

OUTWOOD GRANGE ACADEMY

POTOVENS LANE, OUTWOOD, WAKEFIELD WF1 2PF Tel: 01924 204350 EXT 293
E Mail: Lettings@grange.outwood.com

TERMS & CONDITIONS OF LETTINGS 2020 - 2021

1. **LETTING APPLICATION**

Application for lettings of the Outwood Grange Academy facilities may be emailed to **lettings@grange.outwood.com** or posted to Outwood Grange Academy Lettings, Potovens Lane, Outwood, Wakefield, WF1 2PF. For enquiries and queries call **01924 204350 extension 293**.

Applicants from Youth Groups are subject to the recommendation of the appropriate District Youth Advisory Special Sub-committee.

A letting will only be confirmed upon receipt of a completed application form, a signed copy of the Terms and Conditions and are subject to the requirement of satisfactory copies of the following:

***Declaration of Enhanced DBS Information**

The enclosed form must be completed and returned by the organisation whom the person/persons responsible for any child under 18 years old is employed by.

***Certificate of Liability Insurance**

***First Aid Certificate** of the Manager/Coach/Teacher. This is required from all teams/groups unless otherwise specified by the Academy Lettings Officer.

***Emergency Action Plan**

It is required by all teams/groups to have an **EAP** in place when using the Academy facilities. A copy of this document must be submitted to the Lettings department and should include for example, as a minimum:

- Emergency contact details for two persons who will act as club representatives
- Emergency contact list for all members of the team/group
- Signing in and out log for all participants/visitors
- Club incident and accident forms/log book
- First aid incident procedures
- Fire evacuation procedures
- Procedures and protocols for pedestrians in car park and road areas

It must include the sites premises contact details in case of an emergency and a site evacuation map.

The Academy Management reserves the right to cancel approval of any application.

The Academy Management reserves the right to ask for references.

2. **GENERAL**

The Academy Management controls the use of the Sports Academy premises outside Academy hours, subject to certain statutory requirements.

The premises are let subject to not being required by the Academy for examination purposes or Academy events.

The accommodation shall be open to inspection at all times during the letting by the Principal and the Sports Academy Management.

The Academy Management reserves the right to impose any special conditions which they regard as appropriate in any particular application.

The Academy Management accept no responsibility whatsoever in respect of any personal injury and/or loss or damage arising as a result of the use of the Academy premises except in respect of personal injury caused by the negligence of the Academy Management.

A copy of the Academy Health & Safety information & Emergency Procedures is provided in your letting pack and all users/members must be informed of procedures prior to the commencement of the letting.

Cars should only be parked in designated car parks. Access routes should not be blocked as these may be required for emergency vehicles.

There is a 10mph speed limit on the site. This must be adhered to in order to reduce the risk of traffic incidents.

Outwood Grange Academy is a **NON SMOKING** site. Smoking is strictly prohibited anywhere on the premises.

Food and drink is strictly prohibited in the Sports Hall, Gym, Activity Room, Dance and Drama Studios.

Outside footwear is prohibited in the Dance and Drama studios.

Any rubbish must be disposed of in the bins provided on site. An additional charge will be incurred if this is not adhered to and CCTV footage will be provided in evidence as well as site inspections by staff.

Anyone under the age of eighteen must not be on site unless accompanied or supervised by an adult.

No dogs are allowed anywhere on the site.

3. Grass Pitches

If a club has more than one team then each team must make a separate application to hire a pitch. A seasonal booking for a team comprises the use of one pitch for matches during the season.

The hire of the grass pitches is limited to the period of September to Easter due to curriculum needs of the Academy. Please visit the Academy website <http://www.grange.outwood.com/term-dates> each year for dates.

If matches have to be cancelled due to matters beyond the control of the Academy Management, for example, inclement weather, refunds will not be made.

The decision to cancel a match will be the responsibility of the club/referee. If matches go ahead and pitches are damaged as a result of poor decisions, appropriate action will be taken. That is, costs for repair will be passed to the club and notification will be made to the Football Association that players were put at risk.

4. USE OF FACILITIES & EQUIPMENT

The Hirer shall **NOT**:

- i) Use chalk, marker pens or polishing materials on the Sports Academy floors.

- ii) Alter the lighting arrangements or introduce any electrical equipment without the express consent of the Academy Management.
- iii) Use equipment or interfere with any fixed furniture, unless the approval of the Academy Management has been specifically obtained.
- iv) Open any sealed Fire exists when there is not an Emergency/Fire. This may result in damage costs to the Hirer due to seals being broken.

The Hirer must ensure that correct footwear (i.e. non marking plimsolls) is worn when using the Sports Hall or Gym for physical exercises. **The wearing of outdoor shoes and shoes with stiletto heels is not permitted.** The appropriate footwear must also be worn when using the Astro turf facilities, **studded boots are not permitted.**

The Hirer will be responsible for the positioning and return of any goals, mats and nets as agreed under the terms of the letting. All goals/mats **MUST** be returned to their original position at the end of a session.

The appropriate goals may only be used for the sport intended. **If using the Astro turf, the use of the large hockey goals for football is strictly prohibited and will result in cancellation of the booking.**

Cricket nets used in the Sports Hall must be taken out by the Hirer at the beginning of a session and returned at the end of a session.

The Hirer is responsible for any damage caused to the premises during the period of letting.

The Hirer is responsible for and must pay the Outwood Grange Academy any cost of making good any damage to the premises.

Improper use of facilities and equipment may result in the termination of a booking.

5. TIMES OF HIRE

The times agreed for the booking must be strictly adhered to. If they are not adhered to, the Academy Management reserve the right to charge for any over running session and will do this if this situation occurs on more than one occasion.

The Hirer and the team/group of the letting including parents, coaches and members of the team must only arrive on site no more than 15 minutes prior to the booking time.

The rooms/ facilities are let on an hourly basis. The booking may not consist of anything on the half or quarter of an hour.

The time you have booked includes the setting up and putting away of any equipment.

6. REPRODUCTION OF FILM & PHOTOGRAPHY

The Hirer shall not carry out or use any film or photography produced by the club/team/group on the Outwood Grange Academy premises without prior consent of the Academy Management and in some cases the academy Principal.

7. PAYMENT

Block Bookings

Payment terms are strictly **in advance of commencement of hire** by BACS transfer. Non-payment within these terms will result in the booking being suspended or cancelled.

One Off / Ad Hoc Bookings

Payment terms are strictly **in advance of commencement of hire** by BACS transfer. Failure to do this will result in cancellation of the slot for the booking being held.

8. **CANCELLATION**

In the event that the Academy has to cancel the Letting, the Hirer will be informed as soon as possible.

If the Hirer wished to cancel the letting, they must do so by giving **14 DAYS NOTICE** to incur no cost. If less than 14 days notice is received, payment is due unless the venue can be re-let, or if at the discretion of the Academy Management, the session(s) can be rearranged.

The Academy Management may, at their absolute discretion, cancel the hiring of rooms and facilities for any reason, including, but not limited to, the following:

- i) Repairs or alterations being carried out
- ii) School closure (permanent or temporary)
- iii) The premises being required for the school purposes or for an election or other public purposes
- iv) Fire, flood, adverse weather, epidemic or other emergency
- v) Industrial dispute affecting the school
- vi) Breach of any of the provisions, terms or conditions of this contract by the Hirer
- vii) If in the opinion of the Academy Management, the financial position of the Hirer has become untenable e.g. the bankruptcy of an individual; or a company entering into liquidation
- viii) Likely or actual breach of the peace
- ix) Any use or proposed use of the room, which the Academy Management consider unsuitable

If the Academy Management cancels the hiring for any of the reasons set out above, the Hirer may claim repayment of any hire charge already paid, but in all other cases the Academy Management may retain the payment.

The Hirer must not sub-let any part of the accommodation/facilities. This will result in the termination of the booking and restrictions on future bookings.

9. **ACADEMY CLOSURE**

The Academy is closed on all Bank Holidays and for two weeks over the Christmas period as per the Academy term dates for that respective year.

10. **AMMENDMENT TO CONTRACT**

Outwood Grange Academy reserves the right to review and alter these conditions or initiate new conditions at any time. Any changes to these Terms and Conditions of Lettings will be sent in writing and will form the new contract.

*I have read and agree to the Terms and Conditions of Lettings 2020-21 stated in this document relating to my letting at **Outwood Grange Academy**.*

Club/Organisation

Name

Position

Signature

Date