

Reservation of Facility Form (Deanshanger Campus)

Name: _____

Name of Organisation/Team/Individual _____

Facility	Sport/Event	Day	Time	Week/Date	Cost	Special Arrangement
				1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15.		

Address of User

Account to be sent to:

Post Code _____

Post Code _____

Contact Telephone Number: **Daytime** _____ **Evening** _____

E-mail _____

Declaration:

I hereby confirm that I have read, understood, and agree on behalf of myself and my group that we will abide by the Terms and Conditions of Use as stated, including the Insurance arrangements. I agree that as a user of the facilities, I am responsible for ensuring that the members of our group use the facility in the correct way during our period of use, and neither I, nor any member of my group has any medical conditions for which special arrangements or notifications are required.

Signature of User _____

Date _____

Please send the completed form back to:

Jermaine Sharpe, The Elizabeth Woodville School, Stratford Road, Roade, NN7 2LP

REGULATIONS RELATING TO THE HIRE OF SCHOOL PREMISES

1. **All applications for the use of school premises must be received by the Sport Centre and Commercial Manager or a designated staff member in writing at least seven clear days prior to the proposed date of use.**
2. Cancellations should be notified at the earliest opportunity and at least 48 hours before the proposed use. Any later than this the User will still be liable for the charge (block bookings are liable for charge per session and do not qualify for any cancellation credits).
3. Use of outdoor pitches is at the discretion of the school. Bookings are accepted only on the basis that they may be cancelled by the School at any time if pitches are unsuitable for play.
4. Hirers are responsible for the behaviour of persons using the facilities at the time of booking, including supporters.
5. The wearing of any footwear which may damage the surface is prohibited. On the All Weather Pitch, **the wearing of footwear with screw-in studs is not allowed**: only footwear with moulded soles should be worn.
6. Smoking is not prohibited on any of the School premises whether inside or outside the school buildings. Hirers are responsible for keeping the school site a no-smoking site in accordance with current legislation.
7. It shall be the case that all hiring arrangements shall be subject to the regulations of the Learning Schools Trust
8. The hirer is responsible to the Learning Schools Trust for the cost of repair or replacement of any property belonging to the committee, which is damaged or destroyed during or in connection with the occupation of the school premises.
9. The hirer shall provide a copy of their Public Liability insurance policy, which must have a minimum liability limit of £1,000,000 in respect of any hiring which takes place on a regular basis.
10. Under HMRC rules, hirers wishing to be exempt from VAT charges must block book 10 sessions in advance. A separate booking form is required for every 10 sessions booked. For further information please enquire at the school. **If the group qualifies as a VAT exempt block booking, please use the VAT EXEMPT form when submitting your booking.** The following will appear on the front of the VAT exempt booking form. *"I agree to pay the full charge in the event of a booking not being taken up by me for reasons other than non-availability of facilities or adverse weather conditions."*

DETAILS OF THE HMRC VAT EXEMPTION RULES ARE SET OUT BELOW.

11. All block bookings of less than 10 sessions will attract VAT at 20%
12. Where 10 sessions are booked, an invoice for the total amount of the block booking will be raised, however weekly,(staged), payments can be made until the invoiced amount is cleared.
13. No booking will be accepted from any person under 18 years of age.
14. The Sport Centre and Commercial Manager has the right to refuse lettings where an intended use or organisation is considered unsuitable, or where a hirer does not comply with these regulations.
15. **Payment Terms.** Payment should be made within 21 days of the invoice date.

REGULATIONS RELATING TO THE HIRE OF SCHOOL PREMISES

16. Safe use of portable electrical equipment

All electrical equipment brought onto the Authority's premises for use by the hirer shall be suitable for a 240 volt 50 hertz electricity supply, in sound mechanical condition and fitted with the correct fuses. All electrical equipment brought onto the premises by the hirer must be plugged into those sockets where available which are marked to show they are protected by residual current devices. The Authority will not be liable for any accident caused by defective equipment brought onto the premises by the hirer. Hirers are encouraged to provide and use their own portable residual current devices for their own protection.

17. The hirer has read and will comply with Fire evacuation procedures as set out below in the event of the fire alarm sounding during events.

AFTER SCHOOL LETTINGS – FIRE POLICY

- Organisers are responsible for ensuring that the necessary escape routes are open and not obstructed and that fire evacuation is conveyed to those attending the event/activity.
- Where community groups bring their own equipment into the school, organisers must confirm with the school that equipment will only be used for the designated purpose, be compatible with school equipment and electrical services and comply with safety requirements i.e. have a valid PAT test pass.
- Where public performances take place, organisers should ensure that adequate attendants are available, in order to prevent over-crowding, to keep gangways clear and to act as fire marshalls to assist in the safe evacuation of those attending the site if the fire alarm is activated. Organisers must ensure that attendants are fully aware of the fire drill and escape routes.

- Further information concerning the fire policy and evacuation procedures at The Elizabeth Woodville School (South Campus) can be obtained by contacting Steve Sharpling, site manager on 01908 563468.

In the event of the fire alarm sounding during after school events, (continuous ringing of the bells), event organisers must ensure the evacuation of the school buildings/external sports facilities as indicated below.

Do not stop to collect bags/equipment etc before leaving the buildings/site.

AFTER SCHOOL LETTINGS - FIRE EVACUATION PROCEDURES

SPORTS HALL

Exit the sports hall using the two sets of double fire doors that lead out to the rear playground and the car park. Proceed through the car park and exit the school grounds via the car park gate. Organisers and attendees of the event should assemble on the pedestrian footpath located between the main road and the school bus bay. Event organisers are responsible for carrying out a roll call to ensure that all persons attending the event are present. Anyone missing from the roll call should be notified to a member of the school staff.

GYM

Exit the Gym and leave the main building through the reception doors, if these are blocked by fire, the side entrance leading out to the car park should be used. Proceed off of the site through the main gate or the car park gate as appropriate. Organisers and attendees of the event should assemble on the pedestrian footpath located between the main road and the school bus bay. Event organisers are responsible for carrying out a roll call to ensure that all persons attending the event are present. Anyone missing from the roll call should be notified to a member of the school staff.

ASTRO TURF / SPORTS FIELD

Exit the astro turf and the field and exit the school grounds through the car park gates opposite the Astro pitch. Organisers and attendees of the event should assemble on the pedestrian footpath near the lay-by. Event organisers are responsible for carrying out a roll call to ensure that all persons attending the event are present. Anyone missing from the roll call should be notified to a member of the school staff.

Organisers should ensure that no one re-enters the site until a member of the school staff has given the all clear.

SPORTS CLUBS & ASSOCIATIONS - VAT EXEMPTION RULES

The following conditions must be met by clubs wishing to apply for VAT exemption when booking after school facilities.

- VAT exemption will only apply where 10 sessions are booked in advance.
- Each Session must be in the same place
- The interval between each session must be at least 1 day and not more than 14 days. The 14 day rule cannot be broken even for closure due to public holidays.
- The series is to be paid for "as a whole, (this means that one invoice must be issued for the series). Whilst the total due must be charged on one invoice, stage payments are allowed, i.e. weekly.
- There is written evidence/confirmation that payment will be made in full for the series, (whether sessions are used or not). Written evidence can take the form of a written agreement, booking form, invoice issued in advance.
- The person to whom the facilities are let has exclusive use of them.

IF ANY OF THE ABOVE CONDITIONS ARE NOT MET OR ARE BROKEN THE EXEMPTION IS INVALIDATED AND VAT WILL BE CHARGED

1 day – In the opinion of HMRC, 1 day is satisfied by the turn of midnight. This means that a club could have a session between 7.00 and 8.00pm on one day and another between 8.00 and 9.00pm the next day in a series of lets without invalidating the exemption.

CLUBS & ASSOCIATIONS

The exemption rule does not apply to "informal" groups of people or commercial organisations irrespective of whether they call themselves the "XYZ club" or ABC Association.

An example of an "informal group" would be the XYZ football team which was not governed by any written rules or articles, had no committee, secretariat or aim, but merely consists entirely of a group of people getting together to play football.