



## **Bromsgrove School Sports Centre**

### **REGULATIONS AND CONDITIONS OF HIRE FOR CASUAL, BLOCK AND CONTINUOUS BOOKINGS**

1. The Sports facilities at Bromsgrove School are available for individuals, clubs and associations to hire at the discretion of the Sports Facilities Manager and the School's Executive Committee. These facilities include;
  - a. A floodlit outdoor artificial pitch.
  - b. 6 floodlit outdoor tennis/netball courts
  - c. 2 dance studios
  - d. Hospitality suite with licensed bar
  - e. IT suite (classroom)
  - f. Swimming pool
  - g. Fitness suite
  - h. Indoor sports hall (4 courts)
  - i. Indoor sports arena (8 courts)
  - j. 2 squash courts
2. Any group or individual wishing to hire the School's sports facilities for an event, continuous or block booking must complete an official application to hire form which should be returned to the Sports Co-Ordinator, Sports Facilities at Bromsgrove School, Bromsgrove, Worcestershire, B61 7DU, Tel 01527 579679 ext 266.
3. The hire form must be returned at least two weeks prior to the booking. In general bookings will not be accepted for dates more than twelve months in advance. The application will only become a firm booking when it has been confirmed in writing by the school.
4. Conditions for V.A.T exemptions:
  - a. Your club or association has a written constitution.
  - b. The facilities are booked for a series of ten or more periods
  - c. Each period is in respect of the same activity carried on at the same place
  - d. The interval between each period is not less than one day and not more than 14 days
  - e. Payment is calculated for the whole series and made regardless of whether the facility is used for every session.
  - f. If the hirer doesn't pay for a particular session that they have booked as part of a series of lets, the agreement is cancelled and the full amount of V.A.T is payable

i.e. whether they take part in a particular session or not they must pay for ALL sessions originally booked in advance.

- g. Refunds are only made in the event of unforeseen non-availability (e.g. cancellation by the provider due to weather conditions). If, in the event of a cancellation, your booking no longer qualifies for VAT exemption, it is our accepted custom and practice to add an extra week to maintain VAT exempt status. However, it is incumbent upon the hirer to inform Sports Co-Ordinator if this is not required, whereupon VAT would be applied to the whole booking.
5. Invoices will be sent at the end of each calendar month for that month and are payable within 30 days. In exceptional circumstances and only by prior agreement with the Sports Facilities Manager can this be varied. Should you have any queries regarding your invoice please contact the Sports Co-Ordinator, Sports Facilities, Bromsgrove School, Bromsgrove, Worcestershire, B61 7DU, Tel 01527 579679 ext 266.
6. Any groups or individuals failing to pay their invoice by the due date will not be permitted to use the facility.
7. Cancellation of these bookings must be put in writing with at least four weeks' notice and sent to the Sports Co-Ordinator, Sports Facilities at Bromsgrove School, Bromsgrove, Worcestershire, B61 7DU, Tel 01527 579679 ext 266. Failure to provide notice may result in the hirer paying the full charge.
8. The School reserves the right to close any pitch, hall or facility, if in the opinion of the School, the facility is unfit for use, e.g. (bad weather) or there are other unforeseen circumstances, if required for School purposes or any reason which is considered necessary by the School. This may be at short notice. In the event of this, your booking will be extended by 1 week as per item 4.G. of these terms and conditions.
9. All bookings include a variable period to set up/take down equipment where appropriate. In all instances, the facility must be vacated, including equipment take down, by the end of the booking period to facilitate a prompt start for the next hirer.
10. Participants shall not arrive and use changing room accommodation more than 15 minutes before the booking commences and shall vacate the changing accommodation within 15 minutes of the termination of the booking.
11. The sub-letting of pitches/facilities is **NOT** permitted under any circumstance.
12. No alcohol shall be brought into the grounds. No smoking is allowed on the premises whatsoever. No equipment is available such as balls, soccer nets, etc, unless agreed and paid for. Storage of club equipment is not permitted at any time.
13. The booking offer can only be used for the purpose stated and may not be used to generate income e.g. football leagues or any course/session/activity that involves coaching unless appropriate fees have been paid.
14. The School accepts no responsibility for any personal injury, or damage to, or loss of property sustained by members of the club or any other persons arising as a consequence of hiring or use of the pitches, courts, hall, pool etc. Claims made against or expenses incurred by the School in respect of any such personal injury, or injury to, or loss/theft of property arising as of said, are required by the School to be met by the hirer. Sports clubs are required to hold their own Public Liability Insurance, a copy of

which should be submitted with your application for booking and will be retained within the sports facilities office.

15. All individuals using the School facilities must behave in a courteous and appropriate manner and conform to any regulations in force, with respect to the site and comply with any instructions they may receive from the staff appointed by the School.

16. The School reserves the right to invoice the hirer for any charges arising from excessive cleaning time incurred as a result of the hirer failing to leave the facility in a reasonable condition, or for the repair of the premises or equipment that was damaged by the hirer, or resulting from the hirer failing to vacate the premises by the time stipulated on the booking form.

**17. Artificial Pitch/Courts**

- a. Only suitable footwear is permitted on the Artificial Pitch, under no circumstances should studded boots other than approved Artificial Pitch trainers be worn on the playing surface.

**18. Sports Hall/Courts**

- a. Only suitable non-marking footwear should be worn in these areas.

**19. Swimming Pool**

- a. Access to the pool is limited to members of the hiring group. The hirer will be notified at the time of booking the maximum permitted number of people who may be in the water at any one time, and the number of lifeguards that will be required. The hirer must adhere strictly to these directions. The hirer may provide their own lifeguards if they wish, however, the lifeguard must provide proof of current qualifications, a copy of which will be retained within the sports facilities office. Alternatively lifeguards can be provided for which there will be a fee. Hirers who provide their own lifeguard will be responsible for ensuring that they have their own Public Liability Insurance as they will not be covered by the School's policy.

20. Hirers are reminded that the facilities are situated within a School campus and there are children on site. Please ensure that facilities are used correctly and individuals do not use foul or abusive language whilst playing their sport. Persistent offenders will have their booking cancelled.

21. The School is positioned in a residential area. Please, therefore, respect our neighbours and keep noise levels down to a minimum, again avoiding foul & abusive language.

22. Please park in the areas provided on the School site – do not park on yellow lines, double-park or park in residential or bussing areas. Driving through the School grounds is strictly forbidden.

23. All persons must vacate the site at the end of their stipulated let. No cars shall be left on site after closing. Changing rooms are to be left in a clean and tidy condition. Furthermore, please do not leave cans of drink or orange peel, etc, on the playing surface/area. Litter bins are provided around the site or black bags are available if requested.

24. Strictly no pets on site at all times (other than guide dogs).

25. School equipment must not be used without prior permission and can only be used when an adult with appropriate qualifications for the activity is present.
26. All clubs hiring the facilities must have staff who have appropriate coaching certificates and are checked with the Criminal Records Bureau if working with children under 18 or vulnerable adults, even if this is supervised.
27. The hirer is responsible for the health and safety of everybody using the facility (including first aid) although the School would have a first aider amongst staff on duty. The hirer must also be aware of the fire precautions and procedures in existence.
28. All clubs/organisations hiring the facilities must have the following policies in place:
- a) Health and Safety
  - b) Quality Assurance
  - c) Child Protection (if working with children)
29. The Sports Facilities Manager or in his absence, the Duty Officer, are fully responsible for ensuring all parts of this document are adhered to at all times. All reasonable instructions given must therefore be followed.
30. The Sports Facilities Manager reserves the right to refuse admission to any person.
31. The administration of the bookings is computerised and therefore complies with The Data Protection Act 1998 and all associated legal requirements.

