

GOSFORTH ACADEMY

LETTINGS POLICY CONDITIONS FOR USERS OF THE SCHOOL PREMISES

Gosforth Academy and Sport@Gosforth welcome community use of the school. However, 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:

Conditions

1. Any damage to the building, rooms, equipment, fixtures and fittings shall be paid for by the hirer and the amount of such damage assessed by the trust.
2. The hirer must obtain any necessary permissions or licenses from appropriate authorities that may be required for events they wish to hold on school premises.
3. 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.
4. The hirer must give at least 48 hours notice (not including Sunday) to Sport@Gosforth if it wishes to cancel its booking, otherwise the hirer must be responsible for the payment of all costs incurred.
5. 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 booking is cancelled.
6. The nature of certain activities may require the hirer to provide additional documentary evidence, i.e. proof of qualifications, DBS clearance.
7. The hirer is responsible for undertaking a risk assessment covering all their activities prior to their first session, a copy of this should be provided to Sport@Gosforth.
8. The hirer is responsible for the supervision, behaviour and safety of those attending any activity they hold, this includes minimising trip and slip hazards, crowd control, noise levels and general behaviour. Addressing these and any other safety issues should form part of the hirer's risk assessment for the event or activity.
9. Adverse weather conditions may occasionally affect the safety of our external sports areas. We will do our best to inform you when facilities are unsafe for use, but weather can change quickly. It is therefore the responsibility of the hirer to continually assess the condition of the playing

surface and any spectator areas, and to curtail or cancel an activity when weather conditions compromise safety in any way.

10. All users must familiarise themselves with evacuation procedures that are displayed within sports areas. Each sign will identify the route to safety and assembly points. Lead hirers must take charge of their groups and confirm that all are present when checked by a marshal.

COST FOR HIRE OF PREMISES

Casual bookings (per 55 minute session)

Badminton court	£9.00
Table tennis	£9.00
Half sports hall	£38.00
Full sports hall	£64.00
Dance studio	£24.00
Gymnasium	£24.00
3G 1 lane	£36.00
3G Full pitch	£90.00

Block bookings (per 55 minute, 10+ sessions)

Badminton court	£7.50
Table tennis	£7.50
Half sports hall	£31.67
Full sports hall	£53.33
Dance studio	£20.00
Gymnasium	£20.00
3G 1 lane	£30.00
3G Full pitch	£75.00

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. Costs include the use of the changing rooms, if required.

General terms and conditions of use for the 3G pitch

All users to vacate the pitch by the end of each agreed 55 minute session.

- ALL ACCIDENTS AND INJURIES MUST BE REPORTED TO A MEMBER OF SPORT@GOSFORTH RECEPTION STAFF IMMEDIATELY.

- ANY DAMAGE TO OR FAULTS WITH ANY FACILITIES, EQUIPMENT, FIXTURES OR FITTINGS MUST BE REPORTED AS ABOVE.
- THE TRUST OPERATES A STRICT NO SMOKING AND NO ALCOHOL POLICY WHICH APPLIES TO ALL INTERNAL AND EXTERNAL AREAS.
- THE WEARING OF SPIKED, SCREW-IN METAL STUDDED SHOES OR BLADES IS STRICTLY PROHIBITED.
- DO NOT WEAR FLAT SHOES ON THE PITCH.
- 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.
- CLIMBING OR ATTEMPTING TO CLIMB THE PERIMETER FENCE SURROUNDING THE 3G PITCH IS STRICTLY PROHIBITED.

General terms and conditions of use for the sports hall, gymnasium and dance studio

- ALL ACCIDENTS AND INJURIES MUST BE REPORTED TO A MEMBER OF SPORT@GOSFORTH RECEPTION STAFF IMMEDIATELY.
- ANY DAMAGE TO OR FAULTS WITH ANY FACILITIES, EQUIPMENT, FIXTURES OR FITTINGS MUST BE REPORTED AS ABOVE.
- THE TRUST OPERATES A STRICT NO SMOKING AND NO ALCOHOL POLICY WHICH APPLIES TO ALL INTERNAL AND EXTERNAL AREAS.
- ALL LITTER MUST BE 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.
- NO ANIMALS ARE ALLOWED INSIDE THE FACILITIES WITHOUT PERMISSION FROM THE MANAGER WITH THE EXCEPTION OF GUIDE DOGS/ ASSISTANCE DOGS.
- ALL PARTICIPANTS AND EQUIPMENT MUST BE REMOVED WITHIN THE 55 MINUTE BOOKING TIME.

Public liability insurance

The organiser shall indemnify the trust against all actions, costs and demands in respect of damage or injury to a person, animal or property which may arise out of use of the facilities by the organiser; and shall take adequate insurance of at least £2.5 million against any reasonable or 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. The trust recommends a minimum of £5 million public liability. Evidence of such insurance must be produced prior to confirmation of the booking.

Please also protect your valuables as the trust can take no responsibility for loss on any of our premises however it may occur.

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 55 minutes per session. This includes time for equipment to be set up, taken down or stored, and for all participants to leave the premises by the end of the booked period

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

Payment of invoices

Invoices will be raised monthly and payment should be sent direct to the trust's bank within 30 days, quoting your account and invoice number.

Account name: Sport at Gosforth

Account number: 81158791

Sort Code: 40-34-45

Failure to pay within 30 days of the date of invoice may result in the cancellation of your booking, a revised invoice being issued (if less than 10 sessions have been attended) and action taken to recover the debt.

Any invoicing query or payment notification should be sent to finance@gosforthgroup.org.uk quoting your account number and invoice number.

APPROVED by the Board of Trustees on 19 October 2023