

## Terms & Conditions for Facility Bookings

**1. Acceptance of Terms** By completing the booking form on our website, you confirm that you fully agree with these terms and conditions governing the use of the school facilities.

**2. Cancellations by the School** The school reserves the right to cancel any session. Common reasons for cancellation include adverse weather conditions, school events, staff illness, or public service events such as polling stations. Any cancellations will be promptly announced via our social media channels (@GSThePlace) and on our website.

**3. Cancellations by the Hirer** Hirers must give at least 7 days' notice to cancel or modify a booking. If this notice period is not met, we reserve the right to charge for the hire. All cancellation requests should be directed exclusively to: [ThePlace@glossopdaleschool.org.uk](mailto:ThePlace@glossopdaleschool.org.uk). Furthermore, the school retains the right to cancel any booking agreement without prior notice if the hire terms are breached or if the facilities are misused.

**4. Hours of Operation** Bookings are generally available throughout the year, except on bank holidays and during specific cancellations as outlined above.

### 5. Parking

- Parking availability may be limited during school events.
- Up-to-date event listings can be found on the school website, with advance notifications provided on our social media channels whenever possible.
- Vehicles must be parked in a manner that does not obstruct access, pathways, or emergency exits.
- Designated parking is available for individuals with a registered disability (badge must be displayed).
- Please note that all vehicles are parked at the user's risk; the school accepts no liability for any loss or damage.

### 6. Site Conduct and Cleanliness

- **No-Smoking Policy:** Smoking, including the use of e-cigarettes and vapes, is strictly prohibited throughout the school premises and grounds.
- **Littering:** All users must take care to leave the premises clean and tidy.
- **Alcohol:** Bringing alcohol on site is forbidden. The sale of alcohol is also prohibited unless explicit consent has been granted by the Community Development Officer, following consultation with the School Business & Community Manager and the provision of a valid TENS licence.
- **Gambling:** Betting or gambling must be conducted in line with the applicable law—please verify the legal requirements beforehand.
- **Equipment:** No equipment should remain on site without prior permission from the Community Development Manager. Any hired or borrowed equipment should be returned to its designated location (e.g., football goals returned to their proper position).

### 7. Photography and Capacity

- Organisations or clubs using the facilities for private events must maintain their own photography policies. All photography conducted outside of this must comply with school policies.
- Please adhere to any specified room capacity limits, which will be communicated based on the nature of the activity.

### 8. Animals

- Animals, including dogs, are not permitted on site except for registered guide dogs.

### 9. Behaviour and Supervision

- The hirer must ensure that their guests do not cause any nuisance, disturbance, damage, or inconvenience to the school, its other users, or neighbouring premises.
- Respect for all individuals—players, supporters, staff, and others—is mandatory; offensive language or behaviour will not be tolerated.
- Adequate supervision is required at all times. This encompasses ensuring that only authorized club officials or players (wearing appropriate footwear) access the 3G pitch, and that any spectators remain under the control and responsibility of the hirer.
- Noise levels should be kept to a minimum, especially when arriving or departing, to avoid disturbing others.

## 10. Changing Facilities

- Hirers must explicitly request exclusive use of the changing rooms at the time of booking.
- Before use, please inspect the changing rooms and shower facilities and report any cleanliness issues or damages to The Place team immediately.
- Showers and sinks are not to be used for cleaning footwear.
- Any damage or additional cleaning required will incur a charge and may result in future booking restrictions.
- The hire of the changing rooms is for the time of your booking only. Usage additional to this time will be charged accordingly.

## 11. Valuables

The safety of valuables is the sole responsibility of the hirer. The school will not accept any liability for the loss or damage of personal items left in the changing rooms or on the pitches.

## 12. Additional Charges

We reserve the right to invoice the hirer for excessive cleaning or repair of any damage if the facilities are not left in a reasonable condition. Additional use of un-booked facilities or overrunning the allotted booking time may also incur extra charges.

## 13. Sports & Leisure Facilities Guidelines

### Footwear and Equipment

- **3G Pitch:**
  - Appropriate sports footwear only. Flat shoes, trainers with blades, or going barefoot are not permitted.
  - Boots can be used provided they are clean (shoe brushes are available for cleaning). Please consult the guidance sheet on our website.
  - Failure to comply may result in being asked to leave the facility.
- **Sports Hall:**
  - Wear clean trainers with non-marking soles.
- **Dance Studio:**
  - Only indoor-specific footwear is allowed; outdoor shoes are strictly prohibited.
- **All Other Facilities:**
  - Footwear must be clean and suitable for the activity.

### Additional Prohibited Items:

On the pitch, sports hall and dance studio, the following are not allowed:

- Animals
- Metal objects
- Food
- Hot drinks
- Chewing Gum

## 14. Session Timing & Courtesy

- **Timeliness:**
  - Ensure your session ends at the allocated time.
  - A 5-minute changeover is built in; thus, each 1-hour booking aims to provide 55 minutes of activity.
- **Access:**
  - Do not enter the facility before your booked start time.
  - Booking a facility does not grant exclusive access—other groups may pass by booked areas. When moving through these areas, please keep any disruption to a minimum.
- **Sporting Fixtures:**
  - Any sporting fixture that is scheduled on site, must be notified in advance and will incur an additional charge.
  - The 'away team' must be informed of these terms and conditions, and your organization will be responsible for ensuring they comply.

## 15. Health & Safety

- **Pre-Use Inspection:**
  - The hirer is responsible for inspecting all pitches, rooms and equipment before use. By beginning your session without reporting any defects to a staff member, you confirm the space is in a good and safe condition.
- **General Safety Requirements:**
  - Leave corridors and exit pathways unobstructed.
  - Keep all emergency exits clear at all times.
  - Firefighting equipment must remain in its designated location and used solely for its intended purpose.
  - Any substances bearing a warning label need to be risk-assessed (refer to COSHH guidelines) before being brought on site; please send the assessment to [ThePlace@glossopdaleschool.org.uk](mailto:ThePlace@glossopdaleschool.org.uk)
  - Highly flammable substances and unauthorized appliances (e.g., heaters or toasters) are not allowed.
  - Fire doors should only be used in emergencies. Loading/unloading approval must be sought prior to each occasion from a staff member. Once used, they must be secured immediately with no public access allowed.
- **First Aid & Emergency Communications:**
  - First aid care and equipment are the hirer's responsibility, although some provision (including an AED at reception) is available on site.
  - A telephone is available for emergencies only; please use your mobile phone for all other calls.
- **Supervision and Equipment Compliance:**
  - The individual responsible for the booking must be at least 18 years of age and remain on the premises for the entire booking period to ensure proper supervision.
  - All electrical equipment brought on site must comply with "Electricity at Work" regulations and display a current PAT test label. Non-compliant equipment must not be used—the school is not liable for any issues arising from such equipment.
  - Report any accidents or any damage to facilities or equipment immediately.
  - Misuse of equipment or any breach of these terms may result in additional charges.
- **Risk & Surveillance:**
  - It is advisable to carry out a risk assessment for your activity before your booking begins.
  - The school does not accept responsibility for any loss, damage or theft of property.
  - CCTV is in operation throughout the site.
  - Non-compliance with these health and safety conditions will result in the termination of your booking.

## 16. Insurance

- **Public Liability:**
  - Clubs and organizations must hold valid public liability insurance covering the activity and all participants, with proof provided prior to the start of the hire.
- **Non-Constituted Groups:**
  - Groups without public liability insurance cannot be accepted.
  - Glossopdale School and True Learning Partnership (TLP) accept no responsibility for injuries arising during the activity.
- **Damage and Indemnity:**
  - By using the premises, you agree to either replace or cover the cost of repairs for any damage caused to the building.
  - You agree to indemnify TLP—including its officers, employees, and agents—from any actions, costs, claims, or demands arising from accidents on the premises (unless due to the Trust's negligence).
  - You agree to indemnify TLP for any copyright breaches related to performances of literary, dramatic, or musical works on site.
  - This includes obtaining all necessary permissions from copyright owners as required by the Copyright Act 1956 (as amended) and following any further regulations from local authorities.

### Conditions of Insurance Policy:

- The insurance indemnifies the hirer for third-party claims resulting from the use of the premises where legal liability is established.
- Coverage is provided up to £2,500,000 per incident for personal injury or property loss (excluding employees, who are covered separately).
- Liability for damage to the building is insured up to £50,000, or up to £2,500,000 in cases of fire damage, with the hirer responsible for the first £250 of each claim.

## 17. Safeguarding

- All clubs, organisations, and constituted external groups are required to provide a valid and up-to-date copy of their safeguarding policy prior to the commencement of their booking.
- This safeguarding policy must clearly outline the organisation's procedures for protecting children, young people, and vulnerable adults (where applicable). The organisation is responsible for ensuring that all staff, volunteers, and representatives involved in the booking are familiar with and always adhere to their safeguarding procedures.
- We reserve the right to request additional safeguarding-related documentation or clarification where deemed necessary.

## 18. Pricing

### Indoor Facilities

- Indoor bookings are charged at the standard hire rate unless you provide valid documentation for a discount (such as a registered charity certificate or a junior club affiliation certificate recognized by the NGB).

### Outdoor Facilities

- The 3G Pitch is priced separately for adult and junior bookings, with different rates for weekend fixtures.
- The minimum hire period is 1 hour.
- Individual sports bookings that are not part of block bookings are subject to VAT.
- Payment details must be specified at the time of booking:
  - 'On the day' bookings require payment at the start of the session; failure to pay at the commencement will result in an invoicing of the fees.

- Invoice-based bookings must be paid in accordance with the invoice terms. Delayed payments may lead to suspension or termination of future bookings.

## **18. Comments, Complaints, and Appeals**

- For any comments, complaints, or appeals, please send an email to [ThePlace@glossopdaleschool.org.uk](mailto:ThePlace@glossopdaleschool.org.uk) .
- Threatening or offensive language towards staff will result in immediate termination of your booking. Decisions made by the Community Coordinators are final if such behaviour is reported.
- If your booking is cancelled due to non-compliance, you have the right to submit an appeal in writing within 14 days. Appeals should be addressed to:
  - **FAO: Community Development Officer: [theplace@glossopdaleschool.org.uk](mailto:theplace@glossopdaleschool.org.uk)**