

This Policy has been adopted and approved by Gippswyk Community Educational Trust and has been adapted for use by Copleston High School.

<b>LETTINGS POLICY</b>	
Approved by GCET/Adapted by Copleston High School	1.9.2017
Reviewed/Amended	May 2019
Ratified by Copleston LGB	01.07.19
Date of next Review	Summer Term 2020
Responsible Officer	Head of Finance – Mrs T Goodchild
Policy Number	CF1

Charges for hiring facilities are listed below. They are generally reviewed annually and changes implemented from September. We invoice hirers on a monthly basis. Outstanding invoices are followed up after 14 days of issue and if they have not been settled within 30 days, use of facilities is withdrawn until payment is made.

All Conditions for the Hire of Facilities is published in a booklet given to hirers. Salient points are reiterated on the booking form.

Both the booklet and booking form are revised regularly.



Tel: 01473 277260

# HIRE CHARGES FROM SEPTEMBER 2018

ALL WEATHER AREA	£65.60 £32.80 £55.60 £27.80	Whole area per hour with lights Half area per hour with lights Whole area per hour without lights Half area per hour without lights
SPORTS HALL	£39.60	Per hour
GYMS	£21.60	Per hour
NETBALL COURT	£19.70 £17.70	Per hour with lights Per hour without lights
ADULT SOCCER PITCH	£44.95	Per game
JUNIOR SOCCER PITCH	£30.80	Per game
MINI-SOCCER PITCH	£27.80	Per game
FLOODLIT GRIDS	£16.20	Per hour
MULTISPORT AREA (FOOTBALL USE)	£32.80 £27.80	Per hour with lights Per hour without lights
DRAMA/DANCE STUDIO	£17.70	Per hour
CLASSROOMS / SOCIAL AREA	£17.70	Per hour
SCHOOL HALL Includes, if available, dining area with no kitchen/sink	£39.60	Per hour
CLEANING CHARGE*	£10.00	Per hour

CHARGES FOR SPORTS FACILITIES INCLUDE A FIVE MINUTE CHANGE OVER PERIOD AT THE END OF A SESSION. E.G. 55 MINS PLAYING TIME, 5 MINS CHANGE OVER TIME.

WHEN BOOKING FACILITIES, PLEASE INCLUDE ADEQUATE TIME FOR SETTING UP AND CLEARING UP. HIRERS WILL BE LIABLE TO ADDITIONAL CHARGES FOR EXTRA CLEANING, RUBBISH REMOVAL/DISPOSAL, REPAIR/REPLACEMENT OF DAMAGED EQUIPMENT, ADDITIONAL STAFFING IF REQUIRED AND FOR TIME IN RETURNING FACILITIES TO HOW THEY WERE FOUND.

LETTINGS MAY BE SUBJECT TO A CANCELLATION FEE UP TO FULL COST IF HIRER HAS NOT CANCELLED 24 HRS BEFOREHAND.

## PAY AS YOU PLAY CASUAL HIRE

Badminton Court	£10.60 £5.60	Per hour per court (adult or adult & junior) Per hour per court (junior)
Tennis Court	£6.60 £3.60	Per hour per court (adult or adult & junior) Per hour per court (junior)
Climbing Wall	£4.60	Per session per person

SEE BOOKING CONDITIONS BOOKLET FOR FURTHER INFORMATION ON HIRING FACILITIES

## V.A.T. REGULATIONS AND SPORTS FACILITIES

GIPPEWYK COMMUNITY EDUCATIONAL TRUST IS NOT CURRENTLY REGISTERED FOR V.A.T. THEREFORE NO V.A.T. WILL BE APPLIED TO ANY TRANSACTIONS.

## **Booking Conditions**

### **1. AVAILABILITY**

- (i) Education buildings are generally available when not required by Copleston High School.
- (ii) Use of the permission is subject to various conditions, regulations and charges.

### **2. APPLICATION**

- (i) Booking forms, available from Copleston Centre, should be submitted to Community Sport & Leisure, Copleston Centre, Copleston High School, Road, Ipswich IP4 5HD. The person signing the booking form and thereby entering into a contract with the school will be considered the hirer and be responsible for the letting. They not only acknowledge receipt of the Conditions for the Hire of the Premises but are also deemed to agree to ensure compliance with them. Those people making use of the premises during the letting are known as users.
- (ii) Applications will be considered on their merits, taking into account considerations such as the preservation of law, order and public safety.
- (iii) We reserve the right to refuse a booking request. We may perform our own background checks to ensure that the booking does not contradict the school's equality commitments.
- (iv) All material publicising events/activities at Copleston Centre or School must have prior approval of the Principal.
- (v) In the event of an application being refused, the applicant may refer the matter to the Principal.

### **3. GENERAL CONDITIONS**

#### **a) Cancellations**

- (i) Cancellations should be made by letter/email at least 24 hours before the proposed use otherwise the hirer may still be liable for the charges.
- (ii) In exceptional circumstances it may be necessary for the school to cancel a booking. As much notice as possible will be given, generally not less than 7 days and where possible alternative arrangements will be offered. The school and the school governors accept no liability in respect of commitments incurred by the hirers due to such cancellations.
- (iii) In the case of inclement weather, cancellations by the school or by clubs/organisations may be made at short notice. If conditions are deemed by the school, clubs/organisations, referees/umpires to be unsuitable or unsafe at the start or during the letting, then the school will cancel the letting. The schools' decisions will be final regardless to the time of the cancellation. Details of school closures will be posted on the school website [www.copleston.suffolk.sch.uk](http://www.copleston.suffolk.sch.uk) and on local radio stations.
- (iv) Cancellations received with less than one weeks' notice may be subject to a cancellation fee of 50% of the charge payable.
- (v) It is the hirer's responsibility to sign in before the activity commences. If no signature is received and no cancellation is made, hirers will be invoiced for the letting.

#### **b) Charges (please see above for price list)**

- (i) The letting fees are reviewed regularly. Payment in advance and/or deposit may be required.
- (ii) Hourly rates refer to 55 minutes' usage and 5 minutes change over time.
- (iii) Charges to include adequate time for setting up/clearing away and must be included in start/finish times shown on booking form.
- (iv) The 'with lights' costs applies on a monthly basis according to the time of year e.g. Sept 7pm, Oct 6 pm
- (v) Hirers will be charged (£10.00ph) if extra cleaning, rubbish removal/disposal, repair/replacement of damaged equipment, additional staffing is required.
- (vi) The Principal/CEO may waive lettings charges for academy and community linked events.

We are able to offer the following discounts to hirers. Longstanding hirers are currently being brought into line with this new discount structure.

- **30% for "high usage" users (>15 hours per week, min 20 weeks per year)**
- **30% for activities linked to Copleston Academy**
- **20% for Copleston school staff**

#### **c) Alcoholic Drinks**

- (i) Must only be consumed in the bar area unless a temporary event notice licence is obtained for the hirer by the school, (for which the hirer will be charged) or obtained by a registered personal licence holder.
- (ii) Intoxicating liquor restricted to: -  
- persons over the age of 18 using sporting and adult education facilities  
- visiting sports teams and supporters  
- persons attending pre-arranged functions booked more than 48 hours in advance.
- d) Damage liability**  
Copleston High School will accept no responsibility for damage howsoever caused to vehicles and other property while users are on the school site.
- e) Risk assessment**  
(i) Copleston High School is not responsible for undertaking risk assessments for hirer's activities. However, the hirer must ensure that risks associated with the activity are properly controlled.  
(ii) If the hirer has produced a risk assessment, then the hirer is responsible for undertaking reviews and informing the school of any findings that may be relevant.
- f) Child Protection**  
(i) Copleston High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All clubs who work with young people are required to provide the school with an up-to-date safeguarding policy (including details of their Designated Safeguarding Lead) and ensure all coaches hold a valid DBS certificate, checked and recorded on the external club/organisations central record., Parents and carers must be mindful of safeguarding and they should request more information from the external club/organisation if they have any queries..  
(ii) The facilities must not be used for any event or activity that contradicts the school's equality commitments. We will not accept bookings for any event that will cause offence to others or undermine tolerance of other faiths or beliefs.  
(iii) Hirers must have regard to the national standards of qualification, experience and overall competence of instructors/coaches/supervisors/volunteers for sporting and other activities.
- (g) Electrical Equipment**  
All mains powered electrical equipment brought onto the premises must be safe and evidence is required that it has a valid PAT certificate, and a record will be kept with the sports centre manager and updated on an annual basis
- (h) Car Parking**  
The hirer is asked to arrange for users to park in designated car parks only i.e. in front of 6th form block or in main car park at Copleston Road entrance. Grass or roadways may only be used with the express permission of school/centre staff. This information must be conveyed to any person who may attend an event/activity. Hirers and users are asked to pay particular attention to avoid parking in front of the bollards adjacent to the sports hall. This area is required for access for the school's minibuses. There is no public vehicular access to the area outside the Sports Reception.
- (i) Insurance**  
(i) The user shall indemnify Copleston High School against any claim for bodily injury, or loss of, or damage to property (real or personal) whether belonging to the School or to any other person, if the said loss, damage to injury is either caused by the negligence of the user, or by the negligence of any other person using the premises with the permission of the user.  
(ii) The school has in place a Hirer's Insurance policy which covers accidental injury to anyone (other than an employee of the hirer), accidental damage to the hired premises and its contents and accidental damage to any other property not belong to, nor in the custody or control of the hirer.  
(iii) It is the responsibility of the hirer to effect suitable insurance for personal accident/employers liability etc.  
(iv) All clubs/organisations must present their own Public Liability Insurance prior to any booking taking place.
- j) Cleaning**  
The hirer is responsible for ensuring that the premises are left in a clean and tidy condition, including replacing any furniture that may have been moved. Any additional expense incurred by the school in the moving or the replacement of furniture or equipment, or in extra cleaning that may be necessary in returning the premises to a satisfactory condition shall be recharged to the hirer at £10.00ph.  
Please remove boots outside and do not clean them in the changing rooms or showers.

**k) Use of the Facilities**

- (i) The hirer will be entirely responsible for the proper use of the facilities and must take all reasonable precautions to ensure that there is no damage to the fabric of the buildings, furniture and fittings and school equipment. The hirer shall be responsible for making good any damage to premises and property. Specialist equipment is not generally available e.g. projectors, TV/videos etc. unless special arrangements have been made.
- (ii) The users must use only that part of the facilities hired and must observe any instructions given by the Caretaker and/or Copleston Centre staff concerning the availability. Users will not be allowed access to the hired area before the time agreed on the booking form or be entitled to use or enter the premises at any other time.
- (iii) The hirer shall be responsible for ensuring that good order is kept on the premises and approaches thereto, immediately before, during and after the agreed period of use. The school reserves the right:
  - to have a representative present at any function
  - to inspect the proceedings at any time
  - to put a stop to any activity not properly conducted or liable to cause offence.
- (iv) Users should acquaint themselves with the Emergency and Evacuation procedures on display, and on p 5, relating to the premises in use, particularly the location of fire alarms, extinguishes, emergency exits and muster points. The user shall be responsible for ensuring that First Aid is available as appropriate and has access to a mobile phone in case of emergencies. Hirers must inform staff of any incidents, accidents or injuries that take place on the premises.
- (v) The hirer shall be deemed to be the nominated responsible person to be in charge of, and upon the premises at all times during the period of the letting. They must comply with the following conditions:
  - up to 100 persons - 2 stewards plus 1 extra steward for each additional persons or part thereof
- (vi) Should children be present; they must be directly supervised by adults at all times.
- (vii) Copleston High School is a non-smoking site. This includes all indoor and all outdoor areas, including school field.
- (viii) ***HIRERS ARE RESPONSIBLE FOR MONITORING PERSONS ON SITE WHO ATTEND THEIR ACTIVITY/EVENT***

**4. ADDITIONAL REGULATIONS AND CONDITIONS FOR THE USE OF HALLS**

- a) Scenery, costume and drapes used for stage performances or the like must be made of fire resistant material. The school may cancel or postpone the booking at any time on the advice of the Chief Fire Officer.
- b) Specialist lighting or amplifying equipment for dances etc. is not included in the hire of the school hall. If available, it must be booked separately on the booking form and an additional charge will be made. The equipment will be set up by the school.
- c) The use of the dining hall (and urn) is included in the hire of the school hall, if required, but does not include the use of the kitchen or any equipment therein.
- d) No exits may be blocked or furniture/equipment/obstructions placed in corridors. Fire appliances must not be tampered with or removed other than for fire fighting purposes.

The hirer must inform participants/members of the public of the emergency evacuation procedures and provide a sufficient number of stewards as require (p4 k(v)) to ensure adequate and efficient supervision of the users during the letting. The stewards shall be made fully aware of the position of exits, operation of emergency lighting, and fire fighting equipment, and be able to give full assistance in evacuation of the premises in the case of any emergency. Such stewards should be readily identifiable in the event of such an emergency.

- e) The hirer shall not exceed the licence seating and/or dancing capacity in the school hall. Even if the stated capacity is not exceeded, the hirer must not use the space provided in such a way as to create conditions of over-crowding or to impede safe and effective escape in the event of an emergency.

All seated at tables	180 persons
Dancing and tables	250 persons
Dancing	550 persons
Closely seated	400 persons

***These numbers must also include performers.***

- f) The dimensions of the school hall           15.5m x 18.5 m  
  dining area                       12m   x 12 m

- g) The hirer is responsible for ensuring that any necessary licences required for a particular event have been obtained. The School and Copleston Centre staff reserve the right to inspect any licence or certificate mentioned in 4g (i) – (iii) at any time.
- (i) theatre licence
  - (ii) performing rights licence
  - (iii) cinematograph licence

Details of the licence held by the school below is available if requested.

- (iv) premises licence
- (i) **Please note: The school hall is not a licensed area in which to sell alcohol as there is a licensed bar on the premises.** If you wish to sell alcohol other than in the bar social area, a temporary event notice licence can be obtained for the hirer by the school, for which the hirer will be charged. Alternatively, a registered personal licence holder can obtain a temporary event notice licence.

## 5. ADDITIONAL REGULATIONS & CONDITIONS FOR USE OF SPORTS FACILITIES

The use of changing facilities and showers is normally included in the cost of the hire charge.

### a) **Floodlit All Weather Area (sand filled astro turf)**

Dimensions	100m x 63 m
Soccer	(64m x 57m) or half for 5-a-side soccer
Hockey	(92m x 55m)

### b) **Multiplay area (sand filled astro turf)**

Dimensions	60m x 40m
Tennis	(four courts)
Netball	(three courts)

### c) **Floodlit area no 3 (tarmacadam)**

Dimensions  
2 Tennis Courts

- (i) Correct footwear must be worn on the areas at all times: either flat soled or rippled soled training shoes, tennis shoes, astro boots - ***no screw in studs or blades or moulded boots allowed.***
- (ii) Users are requested to restrain from using foul language or any comments that may cause offence. In particular, they are requested to have due regard for the close proximity of St Elizabeth Hospice.
- (iii) The use of the areas will be subject to their condition being satisfactory. In the case of inclement weather, the user must contact Copleston Centre.

### d) **Sports hall**

Dimensions	36m x 18m
Basketball	(one full size court)
Netball	(one full size court)
Badminton	(four courts)

No indoor football is allowed in the sports hall.

- (i) Users must provide their own sporting equipment. Copleston Centre will provide nets, posts etc which is included in the hire charges
- (ii) Appropriate clean footwear (non-marking) must be worn at all times.
- (iii) No food may be consumed in the sports hall unless permission has been asked. Care must be taken to avoid spillages. All rubbish must be cleared up and disposed of.

**Use of sports hall may be restricted when the climbing wall is being used and during the school examination period when desks and chairs will be stacked around the perimeter.**

**e) Climbing Wall**

Use of the facility is strictly controlled and all users must sign an indemnity form.

Dimensions      9m wide traverse wall      3 x 9 m high lead walls and overhang  
7m high slab

**f) Gymnasia**

Dimensions      gym A      18m x 12m  
gym B      21m x 12m

Suitable for fitness activities

Martial arts

Aerobics

Badminton (B gym only)

Basketball (B gym only)

- (i) Gymnastic apparatus must not be used unless specific permission has been obtained
- (ii) Adequate, clean, non-marking footwear must be worn at all times.
- (iii) No food or drink is allowed in the gymnasia.
- (iv) Hirers must provide their own sporting equipment. Copleston Centre will provide nets, posts, etc. which are included in the hire charges.

**g) Dance and Drama Studios**

Dimensions      dance studio      9m x 6m  
drama studio      7m x 12m

- (i) Adequate, clean, non-marking footwear must be worn at all times.
- (ii) No food or drink is allowed in the studios.

**h) Grass Pitches**

2 Senior

1 Junior

2 Mini Pitches

Floodlit training grids

- (i) Correct footwear must be worn at all times.
- (ii) Users are requested to restrain from using foul language or any comments that may cause offence. In particular, they are requested to have due regard for the close proximity of St Elizabeth Hospice.
- (iii) The pitch will be walked by Copleston centre staff to remove debris but it remains the responsibility of the users to check the pitch before kick-off and remove any debris, which may cause injury.
- (iv) Hirers will not be allocated a specific pitch in advance. In attempt to preserve the quality of the grass, teams will be rotated. Changing rooms will be allocated on arrival.

## 6. ADDITIONAL REGULATIONS AND CONDITIONS FOR THE HIRE OF OTHER FACILITIES ON SCHOOL SITE

### Classrooms

#### 6<sup>th</sup> form area

#### Social/bar area (available for hire for social events)

- (i) The hiring fee does not include any use of specialist equipment or kitchen equipment unless agreed in advance with the Director.
- (ii) All rubbish is to be removed furniture to be replaced as found and the facility left in a clean and tidy condition.
- (iii) All wall coverings/posters must not be removed or tampered with.
- (iv) The hirer is responsible for ensuring that any necessary licences required for a particular event has been obtained.
- (v) Licensing laws will be strictly observed in the bar social area. This is the only licensed area in the school.

## 7. PAYMENT

- (a) An invoice will be issued monthly for regular bookings by the school. Payment must be made to Copleston High School and payment details are printed on the invoice. Payment should be made within 14 days of the invoice date. **Any failure to pay promptly will result in the School withdrawing the use of the facilities until the debt is paid.**
- (b) For bookings where an invoice is not issued and payment is made at time of hire, cheques should be made payable to Copleston High School and hirers should ensure that they are given a receipt by Centre staff.