

## **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.

### **Cancellations by school**

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

Cancellations will be notified on the website and social media channels.

### **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](mailto: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.

### **Car parking**

There may be occasions when car 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. Cars shall not park as to cause an obstruction or on pathways. Access to emergency services is required at all times. Designated car parking spaces are provided for those with a registered disability. Cars are parked at your own risk. The school will not accept responsibility for loss or damage as a result of using the car park.

### **House Keeping**

- The school operates a non-smoking policy. Smoking is not permitted on the premises, this includes E-Cigarettes.
- No litter shall be left in or around the school premises
- 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.
- All users shall leave the premises in a clean & tidy condition. Failure to do so would be a breach of the T&C's of the agreement. Please be aware CCTV is in operation throughout the site.
- 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.
- Betting/gambling shall not be done on the premises that contravene the law. Hirers should check the law in advance.
- The school does not accept responsibility for loss/damage/theft of property.
- 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.
- Dogs are not permitted on site (Except for Guide dogs)

### **Health & Safety**

- 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.

- 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.
- 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.

### **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 to the school.

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

1. To agree to abide by the terms of the insurance policy taken out by the County Council to protect hirers of the county council and voluntary premises and to pay the first £250 of each and every claim in respect of damage to the buildings or contents. (See 6 below).
2. 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.
3. To agree to abide by any other regulations as directed from time to time by the governors or local education authority.
4. 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.

### **Sports/Leisure Facilities**

1. Suitable footwear must be worn for the facility:
  - 3G: No flat shoes or blades, bare feet is also not permitted. Boots must be clean (shoe brushes provided)
  - Sports Hall: Clean no marking sole training
  - Dance Studio: Indoor footwear only, no outdoor shoes can be used.
  - All other facilities, clean and fit for purpose footwear.

2. The following items are NOT permitted on the pitch, sports hall and dance studio: animals, metal objects, food, fizzy drinks.
3. Chewing gum is not permitted to be consumed in any facilities.
4. Please ensure your booking finishes their session at their allocated time.
5. Climbing on the fences or any of the equipment is NOT permitted. (This Includes swinging on goal/badminton posts)
6. 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.
7. Only equipment fit for the purpose must be used, and not damaged in anyway, i.e. swinging on goal posts.
8. Any equipment hired must be returned in working order, and in a clean and tidy state.
9. Your booking on the pitch does not give your club exclusive access to the facility, and parties must be aware that other groups may walk along the side of the pitch to access other areas.
10. Please be courteous when crossing other peoples areas, and cause the minimum disruption.

### **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.

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

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

### **Comments/Complaints/Appeals**

Should you have any comments or a complaint please email to [ThePlace@glossopdale.school](mailto:ThePlace@glossopdale.school)

We will not tolerate any bad language or threatening behaviour to a member of staff, the Community Coordinators decision is final. Failure to comply with any of the above will result in your booking being cancelled. If you wish to appeal any decision, please do so in writing to – Community Development Manager, Newshaw Lane, Hadfield, Glossop. SK13 2DA or [LPace@glossopdale.school](mailto:LPace@glossopdale.school) within 14 days.