

GOSFORTH ACADEMY LETTINGS POLICY CONDITIONS FOR USERS OF THE SCHOOL PREMISES

Gosforth Academy and Sport@Gosforth welcome and encourage community use of the school. We hope you find the facilities to your satisfaction. If there are any suggestions for improvements or requests for other use please bring these to the attention of the Director of Estates and Facilities.

We do need to preserve the premises in as good a condition as possible and it is important that any users follow the advice and conditions detailed below:

Advice

- All payments should be paid through the Sport@Gosforth office (between 9.30am - 4.00pm, weekdays). A completed application form must accompany payment. No money should be given to other members of staff. (All payments to be made prior to use)
- Please retain your receipt as proof of payment.
- The hirer should arrange his/her own public liability insurance; the hirer is responsible for the event, its supervision and any consequences arising from the event and must provide a copy of the insurance schedule.

Conditions

1. Any damage to the building, rooms, equipment, fixtures and fittings, goalposts, furniture or contents shall be paid for by the hirer and the amount of such damage assessed by the school.
2. The hirer must obtain any necessary permission or license for the event. For example, in the case of a car boot sale the hirer must obtain a license from the City Council before the event takes place. In the case of performances of all musical works, performed vocally, instrumentally or mechanically the hirer requires a license form to be submitted to the Performing Rights Society Ltd. Information on obtaining license forms is detailed below:

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| Tabletop sale/car boot sale | - | Licensing Section, Civic Centre |
| Performing Rights | - | Performing Rights Society, Tel: 0800 068 4828 |
| Public Entertainment | - | Licensing Section, Civic Centre |
| Theatre Licence | - | Licensing Section, Civic Centre |

Please note - this list is by no means complete and it is the hirer's responsibility to ensure that all appropriate licenses are arranged. Further advice or information can be obtained from the Licensing Section, City of Newcastle upon Tyne, Civic Centre (Tel: 0191 2328520)

A license is required for the sale of alcoholic refreshments. This needs to be agreed with the Principal, which if accepted, can normally be obtained by the provider of bar facilities. The premises shall not be used for any unlawful purpose.

3. The hirer must give at least 48 hours notice (not including Sunday) to the school if it wishes to cancel its application, otherwise the hirer must be responsible for the payment of all costs incurred.
4. Games must be played on the courts or pitches allocated. If a court or pitch is unfit for play, and no alternative is available, the application is cancelled.
5. The school may insist that the use of some facilities will require a technician to be present to oversee the use of school equipment. Technician support will also be available for demonstration purposes of such equipment and the charges for this support are detailed below.
6. The nature of certain activities may require the hirer to provide additional documentary evidence, i.e. proof of qualifications, DBS clearance.
7. **Use of the school kitchen must be agreed with Services to Schools and they may make an additional charge over and above the charges detailed below.

COST FOR HIRE OF PREMISES

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| Gymnasium | £25.61 per hour |
| Sports Hall Half | £28.56 per hour |
| Sports Hall Full | £48.26 per hour |
| Dance Studio | £16.74 per hour |
| Sports Field | £75.00 per hour |
| Specialist Meeting Room | £16.74 per hour |
| Classroom within School | £12.00 per hour |
| Specialist facilities | £17.00 per hour |
| Technician support | £25.00 per hour (Mon-Sat) £27.00 per hour (Sun) |
| Main Hall/Dining Hall | £220 per session |
| - Session 8am-5pm, 5pm-10pm* | |
| Kitchen** | £15.00 per hour |

- All charges will be subject to VAT.

*Bookings which exceed 22:00 hours will incur additional costs.

Equipment

Use of other items of school equipment may be permitted and the charges for such items will be negotiated at the time of arranging the letting.

The above charges will be made for the use of the facilities. The academy offers concessionary charges for community user groups, charges made to such groups will be based on costs involved and each letting will therefore need to be costed. The school would intend to purely cover costs for such lettings. Details of charges are available on request, however, any concessionary lettings will require the approval of the Principal.

Additional Terms and Conditions for the use of The Synthetic Turf Pitch.

Use will be limited to the following times:

- Monday to Friday 1800/2100
- Saturday/Sunday 0900/1700

The following costs will apply.

- 5 a side £21.67 per hour + VAT
- 11 a side £65.00 per hour + VAT

Affiliated group users who pay for ten sessions or more in advance will receive a 5% discount and will not be liable to pay VAT.

Above costs include the use of the changing rooms, if required.

All users to vacate the pitch by the end of each agreed hourly session.

- THE WEARING OF SPIKED, SCREW-IN METAL STUDDED SHOES OR BLADES IS STRICTLY PROHIBITED.
- DO NOT WEAR FLAT SHOES ON THE PITCH.
- SMOKING IN OR AROUND THE SITE IS PROHIBITED.
- FOOD IS NOT ALLOWED TO BE CONSUMED IN THE PITCH ENCLOSURE.
- CHEWING GUM IS STRICTLY PROHIBITED.
- DO NOT PLACE SHARP OBJECTS ON THE SURFACE.
- SPECTATORS MUST REMAIN OUTSIDE THE ENCLOSURE AT ALL TIMES.
- USERS MUST CLEAN THEIR FOOTWEAR BEFORE GOING ON TO THE PITCH.
- NO PERSON CLIMBS OR ATTEMPTS TO CLIMB THE PERIMETER FENCE SURROUNDING THE 3G PITCH.

- ALL ACCIDENTS AND INJURIES MUST BE REPORTED TO A MEMBER OF STAFF IMMEDIATELY.

General Terms and Conditions of Use for the Sports Hall and Gymnasium

- ALL ACCIDENTS AND INJURIES ARE REPORTED AS SOON AS POSSIBLE TO THE STAFF ON DUTY
- ANY DAMAGE TO OR FAULTS WITH ANY EQUIPMENT, FIXTURES OR FITTING IS REPORTED AS ABOVE
- ALL LITTER IS REMOVED OR PLACED IN THE BINS PROVIDED.
- NON MARKING TRAINING SHOES ONLY TO BE WORN FOR ALL DRY-SIDE ACTIVITIES
- REFRESHMENTS ARE NOT ALLOWED IN THE MAIN ACTIVITY AREAS.
- THE SCHOOLS NO SMOKING POLICY IS ADHERED TO IN THE SPORTS CENTRE.
- NO ANIMALS ARE ALLOWED INSIDE THE FACILITIES WITHOUT PERMISSION FROM THE MANAGER OF THE FACILITIES:- WITH EXCEPTION OF THE GUIDE DOGS/ DOGS FOR THE DISABLED.
- ALL PARTICIPANTS AND EQUIPMENT MUST BE REMOVED WITHIN THE 55 MINUTE BOOKING TIME.

Public Liability Insurance

The organiser shall indemnify the Academy against all actions, costs and demands in respect of damage or injury to a person, animal or property which may arise out of the facilities by the organiser; and shall take adequate insurance of at least £2.5 million against any reasonable foreseeable risk.

Clubs and organisations that provide any form of paid or free instruction or coaching during the period of hire must have adequate insurance. Gosforth Academy recommends a minimum of £5 million public liability.

Evidence of such insurance must be produced prior to confirmation of the booking.

Qualifications

All Coaches, instructors, trainers and teachers hiring the facilities for the purpose of teaching others will be required to produce evidence of a suitable qualifications before confirmation of the booking can be made.

Change Overs

The booking time is to include time for equipment to be set up, taken down or stored. This will be a maximum of 5 minutes per hour booking

Abuse of the above conditions could result in a charge being levied to the hirer and facilities being withdrawn.

Payment of Invoices

All invoices for Sport Centre Bookings must be settled within the time scale stated at the bottom of the invoice.

Failure to do so may result in admittance to the Sports Centre denied and future bookings withdrawn.

- Please make cheques payable to Sport at Gosforth or payment by BACS - Sort Code 40-34-45, Account number 81158791
- Please quote invoice number on all correspondence.
- Please send the remittance advice to Gosforth Academy, for the attention of Sport@Gosforth.
- Payment term: Strictly 30 days unless stated otherwise.

Please protect your valuables as Gosforth Academy can take no responsibility for loss within our car parks or in any of our premises however it may occur.

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| Date approved: | September 2021 |
| Signed: | |
| Date to be reviewed: | September 2022 |