any bad language or threatening behaviour towards/about a member of staff, the Community Coordinators decision is final. If this is reported by a member of staff your booking will be immediately terminated.

Failure to comply with any of the above terms & conditions will result in your booking being cancelled. If you wish to appeal any decision, please do so in writing to – FAO: Community Development Manager, Newshaw Lane, Hadfield, Glossop. SK13 2DA or FAO: Community Development Manager theplace@glossopdale.school within 14 days.