

1. Hirers accept the conditions laid down by the Governing Body of Woodlands.

### **Procedure for arranging a hire**

2. Bookings are only taken from adults over the age of 18. Prospective hirers shall submit a completed written application form to the Extended Schools Team at least seven days before the use is required. If the application form is completed electronically, the applicant accepts that they are entering into a legally binding agreement and that the application is received electronically by the Extended Schools Team at least 48 hours before the use is required. The applicant shall be informed, as soon as practical of the result of the application.

### **Procedure for amending or cancelling a hire**

3. Woodlands reserves the right to amend, refuse, or cancel a letting without notice, whenever this is deemed to be in the best interests of the school and its affairs. Every effort shall, however, be made to give reasonable notice to a hirer to offer alternative solutions where applicable.
4. A hirer may amend or cancel a hire. Where applicable the full charge paid shall be reimbursed, provided that written or electronic notice of amendment or cancellation is received by the Extended Schools Team at least seven days before the period of hire. The one exception to this rule being when the grass football pitches are declared unfit to play on at short notice due to adverse conditions whereby the full charge paid shall be reimbursed.

### **Insurance**

5. Clubs and individual coaches or leaders should carry their own public liability insurance. All hirers are required to accept responsibility for any damage to the premises and school equipment, for the loss of any equipment and for third party claims involving injury to persons or damage to property except when caused solely by the negligence of the school.

### **Privacy Policy**

6. Woodlands is committed to protecting the privacy of your data. We wish to respect any personal data you share with us and keep it safe. We aim to be clear when we collect your data and not do anything you wouldn't reasonably expect.

At Woodlands we collect, process and store personal information (meaning information that relates to you from which you can be identified such as your name, address and other contact details) in accordance with our obligations under the General Data Protection Regulations.

We are committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when booking our facilities, then you can be assured that it will only be used in accordance with this privacy statement.

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use your personal information to send you promotional information about third parties which we think you may find interesting.

## **Health and Safety**

7. The hirer is responsible for their own first aid and the provision of a first aid kit. The use of the school's first aid kit resources is not available. The exception to this ruling is the use of the school defibrillator should the need arise.
8. Group leaders/tutors/coaches are responsible for ensuring that their group is made aware of the fire exits and the evening fire procedures (see Appendix A). Fire evacuation notices are displayed throughout the school alongside Fire Equipment.
9. In the event of severe weather conditions e.g. heavy snow the Business Manager will establish how the school site and surrounding roads have been affected and liaise with the Extended Schools Co-ordinator. If the decision is taken to close the school the Extended Schools Co-ordinator will contact the hirers.
10. The organiser is responsible for ensuring that any activities for children are supervised by responsible adults. All groups working with children are required to ensure that all of their paid and volunteer staff has been cleared by an enhanced check with the Disclosure and Barring Service.
11. The organisers/group leaders/tutors/coaches are responsible for ensuring that their group, and those associated with their group, behave appropriately. Those associated with their group, i.e. parents, must either stay with them where they can be accounted for in case of any emergency evacuation or wait outside in their cars or in the car park where they are not at risk of being unaccounted for when inside the building.
12. The hirer is responsible for ensuring that the premises, facilities and equipment are all properly cared for and stored correctly. All litter is to be collected at the end of the session and must be placed in the bins provided. An additional charge maybe applied if this is not adhered to.
13. The hirer and their group are to report to Main Reception on their arrival where they will be directed to their hired facility. Group leaders/tutors/coaches are responsible for ensuring that their group is signed in at Main Reception and also for reporting all accidents and incidents to the Extended Schools Team so that the appropriate forms are completed. They should also ensure that every member of their group is aware of the hazards of speeding in the school car park and to observe the 5 mile per hour speed limit and the one way system in operation and also that the climbing of any fencing is strictly prohibited.

## **Evacuation procedures** (see Appendix A)

14. By signing the booking form, a hirer accepts that they have been made aware of and are familiar with the college's fire evacuation procedures by participating in a fire drill once every Academic Year.
15. In case of an emergency please contact the Evening Receptionist on (023) 8046 3303 weekday evenings from 6:00pm to 9:00pm (term time only). For hours outside these please contact the Duty Site Caretaker on 07766 474967 if they are not located in their office.

## **Conditions relating to specific facilities and equipment**

- 16. Hire period** – Hirers are requested to observe the start and finish times of their booking and then vacate their area promptly. Groups that finish at 10:00pm should be clear of the entire premises by 10:15pm. An additional charge maybe applied if this is not adhered to. Hire periods of the 3G pitch are on the hour with no half hour bookings.
- 17. Safeguarding** – Access to the facilities from 6:00pm to 9:00pm is via Main Reception to safeguard the young people on site, to further safeguard the young people on the 3G pitch adult and youth teams will no longer share, therefore, the 3G pitch is available for hire by teams **under 16 ONLY** from 5:00pm to 8:00pm and from 8:00pm to 10:00pm for teams that are **over 16 ONLY**.
- 18. Seating, tables etc** – Approval to use the facilities will not imply that seating accommodation or tables shall necessarily be provided, but such suitable chairs and tables as are available may be used. If a large number of chairs or tables need to be moved, the hirer shall be responsible for providing assistance to the site caretaker, both before and after the period of hire.
- 19. Educational Equipment** – Approval to use the school’s educational equipment (pianos, projectors, physical education equipment etc.) shall be subject to the Extended Schools Co-ordinator being satisfied that a competent person will supervise the use. Users will be charged a hire fee of £5.00 per day to cover the wear and tear of the equipment. Hirers are responsible for setting up and returning any equipment used during their hire. An additional charge maybe applied if this is not adhered to.
- 20. 3G Pitch** – Please help support the school in maintaining our 3G pitch by following these rules at all times. An additional charge maybe applied if this is not adhered to.
- **NO** food
  - Drinks in plastic bottles only, **NO** cans or glass
  - No naked flame, cigarettes, cigars, etc.
  - Dispose of chewing gum, bottles, etc. properly in the bins provided
  - Ensure goals, posts and dividing nets are secure before playing and, if they are moved, are returned to their original position
- 19.1 3G Pitch Footwear Guidelines -**
- Football boots with rounded moulded studs only, no straight edges and no metal studs
  - Astro trainers or Astro boots
  - Sports trainers with suitable grip (Football boots or Astro trainers are safer)
  - **ALL** footwear **MUST** be clean and free of mud, grass and grit before going onto the pitch
  - No metal studs or blades of any material
- 21. Grass football pitches –**
- 20.1** Hirers are requested to remove their football boots when inside the Sports Centre building.
- 20.2** In the event of the pitch being unfit for use, club managers will be contacted prior to or on the morning of the hire by the Extended Schools Co-ordinator after consultation with the site caretaker.

**20.3** Clubs are required to collect, set up and return the goal nets, corner supports and flags from the site caretaker. Clubs are responsible for the goal nets, corner supports and flags for the duration of their hire and the pitch must not be left unattended when they are in place. Clubs will be charged for any loss or damage to the equipment.

**20.4** It is the responsibility of the club managers to ensure that the visiting teams are aware of these terms and conditions.

**22. Showers** – Should be vacated 15 minutes after the booking has finished. This allows for any use of the showers by groups to be staggered. Groups that finish at 10:00pm should be clear of the premises by 10:15pm.

### **Conditions relating to specific activities**

**23. Smoking** – Woodlands operates a no smoking policy and this includes electronic cigarettes. This applies to all areas of the school and its grounds at all times.

**24. Alcohol and drugs** – Alcohol and drugs may not be brought onto, nor consumed on the premises at all times.

**25. Gambling** – Gambling shall not take place on the premises unless prior written application is made to the Extended Schools Team and all legal requirements are met.

**26. Pets** – Dogs and other animals may not be brought onto the premises at all times. The **ONLY** exceptions to this ruling are:-

- Hirers have a Registered Assistance Dog.
- Hirers have a member of their group who uses a Registered Assistance Dog.

**27. Music, dance, drama, films and public entertainment** – Before facilities are used for those purposes, a hirer shall inform the Extended Schools Team of their intentions. The requirements of the relevant licensing authority must be met.

**28. Electrical items** – The hirer is responsible for ensuring any electrical items brought into the school are P.A.T tested, and Woodlands will not be held responsible for any injury due to failed electrical equipment.

**29. Fetes** – When outdoor facilities are used for fetes and comparable activities, the hirer shall be responsible for clearing from the site any litter that results from the hire.

**30.** The hirer shall not permit the premises to be used for any political purposes.

### **Charges**

**31.** A hirer shall be responsible for the prompt payment of the appropriate charges on receipt of an invoice. All charges shall be paid to: Southampton City Council or Woodlands Community College.

**32.** Hirers of the facilities will be charged monthly in advance of the period of hire and any payments due will include VAT unless certain criteria have been fulfilled.

- 33.** Woodlands reserves the right to alter or vary charges for individual clients if there is a sole hire or any other circumstance causing a re-appraisal of the hiring charges, including each Financial Year covering April to March.
- 34. Retainer Fee** – A 25% retainer fee is payable by hirers away for a minimum of 2 weeks. The retainer fee will apply during term time only.

### **Deposit**

- 35.** The Extended Schools Team shall reserve the right to charge a deposit or full payment for a hire in advance where applicable.

Woodlands aim is to offer all its users a friendly and organised environment. We ask that you would report any damage, accidental or otherwise, to the site caretaker or Extended Schools Team. If you have any queries about these terms and conditions, or any aspect of your use of the facilities, please contact the Extended Schools Co-ordinator via email [community@woodlands.southampton.sch.uk](mailto:community@woodlands.southampton.sch.uk) or telephone on (023) 8047 4866. Thank you for your co-operation.

## APPENDIX A

### **FIRE ALARM – EVACUATION PROCEDURE**

On discovering a fire:-

- All hirers of the indoor facilities must press the nearest fire alarm activation point
- All hirers of the outdoor facilities must telephone the Emergency Services, in the first instance, then contact the school on (023) 8046 3303 weekday evenings from 6:00pm to 9:00pm (term time only) to alert the Evening Receptionist who will activate the fire alarm. For hours outside these please contact the Duty Site Caretaker on 07766 474967 who will activate the fire alarm.

On hearing the fire alarm:-

- All hirers of the indoor facilities should leave in an orderly and calm manner by the nearest and safest exit point (plans are displayed throughout the school alongside Fire Equipment) and report to the assembly point which is the hard court area located at the top of the car park
- Hirers should escort their group ensuring that everyone has left the room and that they close the door behind them. **Do not lock the door**
- Bags, coats and other items should be left behind
- No one is to re-enter the building until told to do so by the Fire Assembly Co-ordinator
- Hirers of the 3G pitch should remain in situ and not leave the pitch until told to do so by the Fire Assembly Co-ordinator.

Roll-call procedures:-

- Hirers to check their members against their registers and inform the Fire Assembly Co-ordinator that all members are present or if anyone is missing.

Responsibilities:-

- Fire Assembly Co-ordinator - Evening Receptionist
- Building Sweep - Site Caretaker
- Registers to Assembly Point - Hirers
- Hirers signing in/out clipboard - Evening Receptionist

Before permission is given by the Fire Assembly Co-ordinator for everyone to return to the building, he/she must have received notification from the hirers responsible for roll-calls that all persons have been accounted for **AND** confirmation from the Site Caretakers that the building is safe to enter.