

# **Hiring of Premises & Conditions of Use**

**Policy Number: HBS018**

**Governor Committee: H, S & P**

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**Issue Date: 21/03/2023**

**Review Date: 21/03/2024**

This policy will be reviewed in full by the Governing Body no less than annually.

The policy was last reviewed and agreed by the Governing Body on 21/03/2023.  
It is due for review in 12 months from the above date.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Head Teacher**

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Chair of Governors**

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## **Policy Statement**

Hitchin Boys' School aims to maximise the use of all its facilities. The intended purpose of the trust's facilities is to benefit the school community; however, the trust understands that extending the use of the premises to the wider community allows us to maximise our income and provide an advantage to the clubs and groups who will use our facilities.

The trust endeavours to positively contribute to increasing participation in activities taking place in the local community and makes these facilities available outside of the school hours through controlled lettings under the Management of the School.

## **Purpose of the Policy**

The purpose of this Policy is to set out the basis under which school facilities may be used by third parties when not required by the school itself. This policy has been drawn-up to provide instructions for the School Management on how such lettings should be managed.

## A. Facilities for Hire

The site offers external and internal sporting facilities, conference and classroom facilities for community benefit. A full list of current facilities for hire is shown in Appendix 1.

Use of the premises for school functions will take priority over lettings. The school reserves the right, at any time, to cancel any letting but will endeavour to give as much notice as possible to hirers.

On enquiry, all potential hirers will be given a copy of the Hire Agreement Form, Terms & Conditions of Hire and the Lettings Tariff.

## B. Hours of Use

Hours of use for the facilities are expected to be as follows (also shown in Appendix 2), however can vary depending on bookings;

<u>Term Time</u>	<u>School &amp; Sports Centre</u>	<u>All Weather Astro Pitch</u>
Monday – Friday	16:00 – 22:00	18:00 – 22:00
Saturday	09:00 – 19:00	09:00 – 18:30
Sunday	08:00 – 22:00	09:00 – 18:30
<u>School Holidays</u>		
Monday – Friday	09:00 – 22:00	08:00 – 22:00
Saturday	09:00 – 19:00	09:00 – 18:00
Sunday	08:00 – 22:00	09:00 – 18:00

Considering the affiliation that the Sports Centre maintains with the Boys' School; teaching staff have the ongoing option to use any of the School's facilities throughout any given school day (8:00am – 3:30pm) – therefore, use of facilities during these times is restricted.

All toilet/changing facilities will remain open to the community until closing time.

Access beyond the above times may be granted upon prior agreement with the Sports Centre Management Group.

## C. Tariffs and Payment

The published tariffs will be reviewed annually and set by the Management Group. Lettings Tariffs for all facilities are published on the Schoolhire website and are listed in Appendix 3.

Bookings must generate an overall net profit for the School once a negotiated rate has been applied.

Use for school purposes e.g. School Clubs, Home and School Association, Student/ Parent Voice Group and Governors meetings shall not require a hire agreement or incur charges.

After approval of a new block booking, the Hirer will be charged for the first months booking upfront, subsequent months payments must be paid before the next booking starts.

In the case of a casual booking, the Hirer must pay through Schoolhire at the time of booking to secure their booking.

For block bookings the Sports Centre will be able to take payments online via Schoolhire or in person, at reception via cash.

Upon receiving the first payment from a new Hirer, Hitchin Boys' School Sports Centre thereby allocate the requested facility/s and time slot/s found on the application form to the relevant Hirer **only** until termination date. If no termination date is specified on the form, and/or the block booking itself is not terminated by the Management group, then the Hirer attains the right to use the facility/s within their time slot/s irrespective of whether they have been invoiced for the following block or not.

If bookings over-run the management group maintains the right to charge the hirer for any additional time used to the next 15 minutes. Hirers will incur a £30 fine for persistent overrunning on booking times. A £30 administration fee will be applied should any changes to booking times / days be made with less than 7 days' notice.

## D. Cancellations

If payment is not received, the booking will automatically be cancelled and the Hirer will not be given access to the facilities.

Should Hitchin Boys' School deem that any block-booker is continually abusing the block booking system in any way, then Hitchin Boys' School will retain the right to cancel that block booking with 7 days' notice in writing.

The Management Group reserve the right to refuse admission, or to evict, any person from the facilities.

Should Hitchin Boys' School Sports Centre require any area of their facility that is normally used by a block booking for the purposes of a special event or similar, Hitchin Boys' School

will inform any block bookings affected with a minimum of 7 days' notice in writing. The Hirer will not be invoiced for these cancellations.

No cancellations will be accepted within the current booking period. It is the responsibility of the block booking applicant to ensure that each weeks' activity is paid for irrespective of use or not. The Hirer must notify the Sports Centre of any coming cancellations through Schoolhire before paying for their current block. The Hirer is expected to pay for any cancelled dates that were failed to be communicated to the Management group.

Failure to pay for a booking will result in termination of the entire booking.

Refunds will only be given in exceptional circumstance; requests in writing must be addressed to Sports Centre Manager, HBS Sports Centre, Grammar School Walk, Hitchin, Herts, SG5 1JB or [HBSsports@hitchinboys.co.uk](mailto:HBSsports@hitchinboys.co.uk)

Any block booking applicant wishing to terminate their entire block booking must forward their request in writing to the Sports Centre Manager no later than 28 days before the requested termination date. All outstanding fees must be paid up to date before the termination request will be accepted.

All Weather Astroturf Pitch only: it is recommended that Hirers take insurance out for cancellation in the event of bad weather such as snow or ice. It is rare that the pitch is closed for bad weather and hirers will be notified via email. Cancellation is usually at the discretion of the Hirer. The Trust will not be liable to make a refund in such an event.

## E. Lettings Procedure

The Terms and Conditions of Hire are attached as Appendix 4 and must be adhered to at all times.

Bookings can be made by individuals or organisations through Schoolhire. The named person who makes the booking will be responsible for all the booking, is solely liable for the hire of the facilities, **must sign to agree to the published Terms and Conditions of Hire prior to booking** and ensure that all Terms & Conditions of Hire are adhered to.

Any amendments made to Terms & Conditions of Hire will be communicated to hirers and must be accepted when they are implemented.

All groups & clubs affiliated to a governing body are required to provide proof of Insurance with the Hire Agreement Form (it is a condition of this hire that the organisation has Public Liability Insurance cover with a minimum indemnity limit of £5m on any one claim).

On receipt of an application form, the School shall:

1. Verify the request is capable of being fulfilled and meets the Terms defined herein.

2. All new requests shall be subject to the approval of the Sports Centre Manager. All requests whether approved or not shall be reviewed by the Centre's Management group and if required presented to the School Business manager or School Governors.
3. On acceptance (and approval where required) the hirer will receive confirmation and will be liable to pay for the first instalment prior to their first booking.
4. Bookings are not granted on a first-come first-served basis. Each application is evaluated on completion of the Application Form, Hire Agreement Form and Club Documentation Evidence Form.

For block bookings, the Hirer will be expected to pay for each month upfront. No refunds will be given if the Hirer is unable to fulfil his/her part of the lettings agreement.

## **F. Management Responsibilities**

At all times the facilities will be managed by the School and users will be expected to abide by the Terms & Conditions of Letting. The School reserve the right to terminate any letting where there is evidence that the organisation is in breach of any of the Terms & Conditions of Hire or effects unnecessary damage to the facility.

The Trust reserves the right to:

- Introduce, amend or delete such rules as may be required from time to time due to the needs of the service or due to changing circumstance.
- Levy charges and fees as it considers appropriate for the use of the facilities or services, and to alter such charges or fees at their sole discretion.
- Refuse admission or the continued use of the facilities to any person or group who, in The Trust's opinion, are in breach of any Rule, or whose behaviour is such that it interferes with the safe, efficient operation of the facility.
- Close the facilities for maintenance repair, holidays or any other reason. Where such closure occurs no claim can be made against the Trust, The Sports Centre or Hitchin Boys' School Academy Trust or their management, staff or personnel in respect of loss or inconvenience, or any other damage suffered.



## **Appendix 1 – Facilities for Hire**

The site is able to offer the following facilities for community benefit:

### **Sporting Facilities:**

#### **External**

- Malcom Hunt Memorial All Weather Pitch – 91.4m x 55m, 2G AstroTurf with Floodlights\* (marked into 1 adult pitch or 2 junior pitches [45.7m x 55m]).
- 2 Grass Rugby Pitches – approx. 100m x 70m per pitch.
- Russell Field
- 5 Tennis Courts (fenced and gated) – 23.77m x 8.23m per court; 2 Courts with Floodlights\*\* (Tennis Club Membership required for Tennis Court use).

\* Floodlights available at extra cost.

#### **Internal**

- Main Sports Hall – internal dimensions - 33m x 18m (marked into 4 Badminton Courts, 1 full-sized Basketball Court or 2 smaller Basketball Courts) with 4 Cricket Nets and a curtain to separate the hall into two halves.
- Old Gymnasium Sports Hall – internal dimensions = 20.25m x 11.75m.
- 2 Studios (within Main Sports Centre) – Room 1 (includes a kitchen facility) = 10.25m x 8.75m; Room 2 = 14.25m x 6m.
- Changing facilities (within Main Sports Centre) – 1 male and 1 female changing areas with toilets and showers. Separate disabled changing and toilet facility is available in reception.
- Changing facilities (within Tennis Centre) – 1 male and 1 female changing areas with toilets and showers. Separate disabled changing and toilet facility is available nearby reception.
- Dining Hall – internal dimensions - 17.4m x 11.8m & 10m by 8m side room (includes integrated tables & chairs that can be stacked to the side).

### **School Facilities**

- Classrooms – Classroom size may vary but will be suitable for at least 20 people, classrooms include chairs and tables and projector
- Conference Room - Located in Woodlands
- Dining Hall – internal dimensions - 17.4m x 11.8m & 10m by 8m side room (includes integrated tables & chairs that can be stacked to the side).
- Main School Hall

### **Parking**

The School's community facilities have three car parks. The main car park is situated on the left side of Grammar School Walk as approaching the Sports Centre, holding 40 spaces. The other two car parks are located in the school; Junior Playground car park being to the right of the Sports Centre (holding approximately 10 spaces) and North Court car park is located down to the back of the School (holding approximately 70 spaces).

Parking for any Astro pitch users is available in the North Court Car Park. This can be accessed through the Main School gates on Grammar School Walk.

### **Access**

Access to the sports and school facilities will be gained through the Sports Centre entrance under the management of the Sports Centre staff.

Access to the All Weather Astroturf Pitch should be via the Grammar School Walk entrance, with parking available in the North Court car park. Pedestrian access is also available via the walk-through gate on Fishponds Road

## Appendix 2 – Hours of Use

Hours of use for the facilities are expected to be as follows, however can vary depending on bookings;

<u>Term Time</u>	<u>School &amp; Sports Centre</u>	<u>All Weather Astro Pitch</u>
Monday – Friday	16:00 – 22:00	18:00 – 22:00
Saturday	09:00 – 19:00	09:00 – 18:30
Sunday	08:00 – 22:00	09:00 – 18:30
 <u>School Holidays</u>		
Monday – Friday	09:00 – 22:00	08:00 – 22:00
Saturday	09:00 – 19:00	09:00 – 18:00
Sunday	08:00 – 22:00	09:00 – 18:00

Please take into consideration the affiliation that the Sports Centre maintains with the Boys' School; teaching staff have the ongoing option to use any of the School's facilities throughout any given school day (8:00am – 3:30pm) – therefore, we restrict the use of our facilities during these times.

All toilet/changing facilities remain open to the community until closing time.

Access beyond the above times may be granted upon prior agreement with the Sports Centre Management Group.

## Appendix 3 – Lettings Tariffs

### Lettings Tariffs – Sports Centre Facilities:

<b>Block Bookings of 10 weeks:</b>	Adult	Mixed Groups	Junior
Badminton Court	£10.50	£10.00	£9.50
Table Tennis Table (4 tables per court)	£10.50	£10.00	£9.50
Whole Main Sports Hall	£39.00	£36.00	£33.50
Half Main Sports Hall	£21.00	£19.50	£18.50
Cricket Nets	£44.00	£41.00	£38.50
Old Gym Sports Hall	£23.00	£22.00	£21.00
Studio or Tennis Centre Clubhouse	£19.50	£19.50	£19.50
Field	£18.00	£18.00	£18.00

**Off Peak** – Monday to Friday, 9am-5pm (during School Holidays); weekends, all day.

Sports Centre booking charges include use of communal changing accommodation, showers, electricity, water and gas. Storage will be charged at an additional cost and calculated based upon size and location.

### Lettings Tariffs – School Facilities:

<b>Main School Hall</b>	<b>Charity/Community</b>	<b>Private</b>
Weekday	£25.00	£50.00
Weekend*	£25.00	£70.00
<b>Woodlands Conference Room</b>	<b>Charity/Community</b>	<b>Private</b>
Weekday	£12.50	£25.00
Weekend*	£27.50	£40.00
<b>Sixth Form Centre Common Room</b>	<b>Charity/Community</b>	<b>Private</b>
Weekday	£12.50	£25.00
Weekend*	£27.50	£40.00
<b>Classroom</b>	<b>Charity/Community</b>	<b>Private</b>
Weekday	£10.00	£19.00
Weekend*	£22.00	£30.00

\*Weekend bookings must be for a minimum of two hours

A 30% deposit is required for Social Events

Discounts: 20% for 4+ Hours in a single booking  
10% for 3 or more rooms at the same time  
10% for block bookings of 10 or more weeks

School Facilities booking charges include use of toilet facilities, electricity, water and gas.

**Lettings Tariff – All Weather Astroturf Pitch**

	Full Pitch	Half Pitch
Junior	£55.00 Peak, £50.00 off peak	£30.00 Peak, £27.00 off peak
Adult	£75.00 Peak, £67.50 off peak	£40.00 Peak £37.00 off peak
Floodlights	£20.00	£10.00

Peak Times: Monday - Thursday 18:00 - 20:00 hours.

These prices include use of equipment on the pitch as well as use of the changing facilities in the Tennis

Centre with access available through the external changing room doors.

For any further details, or for a tour of the facilities we offer, please contact us at [HBSsports@hitchinboys.co.uk](mailto:HBSsports@hitchinboys.co.uk) or call us on 01462 459270.

## Appendix 4 – Terms and Conditions of Hire

All bookings are to be made directly via the SchoolHire online booking platform. A Hire Agreement Form must be signed in all cases.

All lettings shall be subject to the following Terms & Conditions:

### Responsibility of the Hirer

1. The Hirer who makes the booking will be responsible for all the booking, is solely liable for the hire of the facilities, must sign to agree to these terms and conditions prior to booking and ensure that all Terms & Conditions are adhered to
2. It is the Hirer's responsibility to leave facilities, entrance areas, toilets/ showers and equipment in a satisfactory state and to remove their own rubbish. The Hirer is responsible for any breakages or damage
3. Smoking is not permitted anywhere on the site and no alcohol is permitted on the premises at any time except at licensed events. Any events which require alcohol being served must be agreed to with Sports Centre Management at the time of booking. Please speak to the Sports Centre Manager if you will require an event licence.
4. For the benefit of all our customers and local residents, we would ask that you do not use abusive language whilst at the facilities of Hitchin Boys' School Sports Centre.
5. No food is allowed in any of the sports facilities. Food and drink should only be consumed in the reception area. Only sports bottles may be taken into the hall/ pitch.
6. Each facility will have equipment that is available for use. The Hirer should identify at the time of booking what equipment will be required. All equipment provided will be maintained and regularly checked for defects. Any problems should be reported to the Management group.
7. If the Hirer requires storage space for their own equipment, they will be invoiced in relevance to which storage space they are using and how much equipment they are requesting to be stored. This charge will be agreed upon by the Sports Centre Management group.
8. Any dispute relating to the hire of any given facility will be referred to the Management group.
9. Variations to this contract agreed by the Hirer and the Management group may be made when the contract is renewed.
10. Guests and other visitors should be made aware of these conditions and regulations.
11. The person making the booking will be responsible for payment, behaviour of their group and any damage caused by group members.
12. To respect the facilities and the community; this includes vacating the facilities promptly and quietly, not to cause any purposeful damage or to deface any of the facilities and surrounding area, no foul language to be used and disposing of any litter in the bins provided.
13. HBS Sports Centre is not liable for any damage or theft to any equipment left on site.

### Insurance / Qualification & Safeguarding

14. The terms & conditions of booking must be accepted at the time of booking by the lead adult who must remain on the premises during the contract of hire. No young person, under the age of 18 years should be left without adult supervision.
15. All clubs/organisations will require Public Liability Insurance; evidence of the insurance must be submitted with the Club Documentation Evidence Form (it is a condition of this hire that your organisation has Public Liability Insurance cover with a minimum indemnity limit of £5m on any one claim).
16. Any adults coaching or helping with junior teams must hold a current, satisfactory enhanced DBS certificate a recognised safeguarding certificate dated within the last 3 years, and an

- appropriate level of qualification. By accepting our Terms & Conditions you are confirming that those adults coaching or helping have all of these in place.
17. All adults running activities for Children under the age of 18 must hold a current, satisfactory enhanced DBS Certificate. By signing the booking form, you are confirming that all adults leading groups have this in place. Adults who are either going through the enhanced DBS process or have yet to go through enhanced DBS process should not lead sessions until the process has been satisfactorily completed and the DBS form seen. This is the responsibility of the hirer. If you require assistance for your staff in relation to DBS checks or qualifications, please contact the Sports Centre Manager.
  18. Where an individual group is found to be promoting views in contravention of the trust's Prevent duty, the person or group is guilty of an offence, under the Education Act 1996, the trust will contact the police/school security who will remove the person or group from trust premises.

### Health & Safety

19. All hirers are to make provision for the first aid of their club's/users. Any event hosting more than 50 people are required to book or designate a suitably qualified first aider.
20. On arrival to the facilities the hirer should make themselves aware of the Fire and Emergency procedures at the facility. On hearing the alarm all areas must be evacuated immediately and the hirer must make sure all personnel are accounted for.

### Payment

21. After approval of a new block booking, the Hirer will be charged for the first months booking upfront, subsequent months payments must be paid before the next booking starts.
22. In the case of a casual booking, the Hirer will have to pay through Schoolhire at the time of booking to secure their booking.
23. For block bookings the Sports Centre will be able to take payments online via Schoolhire or in person, at reception via cash.
24. Upon receiving the first payment from a new Hirer, Hitchin Boys' School Sports Centre thereby allocate the requested facility/s and time slot/s found on the application form to the relevant Hirer **only** until termination date. If no termination date is specified on the form, and/or the block booking itself is not terminated by the Management group, then the Hirer attains the right to use the facility/s within their time slot/s irrespective of whether they have been invoiced for the following block or not.

### Cancellations

25. If payment is not received, the booking will automatically be cancelled and the Hirer will not be given access to the facilities.
26. Should Hitchin Boys' School deem that any block-booker is continually abusing the block booking system in any way, then Hitchin Boys' School will retain the right to cancel that block booking with 7 days' notice in writing.
27. The Management group reserve the right to refuse admission, or to evict, any person from the facilities.
28. Should Hitchin Boys' School Sports Centre require any area of their facility that is normally used by a block booking for the purposes of a special event or similar, Hitchin Boys' School will inform any block bookings affected with a minimum of 7 days' notice in writing. The Hirer will not be invoiced for these cancellations.

29. No cancellations will be accepted within the current booking period. It is the responsibility of the block booking applicant to ensure that each weeks' activity is paid for irrespective of use or not. The hirer must notify the Sports Centre of any coming cancellations through Schoolhire before paying for their current block. The Hirer is expected to pay for any cancelled dates that were failed to be communicated to the Management group.
30. Failure to pay or for a booking will result in termination of the entire booking.
31. Refunds will only be given in exceptional circumstance; requests in writing must be addressed to Sports Centre Manager, HBS Sports Centre, Grammar School Walk, Hitchin, Herts, SG5 1JB or HBSsports@hitchinboys.co.uk
32. Any block booking applicant wishing to terminate their entire block booking must forward their request in writing to the Sports Centre Manager no later than 28 days before the requested termination date. All outstanding fees must be paid up to date before the termination request will be accepted.
33. All Weather Astro turf Pitch only: it is recommended that insurance be taken out for cancellation in the event of bad weather such as snow or ice. It is rare that the pitch is closed for bad weather and hirers will be notified via email. Cancellation is usually at the discretion of the Hirer. The Trust will not be liable to make a refund in such an event.

#### Charges

34. Lettings Tariffs for all facilities are published on the Schoolhire website.
35. If bookings over-run the management group maintains the right to charge the hirer for any additional time used to the next 15 minutes.
36. Hirers will incur a £30 fine for persistent overrunning on booking times.
37. A £30 administration fee will be applied should any changes to booking times / days be made with less than 7 days' notice.

#### Booking Time

38. All bookings must be inclusive of setting-up and setting-down time. Any bookings which regularly exceed this time will be charged the additional time for their booking.

#### Photographs / Data / Performance Rights

39. From time to time photographs may be taken of activities for promotional purposes. Sports Centre Staff will check with group leaders before taking photographs.
40. It is the Hirer's responsibility to ensure that any photographs or videos involving children are only taken and used with prior consent of the child's parent/ guardian.
41. Information supplied and held by the Management Team will be kept in a secure manner in line with data protection laws
42. No copyright dramatic or musical work or lecture shall be performed, sung or delivered without the licence of the owner or the copyright, and all such licenses shall be produced to the school before the commencement of the hiring. The school reserves the right to censor and cancel without liability for loss as a result of such censorship or cancellation, any stage play, sketch, lecture or other performance or event for which copyright legislation applies if proof of copyright/performing rights is not forthcoming from the hirer. The hirer shall indemnify the school against any infringement of copyright which may occur during the hiring

#### Liability



43. Hitchin Boys' School will not be held liable for accident to person(s) or loss of property by any person or organisation during or in connection with bookings at any of the facilities at Hitchin Boys' School. Anyone entering or using the facility does so at his or her own risk, and the Management group accept no liability in respect of any loss, damage, or injury, howsoever caused.
44. Prior to commencing activities, the Hirer is responsible for completing the relevant risk assessments. Any accidents that do occur should be noted on an Accident Report Form at the relevant facility and to the Manager of the Sports Centre immediately on 01462 459270. A copy of the risk assessment may be requested.

#### Footwear

45. All users should wear appropriate, non-marking footwear in any of the indoor facilities to preserve the facilities at Hitchin Boys' School Sports Centre.
46. All Weather Astroturf Pitch only: The Pitch surface is a 2G Sand Dressed Pitch and as such only appropriate footwear is permitted on the Pitch. Blades and studs of any description are not allowed (This includes moulded studs). Players found wearing non-approved footwear will incur a fine of £50 which shall be payable to the trust within 7 days of such an offence. Should the fine not be paid within this period the booking will be suspended until such a time as the fine is paid. The interpretation of approved footwear shall be at the sole discretion of the Manager. If there is persistence from a Hirer's players the booking will be terminated without refund.

#### **Additional Terms & Conditions for the All Weather Astroturf Pitch**

#### Floodlights

1. Use of the floodlights is chargeable (see Appendix One for fees). These will be operated automatically at the necessary times. If you would like to change the timing of the lights please contact the Sports Centre Management Team at least 48 hours before your booking for this to be implemented.
2. The floodlights are programmed to switch off at 22:00 promptly every night to comply with local bylaws.

#### Entry to the pitch

3. Only coaches, players & officials are permitted to enter the pitch, all spectators must remain outside the fence for the duration of the session.
4. Juniors are not permitted on the pitch without a responsible adult (requires DBS & appropriate coaching qualification) present.
5. It is the Hirer's responsibility to ensure parents or guardians accompany their children to the venue and ensure prompt collection from the venue.

#### Equipment

6. The hockey goals are not to be used for any activity other than Hockey. Football goals are provided for football use.
7. Goals must be moved by at least two people and the wheels must be used to avoid damaging The Pitch.

8. Climbing on the nets or perimeter fence, swinging from the crossbars and any other behaviour which is likely to lead to damage or injury is forbidden and may result in your termination of your booking in part or whole.
9. The hirer will be liable to cover the cost of any damage caused to the facilities or equipment. Any future booking will be cancelled until the damage is paid for in full.
10. To preserve the health of the pitch (with the exception of Hockey), the pitch is to be used across the width and not down its length.

Other

11. Chewing gum, food or drink (except water in metal or plastic bottles) is expressly forbidden on The Pitch or anywhere within the fence around The Pitch. All litter is to be removed or placed in the bins provided.
12. It is the hirer's responsibility to inspect the Pitch and facilities prior to their use of the Pitch, and The Hirer thereafter assumes any responsibility for any incident or damage caused during their period of Hire.
13. Any damage or faults found or caused by the Hirer is to be reported the Management Team at [hbssports@hitchinboys.co.uk](mailto:hbssports@hitchinboys.co.uk) immediately.
14. In the interest of player safety any jewellery should be removed before using The Pitch.
15. All users are to be respectful and give due consideration to the staff, to the users of nearby facilities and the local residents. No excessive noise, conduct or general nuisance will be tolerated.
16. No animals are permitted inside the perimeter fence of the pitch.

The Trustees expressly point out that all persons using the facilities do so at their own risk. Users are strongly advised to seek medical advice before undertaking exercise. Users with any known medical condition should consult their doctor before partaking in any form of exercise.

**Appendix 5: Hitchin Boys' School & Sports Centre**  
**Application for Block Booking and Hire Agreement Form**

Name of Club:					
Name of Organiser:					
Address:					
Post Code		Contact No.:			
Email Address:					
No. of attendees:	Adults:		Juniors :		Officials:

**Requirements** (*tick where appropriate*):

- |                       |                          |                        |                          |
|-----------------------|--------------------------|------------------------|--------------------------|
| Badminton Court       | <input type="checkbox"/> | Studio (Room 1)        | <input type="checkbox"/> |
| Table Tennis Table    | <input type="checkbox"/> | Studio (Room 2)        | <input type="checkbox"/> |
| Half Main Sports Hall | <input type="checkbox"/> | Studio (Tennis Centre) | <input type="checkbox"/> |
| Whole Main Sports     | <input type="checkbox"/> | Russell Field          | <input type="checkbox"/> |
| Old Gym Sports        | <input type="checkbox"/> | Cricket Nets           | <input type="checkbox"/> |

**Equipment required** (*e.g. number of courts, room layout etc.*):

If you require storage for your own equipment, please specify the details of the equipment here (Please note this is an additional cost calculated by size and location):

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**Schedule of booking: (If you require more than one booking per week, please specify below)**

1: Day		Time	From: _____ : _____ am / pm	To: _____ : _____ am / pm
2: Day		Time	From: _____ : _____ am / pm	To: _____ : _____ am / pm
3: Day		Time	From: _____ : _____ am / pm	To: _____ : _____ am / pm

**Please take into consideration that a 5-minute change-over period is required at the end of each booking and this is included within every hour. The hire fee for all bookings is based on 55 minutes of facility use.**

Period of booking:	From: _____ / _____ / _____	To*: _____ / _____ / _____
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*\*please leave blank if you currently have no desired end to your booking.*

I have read the Terms and Conditions of Hire, and confirm that I accept them on behalf of the above organisation.

Name printed: \_\_\_\_\_

## **Appendix 6 – Club Documentation Evidence Form**