



# Community Use Policy & Booking Pack

Version 23/24-1.0

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## CONTENTS

### Item

Introduction

General Terms and Conditions of Use

Insurance Statement

Insurance Questionnaire

Community Use – Hire Charge

General Code of Conduct (all users)

Changing Room Code of Conduct

Grass Pitch Code of Conduct (All Users)

Sports Hall Code of Conduct (All Users)

All Weather Pitch Code of Conduct (All Users)

Booking Form and Declaration

## **Introduction**

### **‘Traditional Values, Contemporary Aspirations, Creative Curiosity’**

Malet Lambert is a highly successful 11-16 co-educational establishment with 1639 pupils located to the East of the City of Hull and as part of its commitment to raising achievement, attainment and aspirations in its local community, works collaboratively with local primary and secondary schools, colleges, the City Council, businesses and local community groups to embed a progressive learning and leisure culture. Part of the Hull City Council and Building Schools for the Future commitment for the building of new schools was to see transformational learning’ across the City and to provide community schools as a resource embedded in the life of the local people. Malet Lambert will fulfil these ambitions for the East Hull communities.

Malet Lambert is a happy, purposeful and confident school, with staff and pupils sharing a common goal, both inside and outside the classroom.

Malet Lambert embraces the outcomes that Sport England strive to achieve – grow, sustain and excel – and will work relentlessly to support the local community in East Hull to achieve success. Our ‘state of the art’ facilities will support and aid this journey.

The Community Use Scheme which Malet Lambert will operate is designed to offer maximum opportunities for community engagement subject to normal restrictions on the use of educational premises.

## General Terms and Conditions of Use

### 1. Definitions

In these terms and conditions:

- **Activities** means the activities stated on the booking form and detailed in the booking confirmation, carried out by the Third Party for the duration of the Hire Period on the Site Premises
- **Booking Form** means any appropriate Malet Lambert booking form, submitted to Malet Lambert by the Third Party by email, post or other means available
- **Company** means Malet Lambert, its subsidiaries, and also (where the context permits) any sub-contractor for the company
- **Contract** means the contract between the Third Party and the Company comprising the Booking Form and Term and Conditions of Use entered into upon the Company notifying the Third Party Hirer that it has accepted the booking
- **Equipment** means any equipment under the ownership, possession or control of the Company or otherwise present on the Facilities that is made available to the Third Party or to which the third party has access for use in connection with the Activities
- **Event of Force Majeure** means that occurrence of circumstances beyond the reasonable control of that party including (without limitation) industrial action, strikes, lockouts, blockades, riots, act of war, piracy, destruction of essential Equipment by fire, explosion, storm, or intemperate weather, unfitness of playing fields for use, flood, earthquake, failures of, shortages in or a loss of access of Equipment, power, supplies, fuel or transport facilities
- **Expiry Date** is the date of completion of the hire period set out on the Booking Form or the first anniversary of the commencement date of the Contract, whichever occurs earlier
- **Facilities** means that part of the Site Premises listed on the Booking Form
- **Facilities Staff** means any employee of the Company and the Company's sub-contractors with responsibility for the Site Premises and equipment or representative of
- **Hire Charge** means the cost of hiring the Facilities and (where appropriate) the Equipment as specified in the Bookings Form together with any additional charges or costs incurred due to loss or damage, and Hire Charges shall be construed accordingly
- **Hire Period** means any and all periods of time during which the Third Party is permitted to use the Facilities and (where appropriate) the Equipment as stated in the Booking Form
- **Regular Hire Session** means one of the sessions which together with other sessions comprise a period of Regular Hire
- **Regular Hire** means hire on a periodic basis
- **Site Premises** means the premises at the site applied to hire
- **Special Event** means hire for one specific period only
- **Third Party** means the person, organisation, club, firm or company with whom the Contract is made, and Third Party User means any person under the control of, connected with or on the Site Premises with the consent for the Third Party.

Words in the singular shall include the plural and vice versa, references to any gender shall include the others and references to legal persons shall include natural persons and vice versa.

## **2. General**

- These Terms and Conditions of Use shall apply to the Contract to the exclusion of any other terms and conditions contained or referred to in any order, letter, form or contract or other communication sent by the Company to the Third Party and the provisions of these Terms and Conditions of Use shall prevail unless expressly varied in writing and signed by a director of and on the Company's behalf. The company may issue supplementary Terms and Conditions and or codes of conduct which will be an addition not and replacement of these Terms and Conditions.
- Any concession made or latitude allowed by the Company to the Third Party shall not affect the strict rights of the Company under the Contract.
- If in any particular case any clause of these Terms and Conditions of Use shall be or be held to be to be invalid the other clauses of the Terms and Conditions of Use shall continue in full force and effect.

## **3. Third Party Users**

- Third Party Users shall comply with the instructions of the Facilities Staff at all times
- Third Party Users shall have access to toilets and common parts of the Site Premises in relation to the Activities, and as designated from time to time by the Facilities Staff
- The Third Party shall provide sufficient supervision of Third Party Users whilst on the Site Premises to comply with all applicable regulations and best practice
- All Third Party Users engage in a supervisory role during the Hire Period must be carefully selected prior to appointment by the Third Party and sufficiently skilled, experienced and trained to carry out their duties
- Third Party Users must be appropriately dressed for each Activity and supplied by the Third Party with such personal protective clothing as shall be suitable and required by law and which shall be replaced and/or removed as required
- Where the Third Party Users include:
  - Children under the age sixteen (16); or
  - Adults or children suffering from mental or physical incapacityThe Third Party Users responsible for organising, operating, assisting with or supervising activities must hold a DBS disclosure of which the issue date is not more than 3 years previous and provide details of such to the Company for suitability assessment prior to commencement of the Activities
- Where the Facilities are to be used for a discotheque, dance or such other similar social function, the Third Party must ensure that there is one supervising adult over 21 years of age to every 15 people attending the function. The Third Party must ensure that an appropriate proportion of female supervisors to female attendees are present
- An audience or spectators will only be permitted entry to the Facilities:
  - if such a request has been made on the Booking form; or
  - if the Company has been notified in writing, with no less than seven days' notice; and

- the Company has approved an appropriate form of ticketing and/or audience control; and
- unless otherwise agreed with the company and Third Party ensure that adequate security personnel are in attendance for duration of the Hire Period
- It is the responsibility of the Third Party to leave the Facilities in a similar and agreed condition as that in which the Facilities were made available to the Third Party save where agreed otherwise with the Company, including the removal of all food, bottles and other litter following each Activity. Failure to comply will result in the Company charging the Third Party Hirer reasonable costs to dispose of leftover rubbish/equipment
- The third party agrees to carry out, perform or otherwise use the facilities solely for the purpose as set out in the Activities detailed in the Booking Form. Should the Third Party wish to use the Site Premises to conduct Activities not otherwise detailed on the Booking Form, the Third Party must notify the Company in writing, giving no less than 7 days' notice
- Where applicable the Company will issue activity specific Terms and Conditions of Use. Failure of the Third Party to comply with the additional Terms and Conditions are relevant Code(s) of Conduct will result in immediate termination of all bookings
- It is the responsibility of the Third Party to ensure all guests on the Site Premises as a result of their Activities are aware of and adhere to the relevant Code(s) of Conduct at all times

#### **4. First Aid and Emergency Situations**

- The Third Party should arrange for first aid qualified personnel to attend medical emergencies during the Hire Period. For tournaments, competitions or other large events, the Third Party shall where required by the Company contact the British Red Cross or St Johns Ambulance Brigade and arrange, at the Third Party's sole cost, to have a qualified person from such an organisation in attendance at all times during the Hire Period. There is no access to Site First Aiders; however the Facilities Staff are able to contact the emergency services
- In the event of a fire the Third Party must ensure that the Third Party Users evacuate the Site premises by the nearest exit and assemble in the designated area as detailed in the Fire Evacuation Procedure (Appendix 1). The Company must be informed by the Third Party in advance of any particular Third Party User who may require assistance in the event of an emergency
- It is the Third Party's responsibility to ensure that all Third Party Users are made aware of the Fire Evacuation procedures on their visit to the Site Premises. If required, copies of the Fire Evacuation Procedures are available from the Facilities Staff
- It is the hirer's responsibility to take a register of all Third Party Users attending their activities at the beginning of their session to act as a fire register in the case of 4.2. above or for any other evacuation or emergency procedures
- All accidents and incidents must be reported to Malet Lambert. Copies of the relevant report must be sent in writing no more than seven days after the event to Malet Lambert, James Reckitt Avenue, Hull, HU8 0JD

#### **5. Health and Safety**

- Whilst on the Site Premises all Third Party Users must comply with the provisions of any relevant and applicable health and safety legislation and with all reasonable health and safety procedures applied or notified by the Company
- Fire doors and doors fitted with automatic closure shall not be interfered with by the Third Party or Third Party Users
- Third Party Users shall not obstruct any corridor, passage, entrance or exit of the Site Premises
- The Third Party shall ensure there is no interference whatsoever during the hire period with fire extinguishers or any other firefighting equipment, except in the case of an emergency
- The Third Party will under no circumstances bring fireworks or pyrotechnics onto the Site Premises. No gas or naked flame is permitted in any area of the site premises unless prior permission from the Company has been granted
- Abusive behaviour towards Facilities Staff and/or other Third Party Users will result in an immediate termination of all bookings
- Failure of the Third Party to comply with the Fire Evacuation Procedures will result in immediate termination of all bookings
- The Third Party User shall ensure capacity numbers agreed at the time of the booking are not exceeded

## **6. Portable Appliance**

- Any electrical equipment brought on to the Site Premises must have been agreed with the Company in advance and have a current Portable Appliance Tested (PAT) certificate. Where a PAT certificate is not held due to an electrical item is less than 12 months old, proof of date of purchase must be provided
- Any power requirements must be discussed and agreed with the Company at the time of booking
- Any Site electrical equipment plugged into sockets must not be removed, even momentarily by the Third Party or Third Part Users

## **7. Sport**

- Where an Activity is a sport, the Third Party must ensure that it is carried out and supervised in accordance with the appropriate rules and safety recommendations of the Governing Body of the sport concerned
- Where sports activities, coaching, training, tuition or martial arts are to be practised or performed, the Third Party must be a member of a recognised professional body for the sport concerned and where appropriate recognised by the applicable national agency for sport. Third Party Users must provide details of professional qualifications at the time of booking
- The Third Party agrees that Malet Lambert Staff decisions on the fitness ground for play will be final
- Third Party Users must not wear studded or spiked footwear indoors of the Facilities or on All-Weather Pitches (where available)

## **8. Music and Dance**

- The use of specified musical equipment/instrument by competent and authorised Third Party Users may be permitted at the discretion of the Company and/or the

Facilities Staff, the Third Party must notify the Company in advance of any requests to use such equipment

**9. Noise**

- Noise must be kept within reasonable limits and Third Party Users must comply with the instructions of Facilities Staff in this respect

**10. Photography and Filming**

- Unauthorised use of video, photographic and mobile phone imaging equipment on the Site (which includes external areas) is strictly prohibited
- The Third Party Hirer must obtain written permission from the Company or Facilities Staff and consent from Third Party Users to film and photograph on the Site Premises
- All free-standing equipment use for photography and filming activities should have rubber-tipped feet

**11. Specialist Equipment**

- Should the Third Party or Third Party Users request use of specialist Company Equipment, evidence of professional qualifications/training must be provided prior to permission to use such Equipment being granted

**12. Catering**

- If the use of the kitchen and server facilities is required such request must be made on the Booking form at the time of booking, additional charges may apply
- Where use of kitchen equipment is required, the Third party agree to pay for the services of a member of the Facilities staff to supervise the use of such equipment as may be necessary (to be discussed at time of booking)

**13. Licensing**

- It is the responsibility of the Third Party to secure valid and adequate License/s for their respective activities which covers all Third Party requirements and activities
- Prior to applying for a license the Third Party must discuss the requirements with the Company Details of any License must be provided to the Company at the time of booking

**14. Intoxicating Liquors and Substances**

- The Third Party and Third Party Users are prohibited from bringing on to or consuming on the Site Premises any intoxicating substances or illegal drugs
- The Third Party and Third Party Users may not bring onto or consume on the Site Premises any intoxicating liquors without the prior written consent of the Company

**15. Car Park**



- Whilst on the Site Premises all Third Party Users must comply with the provisions of any relevant and applicable vehicle management procedures applied or notified by the Company
- Third Party Users shall not obstruct any emergency vehicle routes, entrance or exit of the Site Premises or public/cycle paths
- Disabled bays are for Third Party Users who are in possession of a valid blue badge
- Third Party Users must not park vehicles anywhere other than in designated bays, including but not limited to parking on double yellow lines, loading bays and grass verges

#### **16. Smoking or vaping or vaping**

- The smoking or vaping of cigarettes, pipes, cigars or any other matter, including vaping, on the Site Premises (including all external areas) is strictly prohibited. It is the duty of the Third Party to inform all Third Party Users of this rule and ensure it is adhered to. Third Party Users wishing to smoke must leave the Site Premises entirely

#### **17. Liability**

- The Third Party shall be liable for any damage to the Site Premises, equipment or the fixtures, fittings, furniture and any articles belonging to the Company and caused by the Third Party or the Third Party Users. No screws or nails shall be driven into the walls, floors or ceiling of the Site Premises or its equipment
- Third Party Users use the Facilities at their own risk and except in the case of death or personal injury caused by the Company's negligence, the Company limits its liability for any damage to or loss of goods or property brought on to the Site Premises by any Third Party Users to twice the Hire Charge for the Hire Period in which the liability arises
- It is the responsibility for the Third Party to secure valid and adequate insurance for the respective activities which covers all Third Party requirements. Details of this insurance are to be provided to the Company at the time of booking

#### **18. Payment**

- In consideration of the provision of the Facilities the Third Party agrees to pay the Hire Charges to the Company – all Hire Charges are to be paid on receipt of a written request for payment, unless otherwise agreed. Failure to pay a request for payment within the agreed time may result in the Third Party's bookings being terminated
- The Third Party agreed to pay all the hire charges in full, in advance of the first activity. Regular hire sessions will receive monthly requests for payment. Special events will be subject to a deposit of up to 50% of the total hire charge at the time of booking, the full hire charge must be paid in full prior to the event taking place
- The Third Party agrees to pay the reasonable costs incurred by the Company in supplying additional ad hoc services such as photocopying. Charges will be deducted from the Third Party's Deposit and/or invoiced
- The Third Party agrees to pay the reasonable costs incurred by the Company in repairing or replacing any of the Site Premises, the Facilities or Equipment lost, damaged or destroyed by the Third Party or Third Party User and the Company

may include such costs as part of the Hire Charges invoiced or deduct from the deposit where applicable

- The Hire Charges are payable as set out at the time of booking
- The Company agrees that each request for payment issued by the Company to the Third Party will include details of, as regards the Facilities to which the invoice relates:
  - The date and time at which the Hire Period/Services are provided;
  - The specific area in which the Facilities are provided;
  - Any Specific charge for damage, loss or catering staff facilities
- In the event that the Third Party distributes whether certain amounts contained in an invoice are properly due, but does not dispute all sums contained in the invoice, the Third Party shall promptly pay the sums not in dispute in accordance with these Terms and Conditions of Use notwithstanding it is disputing the other sums contained in the invoice
- Save where the Third Party is disputing sums in good faith, in the event that sums due from the Third Party under these Terms and Conditions of Use are overdue, the Company shall, having given the Third Party notice of its intention so to do, be entitled, without prejudice to its other rights, to suspend the use of the Site Premises by the Third Party whilst sums due to the Company under these Terms and Conditions of Use remain overdue or alternatively the Company may terminate the Contract
- Without prejudice to any other rights it may have the Company is entitled (both before and after any judgement) to charge daily interest at 8% APR above the Bank of England base rate on overdue payments of the Hire Charges and if required the debt would be increased immediately by charges levied by the courts. In addition the company have the right to charge statutory compensation for debt recovery, at the rate of: £40 for debts up to £1,000 and £10,000 and £100 for debts above £10,000
- VAT will be added where a sports facility (sports-hall, gymnasium or pitch) is used for a sporting activity and is a one off booking. Non-sporting activities and block bookings for sporting activities are VAT exempt. Lettings with more than basic facilities provided (e.g. visual aids, music/PA systems and stages) are standard rated for VAT

## **19. Cancellation of Special Event**

- Either party may cancel a Special Event booking by giving notice in writing to the other no less than eight (8) weeks before the start of the Hire Period
- Where written notice of cancellation of a Special Event booking by the Third party is received less than eight (8) weeks before the start of the hire period, the Company shall be entitled to:
  - 20% of the Hire Charge where notice of cancellation is given less than eight (8) weeks but more than four (4) weeks before the Hire period;
  - 50% of the Hire Charge where notice of cancellation is given more than two (2) weeks but less than four (4) weeks before the Hire Period;
  - 100% of the Hire Charge where notice of the cancellation is given less than two (2) weeks before the Hire period
- Where the Company cancels a Special Event Booking before the start of the Hire Period, the Company shall repay to the Third Party all Hire Charges and Deposits paid to date

## **20. Cancellation of a Regular Hire Session**

- Either party may cancel a Regular Hire Session by giving notice in writing to the other by or before seven (7) days before the start of the Regular Hire Session, the Company will endeavour to provide alternative facilities where practicable and should alternate facilities be unavailable, the Company shall repay to the Third Party any Hire Charges paid in respect of that session
- If written notice of cancellation of a Regular Hire Session by the Third Party is received less than seven (7) days before the start of the Regular Hire Session, the Third Party shall be obliged to pay the Company the relevant Hire Charges as if the Regular Hire Session had taken place

## **21. Cancellation of an Entire Hire Period**

- Should the Third Party wish to cancel an entire Hire Period prior to the Expiry Date, the Third Party must notify The Company of this in writing, giving not less than seven (7) days' notice
- If written notice of cancellation of the entire Hire Period by the Third Party is received less than seven (7) days before the intended final Regular Hire Session, the Third Party shall be obliged to pay the Company the relevant Hire Charges for all Regular Hire Sessions which were booked to take place between the date of the Company's notification of the intent to cancel and seven (7) days after this date

## **22. Termination**

- The Contract shall automatically terminate on the Expiry date
- The Company may terminate the Contract by notice in writing to the Third Party if the Third Party:
  - \*Cancels more than 25% of the Regular Hire Sessions within a Regular Hire Period; or
  - Commits serious breach of any of its obligations under these Terms and Conditions of Use; or
  - Becomes bankrupt, insolvent or enters into liquidation or receivership or is the subject of an application for an administration order or suffers an administrative receiver to be appointed in relation to the whole or any part of its assets or makes a composition or arrangement with its creditors or suffers any judgement to be executed in relation to any of its property or assets
- In the event of termination by the company for the reasons set out at \* above, and where the Company, acting reasonably, is unable to procure an alternative user for the remaining Regular Hire Sessions, the Third Party shall be liable to pay to the Company a sum equivalent to the Hire Charge costs of the Regular Hire Sessions

## **23. Post-Termination**

- The termination of the Contract shall not affect any right or obligations of the parties which accrued prior to termination
- Any termination of the Contract shall not relieve any party of any obligation under these Terms and Conditions of Use which is expressed or which by implication is intended to continue after termination

- If the Company continues to provide any facilities to the Third Party after the termination of the Contract this shall not be construed as a waiver of the termination of or as a renewal of the Contract

#### **24. Force Majeure**

- Neither Party shall incur any liability to the other in the event it is prevented from, hindered or delayed in the performance of its obligations under the Contract by an Event or Force Majeure

**Malet Lambert would like to remind you that the Site Premises are school and community facilities and as such, school needs and special events can take precedence over club/regular bookings at any time.**

**Should the Site Premises be required at a time when you have made a booking, you will be given as much notice as is possible to enable you to make other arrangements.**

## **Insurance Statement**

### **Statement**

The Importance of Public Liability Insurance to any organisation or person hiring School premises is that their Insurers undertake to protect them against their legal liability to pay compensation for death, bodily injury or disease to third parties or loss of or damage to their property. It is not unusual nowadays to see Courts award settlements well in excess of £1million following serious injury to single individuals. Obviously, the risk of a catastrophe on this scale is remote but clearly it is essential that every hirer of School premises is adequately insured because few will have the financial resources to meet their liabilities without appropriate insurance.

- Malet Lambert carries its own liability insurance but this cannot deal with claims for injury to third parties or loss of or damage to their property caused by the organiser, team or any individual hiring School premises
- The organisation, team or individual hiring School premises must therefore arrange their own insurance as clearly stated in the Hire Conditions. In this respect, the limit of indemnity under their Public Liability Policy must not be less than £5million

**Insurance Questionnaire**

It is necessary for you to have your own Public Liability insurance as Malet Lambert’s insurance cannot protect you as the hirer against your legal liability to pay compensation for accidental death of, or bodily injury to, third parties or accidental loss of, or accidental damage caused to their property. You will appreciate that this is a risk which must be avoided in everyone’s interests.

**IF YOU DO NOT HAVE PUBLIC LIABILITY INSURANCE, YOU MUST NOT USE THE SCHOOL FACILITIES**

Name of the organisation, team or individual insured.	
Insurer and branch	
Policy Number	
Renewal Date	
Limit of Indemnity	
Does the policy include Club Member to Club Member Insurance (If appropriate)?	Yes/No
Does the policy include Damage to Premises?	Yes/No

Malet Lambert needs evidence of continuity of Public Liability Insurance cover and requires you to provide a written statement to this effect on each renewal date. You must also notify us immediately if cover is changed, lapsed or cancelled.

**Name of Organisation, Team or Individual:** \_\_\_\_\_

\_\_\_\_\_

**Authorised Signature :** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### Community Use Hire Charges

Facility	Rate Per hour (unless otherwise stated)	
Large Sports Hall	£35.00	Monday – Friday
	£45.00	Saturday – Sunday
Jane Disbury Hall	£35.00	Monday – Friday
	£45.00	Saturday – Sunday
Activity Studio	£25.00	Monday – Friday
	£35.00	Saturday – Sunday
Grass pitches	£40.00	Monday – Friday
	£50.00	Saturday – Sunday
MUGA (Multi Use Games Area) Costs per hour/per section	£20.00	Monday – Friday
	£30.00	Saturday – Sunday
1/3 3G Pitch	£45.00	Monday – Friday
	£55.00	Saturday – Sunday
Full 3G Pitch	£90.00	Monday – Friday
Weekend rate, per game, maximum 2 hours	£100.00	Saturday – Sunday

## **General Code of Conduct (All Users)**

- Rooms and hired areas will be available to use between the start time and the end time as detailed on the Booking Form and Confirmation letter. If clients arrive before this time, access to the room may not be available. When booking, please allow time before and after the event for any required set-ups and take-downs
  - Your event/booking must end and the room be cleared no later than the finish time as stated on your booking form
  - One-hour bookings are based on a minimum duration of 55 minutes to allow for equipment changeovers
  - All Third Party Users should have vacated the Site Premises within 15 minutes of the end of the hire period
- Should your Booking continue after the agreed finish time, Malet Lambert will make every endeavour to accommodate your wishes. However, should the Premises Staff request you to vacate the premises, for example, in the event of requiring the room for a subsequent hirer, you should immediately comply
- Charges will be incurred on a pro-rata basis for any time run over booking times
- It is your responsibility to ensure that Rooms and Spaces are left in the condition that they were found. All furniture must be returned to its original layout and all litter must be removed. Failure to do so will result in a charge levied for cleaning
- Any accidents or damage occurring within the premises must be immediately reported to the Community Attendant on duty and will be logged in our Accident Book
- Nothing may be fixed to walls, ceilings, floor or pillars of any room by nails, screws, drawing pins, tape or any other means without consultation
- There is strictly no smoking or vaping or vaping in the building or within the school grounds
- We reserve the right to cancel your Booking with immediate effect and without liability if at the sole discretion of Malet Lambert, it appears that:
  - The Booking may bring bad publicity or disrepute upon the company
  - The Booking may be illegal
  - The Booking is of a different nature to that confirmed by you
  - The number of attendees exceeds stated capacity figures and it is not possible to re-organise the booking within the premises
  - It is possible that you may not be able to honour your obligations under the Contract
  - You fail to pay any required deposit
  - You breach any of the conditions detailed in the Terms and Conditions of Use
- In the event of cancellation under the circumstances described above, any deposit paid by you may, at the sole discretion of Malet Lambert, be retained
- Hired Equipment: laptops, projectors and audio visual equipment can be hired for a fee. Prior notice is required and the hirer is responsible for any damage caused
- It is advised that you keep your valuables with you at all times. Malet Lambert takes no responsibility for items that are stolen. Hire areas can be locked up upon request
- There is a notice in each room regarding fire procedures. Please note and inform your delegates of this important information
- Hirers are responsible for all those who enter the site who do so with the intention to spectate or participate in the hirer's activity. Those responsible for the supervision of minors are required to adopt controls and practices to ensure minors are protected while at all times being under the care of a responsible nominated adult/s



### **Changing Room Code of Conduct**

- Use of video, photographic and mobile imaging equipment is prohibited
- Those responsible for the supervision of minors are required to adopt controls and practices to ensure minors are protected while at all times being under the care of a responsible nominated adult.
- All changing rooms are single sex i.e. separate for male and female
- Adults must not change or shower at the same time (using the same facility) as children. Adults should make use of the disabled changing rooms and or showers with privacy doors fitted
- Hirers must inspect changing rooms prior and post activity and clean the facilities after use. Where the facility has been used by an “away team” those changing facilities should also be checked and cleaned by the hirer
- During shared use all users should conduct their activities to the agreed allocation and respect the rights of the other hiring group/s
- No fighting, bullying, pushing or throwing other Users
- No running
- Changing rooms are equipped with sinks and soap for hand washing
- No football boots to be worn in the changing rooms or main building at any time
- Players and officials must not clean their boots on the side of the building, in the changing rooms or in the showers

### **Grass Pitch Code of Conduct**

- The use of spiked footwear, blades and metal football studs on the pitch is prohibited. Please use trainers, Astroturf boots or moulded plastic studs
- All footwear must be clean and free of mud, grass and grit before accessing the pitch
- Foul language and offensive behaviour is not allowed
- Arrival and departure times for pitch use should be strictly observed
- Do not deposit chewing gum or spit on the pitches
- Do not litter, please use the provided bins
- Do not allow pets or animals onto the pitch, with the exception of guide dogs
- No alcohol is to be consumed on the Malet Lambert premises
- Those responsible for the supervision of minors are required to adopt controls and practices to ensure minors are protected while at all times being under the care of a responsible nominated adult
- Use of video, photographic and mobile phone imaging equipment on the pitches is prohibited except where permission has been given by the Contract Manager or Community Supervisor
- Where a booking is for shared use of the pitch, you must conduct your activities to the agreed allocation and respect the rights of the other hiring group

### **Sports Hall Code of Conduct**

- Use of video, photographic and mobile phone imaging equipment is prohibited except where permission has been given by the Facilities Manager or duty attendant.
- Where a hire period is for shared use (i.e badminton) the third party should conduct their activities to the agreed allocation and respect the rights of the other hiring group.
- Equipment provided should be used for the purpose that it was designed.
- Please refrain from the following:
  - Wearing outdoor shoes or black-soled shoes in the sports hall. Please ensure footwear is clean prior to entering the hall
  - Consuming alcohol in any part of the School Premises
  - Using offensive language and behaviour

- Smoking or vaping in any of the School Premises
- Consuming food or drink in the sports hall. Water Bottles are permitted but should be removed after the session

### **All Weather Pitch Code of Conduct**

- The use of spiked footwear, blades and metal football studs on the pitch is prohibited. Please use trainers, Astroturf boots or moulded plastic studs
- All footwear must be clean and free of mud, grass and grit before accessing the pitch
- Foul language and offensive behaviour is not allowed
- Arrival and departure times for pitch use should be strictly observed
- Do not deposit chewing gum or spit on the pitches
- Do not litter, please use the provided bins
- Do not allow pets or animals onto the pitch, with the exception of guide dogs
- No alcohol is to be consumed on the School Premises
- Those responsible for the supervision of minors are required to adopt controls and practices to ensure minors are protected while at all times being under the care of a responsible nominated adult
- Use of video, photographic and mobile phone imaging equipment on the pitches is prohibited except where permission has been given by the Contract Manager or Community Supervisor
- Where a booking is for shared use of the pitch, you must conduct your activities to the agreed allocation and respect the rights of the other hiring group

**Please note: Failure to adhere to this code of conduct may result in termination of your booking and the refusal of future bookings.**

## Community Use - Booking Form

Please ensure all sections are fully completed.

### **1. Booking Details (Invoice Related Enquiries)**

Please complete full details of lead person making the booking, this should be the details of the person we will send invoices to.

<b>Surname</b>	
<b>Initials</b>	
<b>Title (e.g. Mr, Mrs, Ms)</b>	
<b>Address and Postcode</b>	
<b>Email Address</b>	
<b>Daytime Telephone No.</b>	
<b>Evening Telephone No.</b>	

### **2. Booking Details (Sport Related Enquiries)**

<b>Name of User</b> (Organisation, Team, Individual)	
<b>Name, address, telephone number and email address of daily contact</b> If different to above (invoices).	
<b>Purpose</b> Or activity for which booking is required.	
<b>Facilities Required.</b>  Please consult schedule of charges for details of facilities available and charges; please specify all facilities required.	

Dates Required.			From :			To :		
Day/s of the week required, please tick and complete times and frequency.	Day	Tick days required	Time including preparation and clearing up.		Frequency i.e. Weekly, fortnightly, four weekly, monthly.	Other Comments		
			From	To				
	Monday							
	Tuesday							
	Wednesday							
	Thursday							
	Friday							
	Saturday							
	Sunday							

Numbers Involved	Estimated Total Number Attending	Of which are age 0-17	Of which are age 18-24

**Booking Declaration -**

I hereby declare that I am over 18 years of age. I have read, understand, agree and hereby accept on behalf of the aforementioned organisation the School's 'Conditions for Lettings' detailed in Section One.

I agree to pay the appropriate fee on receipt of an invoice (if applicable)

I confirm that:-

- I have an adequate public liability insurance policy. (See Insurance Statement and Questionnaire)
- I have attached a copy of the risk assessment for the activity.
- All staff / volunteers working with children have and continue to hold a current satisfactory Disclosure from the Criminal Records Bureau.
- I have attached a copy of the safeguarding policy where a booking is for children, young people activity and/or vulnerable adults.
- If a sport children/young people booking: we have obtained / are working towards the sport Governing Body relevant accreditation scheme
- We are working towards achieving Accreditation within One Year of this agreement
- I have read and fully understand the Fire Evacuation Policy provided to me with the Booking Pack.
- I understand that until these forms are returned, fully completed, the use of the facility is not permissible.

**Name of Organisation, Team or Individual:** \_\_\_\_\_

**Authorised Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

After reading this document in full, if you agree to all the terms and conditions please return:

**Required for all bookings**

- Booking Form
- Insurance Questionnaire

**If applicable**

- Copies of DBS disclosures for all coaches and leaders (required for under 18's or vulnerable adults attending your bookings)
- Copies of professional qualifications for all coaches and leaders (required if you are delivering a service or coaching)

**To:**

Admin Office  
Malet Lambert  
James Reckitt Avenue  
Hull  
HU8 0JD

If your application is accepted you will receive confirmation via email.

The booking has not been confirmed until you receive this confirmation in writing.

**Please note: It is essential that any sole hirer must be the sole instructor for all activities undertaken and always present during the booked times.**