



**STAMFORD  
PARK TRUST**

# **SPORT, COMMUNITY & LEISURE COMMUNITY BOOKINGS AND VENUE HIRE POLICY**

<b>DOCUMENT REFERENCE:</b>	SPT/POL/000134
<b>THIS POLICY APPLIES TO:</b>	Staff, Public
<b>OWNER/AUTHOR:</b>	Chief Finance and Operating Officer / Director of Sport, Community & Leisure
<b>ESTABLISHMENT LEVEL:</b>	Trust
<b>APPROVING BODY:</b>	Finance & Resources Committee
<b>REVIEW CYCLE:</b>	Annual
<b>DATE APPROVED:</b>	17 July 2025
<b>LAST REVIEWED ON:</b>	June 2025
<b>NEXT REVIEW DUE BY:</b>	June 2026
<b>SUMMARY OF CHANGES:</b>	Annual review, addition of new site
<b>RELATED DOCUMENTS/POLICIES:</b>	Safeguarding Policy & Procedures
<b>LEGAL FRAMEWORK/STATUTORY GUIDANCE:</b>	Keeping Children Safe in Education; Prevent Duty



## Aims & Purpose

We aim to:

- Open up all Stamford Park Trust facilities where appropriate for community use across a wide range of age groups & activity types.
- Increase physical activity, sport & community wellbeing provision within each of our schools & colleges local communities.
- Support & further enhance all individual Stamford Park Trust educational establishments sporting facilities that will enable greater opportunities & delivery to both students and community users with a high standard of facilities to use and services to access.
- Work alongside each of Stamford Park Trust facilities to help raise the profile and positive reputation, education and community health and wellbeing at each of the schools and the local communities they serve across all age groups
- Create and implement a cost-effective pricing matrix for venue hire at Stamford Park Trust venues.
- Create, deliver and drive a sustainable income generation for SPT Community without any financial detriment or cost to Stamford Park Trust.
- Deliver a vibrant, effective, efficient and industry leading health, fitness & sport provision that at the same time does not interfere or become of detriment to the education and operation of the facilities for the students.
- Hire out all facilities in adherence to all Trust & Sporting specific health & safety guidelines, that allow the safe use of the facilities for all users and members of the public.
- To work closely, build & develop new partnerships with key stakeholders within the sport & leisure sector such as Local & National Governing Bodies along with working with and in support of local authorities and local community groups, clubs, organisations.
- To seek funding opportunities to further enhance facilities, provision and opportunities for both students and community users.

## Venues & Areas Available for Hire

Stamford Park Trust Venues include:

### **Astley Sports Village part of Rayner Stephens High School**

- State of The Art Gym
- Full Size 4 x Badminton Court Sports Hall
- 3G 11-side Football Development Pitch
- 2G Astro Turf Pitch
- Studio
- Group Training Hall/School Hall
- Canteen Area
- Classroom
- Secure Fenced Forest/Field Area

### **Ashton Sixth Form College**

- Full Size 4 x Badminton Court Sports Hall
- 2 x 11-side Grass Football Pitches
- 2G Astro Turf
- Classroom
- Drama/Dance Performance Area

### **Longdendale High School**

- Large 6 x Badminton Court Sports Hall
- 2G Astro Turf
- 2 x 11-side Grass Football Pitches

### **Fairfield High School**

- Full Size 4 x Badminton Court Sports Hall
- 2G Astro Turf
- Grass Pitch Area
- Studio
- Meeting Room

The above venues and hire areas will cater for a wide range of activities that also ensure that at each venue the main school body security is not compromised, reduces the risk of damage as much as possible and prevents the free and unobstructed access to the main school bodies.

Each venue will have sufficient staffing cover in place for the ratio of areas being used, footfall expected and safety of both staff and facility user.

## Charging Policy & Pricing Matrix

Our charging policy supports primarily not for profit organisations, sports teams, local authority health improvement schemes and any activity/organisation that is of a non-commercial set up. These not for profit organisations will always get priority booking availability but will also be eligible for discounted venue hire.

Our venue hire booking period runs in line with the school's academic year, September to August. Pricing matrix is agreed for the year ahead at management and trust board level. Reviews are made each year and will support our aims mentioned above.

Our pricing matrix for the Football facilities across all venues and in particular Astley Sports Village is also communicated, shared with and reviewed with the Football Foundation due to our funding agreements in place. This provides assurances and evidence that our pricing matrix is cost effective and supports local grassroots clubs whilst also ensuring operating costs and sinking fund requirements are costed effectively.

There may be occasions at the discretion of Management where our standard pricing matrix is modified. There may be occasions when additional fees will be applied to cover staffing costs, cleaning costs, set up costs for some bookings.

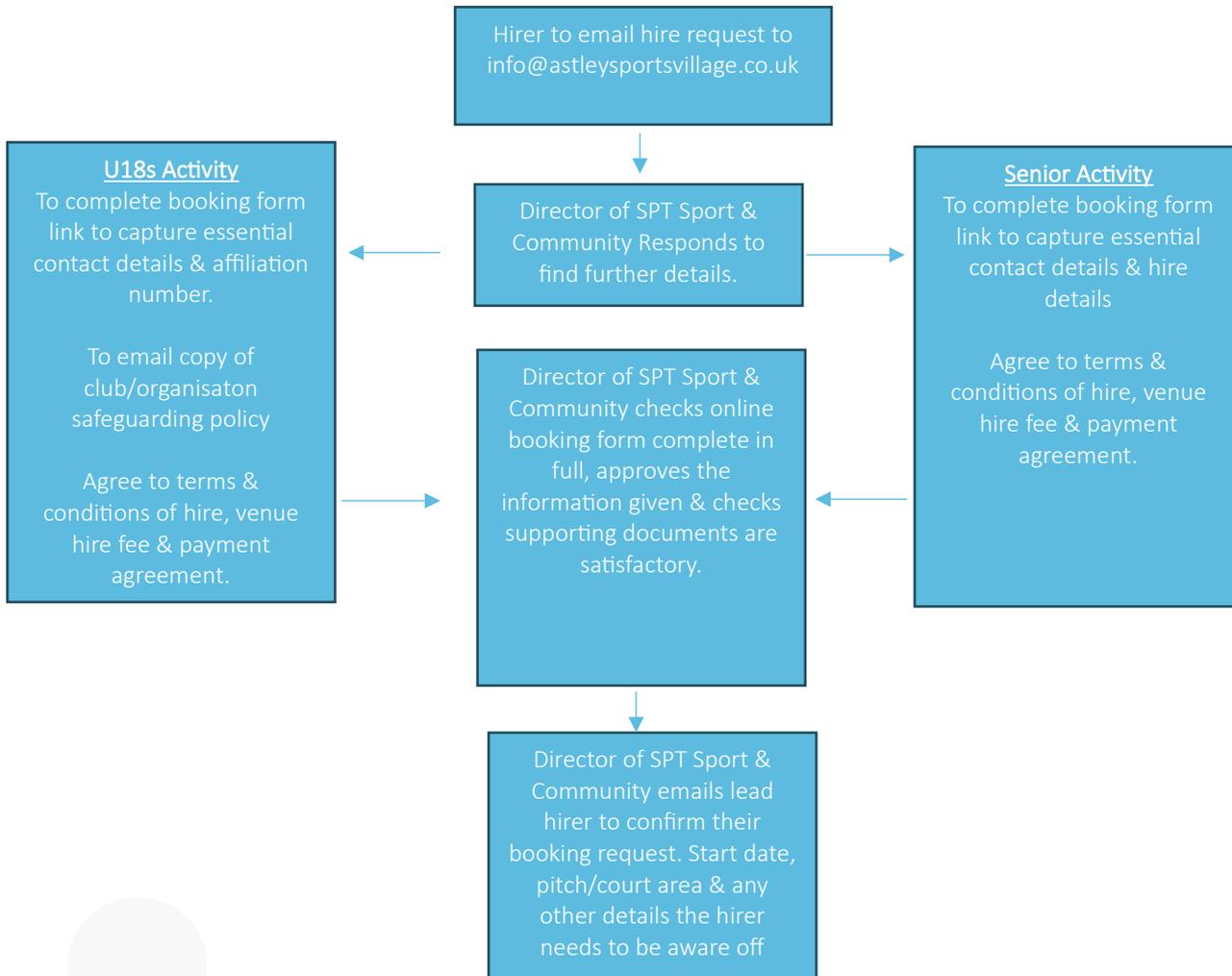
## Venue Hire Application Process

We aim to make our venue hire process as seamless as possible and where possible through online/non paper processes and procedures.

It is vital we capture all essential booking/hirer information and any supporting documents needed whilst also working in line with GDPR legislation on the data we are stipulating.



Below is the procedure for community venue hire across Stamford Park Trust Venues.



Email address for venue hire enquires:

- [m.storie@astleysportsvillage.org.uk](mailto:m.storie@astleysportsvillage.org.uk)
- [info@astleysportsvillage.co.uk](mailto:info@astleysportsvillage.co.uk)

Online Booking Form Community Hire Sept 25 – August 26  
<https://forms.office.com/e/zumLV42SeJ>

## Prevent Duty

Stamford Park Trust Sport, Community and Leisure acting on behalf of Stamford Park Trust understands its responsibilities under the Prevent Duty and its safeguarding duties

Stamford Park Trust Sport, Community & Leisure will always ensure all venue hire and those organisations who operate from our venues respect British values, the values of Stamford Park Trust and understand our responsibilities under the Prevent Duty.

We will not accept any bookings, groups or organisations that we feel supports, encourages or promotes ideological values and beliefs which are at odds with British Values and the values of Stamford Park Trust, or are from proscribed organisations.

Our booking application form asks for key data and information in regards to the booking purpose, age groups participating, sporting governing body affiliation number. Supporting documents subject to booking request also requires the appropriate insurance, safeguarding and risk assessments. Online checks may be made on any organisation wishing to use Stamford Park Trust facilities and venues prior to accepting any booking. In each case where a booking or letting is refused, the reason for the refusal will be communicated to the organisation in writing.

The Director of Stamford Park Trust Sport, Community & Leisure is the designated lead and responsible for approving all venue hire across Stamford Park Trust venues in line with this policy. The Trust's safeguarding policy will be followed at all times.

If there is suspicion or evidence that hirers, groups or organisations are promoting ideological values and beliefs which are at odds with British Values and the values of Stamford Park Trust, the booking will be immediately terminated and details reported to the Police and the Tameside LADO as a safeguarding concern.

## Terms & Conditions of Hire

There is a specific set of Terms & Conditions that cover various facility area. Areas such as the 3G Football Development have a slightly different terms and conditions in comparison to the 2G or Sports Hall.

Upon hire requests the Director of Stamford Park Trust Sport, Community & Leisure will email the booking form link for the hire request and attach to the email the specific terms and conditions for that facility area.

The lead hirer will be asked to read through, understand and agree to adhering to the terms and conditions as part of the booking form link questions required.

The acceptance of the terms and conditions emailed along with the agreed price is an essential answer on the booking form link. Not answering or agreeing to these will not allow the booking form to be completed and submitted.

For some bookings/ facility areas there is an additional service level agreement that will be in place that lays out some additional terms and covers more of an operational and also working partnership expectation and understanding.

Examples of this include the hire of the grass football pitches which have a more specific set of terms and expectations between the lead hirer/club/organisation and the venue and Stamford Park Trust.

To view the latest terms and Conditions of booking for the facility hire and 3G hire, please see appendix 1 and appendix 2.

To view the current Service Level Agreements for the grass pitches at ASFC and Longdendale see appendix 3 and appendix 4.

## Safeguarding

Stamford Park Trust Sport, Community & Leisure is committed to ensuring our safeguarding policies and procedures work in synergy, are robust and clear across all staff and community clubs/hirers and that of Stamford Park Trust.

The venues and also each of the clubs hosting/delivering sessions to u18s are responsible to provide a safe environment and ensure all safeguarding measures are in place whilst hiring the facilities.

Any club/hirer deemed to be not adhering to or complying with the safeguarding measures of the facility and the club will result in the booking being terminated.

Facility hire at Ashton Sixth Form College and Longdendale High School will only be permitted after school hours. No community hire of the facilities will be accepted or take place during school/college hours. At these venues facility hire during the weekdays will be from 17:30.

Facility hire at Astley Sports Village/Rayner Stephens High School will also not be permitted during the school day. Weekday community hire will be from 16:00 in the Sports Hall and from 17:00 on the Astro Turf Pitches, Studio and School Hall.

Astley Sports Village is almost a fully standalone facility with one adjoining door that leads into the school PE department and then into the school main body. To ensure a high level of safeguarding measures are in place in terms of access there are multiple maglocks in place to prevent the free and unobstructed access into the school facilities during the school day.

### Maglock locations and measures in place:

- Astley Sports Village main entrance access control – this access control located at the front automatic doors requires a Gym member to swipe their membership access card through the reader to be able to access the main entrance area to then proceed to the Gym. A member of the general public who is not a member will not be able to gain access to the building through the Astley Sports Village reception area.
- Sports Hall maglock – Rayner Stephens students carrying out PE lessons in the Sports Hall have a live and working maglock on the first Sports Hall door that will permit access to the teacher using the staff ID card and will lock secure when their students/group are in the sports hall. Gym members access cards do not work with

this system and will not be able to gain access to the sports hall during the school day/when the maglock is live and working.

- ASV/PE corridor door – This reader works on the same system as the sports hall maglock and school Paxton system and only permits staff to access this area. Gym members access cards again do not work on this maglock.
- These maglocks in place ensures the sports village only permits entry to paying gym members and only gives them access to the Gym itself during the school day.
- Astley Sports Village has members of staff on shift at all times and oversees, monitors the access of gym members and any members of the public trying to gain access.
- Our membership software Gladstone controls the magstripe access system where the member swipe card is checked electronically to confirm they have an active subscription and allows the access automatic doors to then open and the same with the Gym doors.
- Gym members are made aware and also stated within their terms and conditions that under no circumstances are they to interact with students of Rayner Stephens High School whilst on site. Staff are always proactive and always alert and responsive if this condition is not being met for the protection of the student and also the member themselves or any allegation.
- Rayner Stephens students as part of specific PE lessons may use the Gym during the school day. This shared usage is supervised at all times by the PE staff leading the session with a group size of no more than 12 students. ASV staff will also be on site to supervise and be an additional control measure in place.
- In the event of a fire alarm/emergency evacuation the designated assembly point for all Gym members during the school day is out the front of the main sports village reception area and onto the far grass area. This assembly area ensures no interaction of public and student as the Rayner Stephens Assembly point is on the rear Astro turf pitches. Should a secondary emergency evacuation route be needed then the gym members can access the sports hall and then use the front car park fire exit door to reach the same assembly point at the front of the building.
- All staff read and sign to say they have received, read and understand the Keeping Children Safe in Education Policy, Code of Conduct, Digital Acceptable Use Policy and also Acceptable Social Media Use Conduct each year and when any updates or adjustments have been made.
- Staff are aware of the reporting processes of safeguarding concerns and allegations to the Director of Stamford Park Trust Sport, Community & Leisure or in his absence to the local authority out of hours safeguarding team and Police where necessary.
- Community clubs/hirers delivering sessions to u18s need to have a safeguarding policy in place to hire any of our venues. This is an essential requirement for dual used schools as part of the current Keeping Children Safe in Education 2023

- All major sporting governing bodies such as The FA, Basketball England, British Fencing, British Gymnastics, England Netball, England Cricket Board all provide template policy's, guidance and procedures for clubs safeguarding policies. Although this is done for and done to support clubs/organisations it is still vital and essential for clubs to read, understand and where required to put tailored steps in place to protect and/or respond to their participants under their care during activity sessions.
- Community Clubs subject to size will have a child welfare officer and also a safeguarding lead who will be the main point of contact for safeguarding concerns or allegations when the children are at their sessions. Venue management will be aware of who each of these designated persons are and the club/hirer will be aware of who the venue management is and their contact details in case situations arise.
- Hirers who are on a smaller scale in terms of group numbers for example a kickboxing group or dance group will need to ensure they are fully confident and understand their safeguarding policy and become the safeguarding lead as well as lead hirer/coach if a situation, concern or allegation was to arise. ASV management will always support in this case the same way we would for larger clubs/organisations.
- If the venue staff and/or management suspects or receives a safeguarding concern or allegation this will be reported to the school designated safeguarding lead or in the case of this occurring out of school hours then the local authority designated officer/safeguarding team will be immediately informed.
- Any situations where a referral and or call to the local authority safeguarding team or police of a safeguarding concern or allegation will also be reported and passed onto the school designated safeguarding lead and also the head teacher and or Stamford Park Trust CEO.

## Health & Safety

All venues will comply with all the relevant health & safety legislation required to ensure the safe use of all facility areas for both staff and community users.

Stamford Park Trust has a designated lead within the estates team who will work closely with Director of Stamford Park Trust Sport, Community & Leisure to ensure all leisure, education and dual used legislation and procedures are in place, are adhered to and reviewed within the correct timeframes required.

Risk assessments are in place for each hire area and where necessary risk assessments are also in place for specific activities for example, group exercise classes, roller skating, sports camps, birthday party hire.

All cleaning products and procedures are in line with COSHH guidelines

Given the size and volume of users at Astley Sports Village an additional layer of checks, maintenance checks, safety checks are in place on a daily and weekly basis using a health and safety audit check app called IAuditor.

Other venues have the relevant daily and weekly checks of sports facilities within their respective site teams.

Any health and safety concerns or occurrences are reported to the relevant venue/school site management leads, estate health and safety lead and where necessary the chief operating officer and CEO of Stamford Park Trust.

On site at each venue is a HSE comply First Aid Box that contains and meets the required items set out in BS8599-1:2019

At each venue there are portable quick to access de-fibrillator machines should these be required.

**Locations of defibrillator machines are:**

- Astley Sports Village – Gym next to the emergency exit doors at the top of the Gym
- Astley Sports Village – Between the two Astro turf pitches mounted on the school building wall in an illuminated cabinet
- Ashton Sixth Form College – located outdoors on the access path to the Sports Hall changing rooms.
- Longdendale High School – located outdoors mounted on the school building in an illuminated cabinet next to the grass pitches access gate.
- Defibrillator machines are checked by site teams at each venue and recorded as when checks were completed. Checks include battery health checks, expiration dates on the pads. Combination padlock code checks, checks for any damages to any cabinets or parts to the defib machine
- Accident forms are in place at all venues should an accident or injury occurring. All staff have had training on how to complete an accident form should one be needed.
- All venue staff are First Aid trained with Director of Stamford Park Trust Sport, Community & Leisure trained and qualified to First Aid at Work level.
- Bi-monthly first aid refresher training is carried out by Astley Sports Village staff covering a range of industry specific scenarios to give staff the tools and training to respond promptly, confidently and appropriately to the first aid situation at hand.

## Security

Venue security is a key priority area across all Stamford Park Trust venues. As already stated the community hire of the venues should not have in any way a detriment to any of the students of the school and the operation of the school day.

All venues have tailored security procedures which are determined around staffing levels, facility layouts, facility area access and timings.

Director of Stamford Park Trust Sport, Community & Leisure takes the lead role in ensuring the community hire does not affect the schools/colleges and is responsible for putting in place specific security procedures for the safe and secure running of the community hire sessions.

All lead coaches/hirers are issued the contact number of both management and also where venues have a manned reception the reception contact number in the event of an emergency.

Hot spot areas such as Astley Sports Village where the site during community hours is open access to members of the public have additional security measures in place to minimise and deter anti-social behaviour from local youths alongside being alert and attentive to who is on site during community use hours.

In the above some of the examples include frequent facility walk around checks from Astley Sports Village staff in particular on the rear Astro turf pitches. All community club coaches have the mobile number of the Director of Stamford Park Trust Sport, Community & Leisure in order to respond quickly should there be a security issue or first aid issue.

CCTV is in operation and as of September 2023 has been increased with additional camera viewing the rear Astro turf pitches and having a new system where ASV staff can monitor the community hire areas from the main ASV office. This will enable greater monitoring and response where needed.

The grass pitch use of a weekend at Ashton Sixth Form College and Longdendale High School are booked by specific grassroots key partner clubs who have a trusted and strong working partnership. The lead hirer is issued a set of gate access only keys that will permit and enable access to the grass pitches for their fixtures.

The key holders take full responsibility for the keys and these are only issued to the team managers and are not permitted to be passed onto anyone other than the team manager and lead hirer.

The keys issued only gain access to the grass pitches and no other area of the school building.

The key holder is responsible for securing the facility at the end of their fixture ensuring gates are all closed and locked as the last one leaving the premises. Quality assurance checks take place on an ad hoc basis by Director of Stamford Park Trust Sport, Community & Leisure who will visit the grass pitch venues.

Any security concerns or incidents that occur that may affect the school building are reported immediately to the venues site team lead.

Any security concerns or incidents that occur regardless of whether this affects the school buildings themselves are reported to site teams where necessary but are also reported to Stamford Park Trust CEO to ensure there is clear, well communicated and informative communication between the community use and the school/Trust.

Where incidents or concerns take place where further assistance is required then all staff are fully aware and understand to take the decision to contact the local police whether that be through their non-emergency line 101 or the emergency response line 999.

Any security incidents or concerns are reported, recorded and assessed to ensure all control measures are reasonably practical are in place, to adjust where appropriate and where needed seek further specialised support from local police and trust senior management.

## Monitoring & Evaluation

This policy will be regularly reviewed in line with any further updates from both the Department of Education and also key sporting and leisure governing bodies such as Sport England and UKActive.

Additional review and quality assurance will be carried out on an annual basis by Director of Stamford Park Trust Sport, Community & Leisure, CEO Stamford Park Trust and Stamford Park Trust Board of Trustees.

## Supporting Documents & Links

<https://www.gov.uk/government/publications/keeping-children-safe-in-out-of-school-settings-code-of-practice/keeping-children-safe-during-community-activities-after-school-clubs-and-tuition-non-statutory-guidance-for-providers-running-out-of-school-settings#who-is-this-guidance-for>

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

<https://www.thefa.com/football-rules-governance/safeguarding>

<https://www.basketballengland.co.uk/integrity/safeguarding/>

<https://www.englandnetball.co.uk/governance/safeguarding/>

<https://www.badmintonengland.co.uk/about-us/safeguarding/>

<https://www.british-gymnastics.org/safesport/safeguarding>

<https://www.britishfencing.com/policy-zone/welfare-policies-guidelines/>

<https://www.englandhockey.co.uk/governance/duty-of-care-in-hockey/safeguard>

<https://www.sportengland.org/guidance-and-support/safeguarding/safeguarding-martial-arts>

<https://www.hse.gov.uk/>

<https://www.sportengland.org/>

<https://www.ukactive.com/>

## Appendix 1: Facility Hire Booking Terms and Conditions – 2024/25

### Facility Hire Booking Terms and Conditions

- a. Applications for the hire of facilities including special requirements/ equipment must be made to the Facility Manager on the approved application form.
- b. Any excluded dates that you don't want to hire the facilities must be put in an email to [info@astleysportsvillage.co.uk](mailto:info@astleysportsvillage.co.uk) If these dates are not stated on booking the hirer will still be charged for these dates if less than 2 weeks' notice is given.
- c. There shall be no subletting of the hire facilities without prior permission of the Facility Manager in advance of the booking.
- d. The facilities must not be used for a period before or longer than the confirmed booking approved, unless otherwise agreed with the Shift Manager. If found to be in contravention of this regulation; the hirer will be charged the standard hire rate for that facility for the excess period.

### Charges

- a. For casual bookings of less than 10 weeks' payment must be made at time of booking request and will be charged at the standard hire pricing.
- b. For Block Bookings of 10 weeks or more, payment must either be paid:
  1. One calendar month in advance by bacs, card or cash payment
  2. Direct Debit payment which will be collected 1<sup>st</sup> of the month. This collection will be for the month's bookings in advance.
  3. One week in advance for casual non block bookings

### Cancellations

- a. Block bookings of 10 weeks or more must submit 2 weeks written cancellation notice via email if they wish to cancel any of the hirers session's
- b. Casual bookings that have paid in advance are not eligible for a refund if they cancel or fail to turn up for their booking.
- c. Stamford Park Trust management reserves the right to cancel any booking for repairs/ maintenance, school events or health and safety reasons
- d. Stamford Park Trust management reserves the right to cancel a booking with immediate effect if the booking is posing a risk to health and safety of themselves, the facility and others. No refunds will be eligible for this immediate cancellation.

### Responsibility of the Hirer for good order and safety

1. The hirer shall ensure that activities are conducted in a manner that complies with all health & Safety legislation, the venues customer code of conduct and general regulations of the building. The Health & Safety Policy can be found via the Stamford Park Trust & Astley Sports Village website. The hirer shall be liable to Stamford Park Trust for any breach thereof as if such breach had been committed by the hirer.
2. The hirer on their first session on site will be made aware of fire procedures and comply with these

and any instructions given by venue staff in the event of a fire alarm evacuation.

3. The hirer shall ensure all users within the hirers booking, party or club or group or membership comply with the same conditions that apply to the hirer as stated previously and also their National Governing Bodies rules and guidelines.
4. All bookings are encouraged to provide their own first aid provision. All venue staff will be first aid trained and will support/lead where required. A defib is available at each venue and the location will be highlighted at the time of booking.
5. The hirer shall employ a sufficient number of stewards or coaches as required by the venue to maintain good & safe order during the hire and shall expel any person acting in a disorderly manner, or disobeying the instructions of the venue staff.
6. Where the stewards, referees or coaches require specific qualifications, it is the responsibility of the hirer to be able to provide the relevant documentation/copies of certificates when requested by Stamford Park Trust Management.
7. Equipment should only be used for the correct purpose intended and not altered by the hirer or any of their associates or invited members. Any required changes to equipment or layout must firstly be communicated to the Facility Manager. The facility Manager must oversee and authorise these changes. Hirers are expected to bring their own portable equipment such as footballs, basketballs, netballs, cricket bats etc with the lead hirer responsible for the safety, suitability and health and safety checks of this equipment.
8. Correct footwear specific to their sport and the facility area they are hiring must be adhered to. This also applies to the correct type of equipment used by their users that is safe, appropriate and is included within the hirers risk assessment and National Governing Body Rules.
9. The hirer should ensure they are familiar with the emergency exits and procedures in case of fire or other emergency prior to the commencement. This includes for both indoor and outdoor hire facility areas
10. The hirer will receive emergency procedures from the facility manager prior to their booking commencing. It is then the responsibility of the hirer to inform their participants and any spectators present during the hired session.
11. The hirer should not use the building for any purpose other than that it was intended for. Stamford Park Trust shall not be liable for any damages, theft or loss of earnings along with not being liable for any theft, damage or loss of personal property including cars on site.
12. The venue staff shall at all times during the hire have free egress of all facility areas during hire periods. Venue staff will perform frequent checks to ensure the booking is running in a safe

manner and is being used for the intended purposes booked.

### Indemnity

- a. All hirers who are deemed by the Stamford Park Trust Management to be offering a structured supervised session part of a business undertaking (including self-employed enterprise) or are under an affiliation to a governing body or club should indemnify Stamford Park Trust venues against any claim for loss or damage, death or personal injury arising from the hirers or hirers members negligent or wilful misuses of premises, including any damage, however caused by the hirer of the premises
- b. The above indemnity must be covered by public liability insurance for a minimum sum of £5 million. It will be necessary to produce documentary evidence of the cover effected when returning the booking form

### Breach of Regulations

- a. If any booking period or period of hire is cancelled or terminated by Stamford Park Trust Management, as a result of a breach of any conditions (as to which the decision of the centre shall be final) the hirer shall remain liable for the charges due to that time, but without prejudice to any claim which the centre may have against hire arising out of such breach or otherwise.

### Monitoring & Evaluation

- Astley Sports Village may ask for usage numbers and support with national governing body & facility development funding support and M&E report commitments we have in place

### Safeguarding

- All coaches/volunteers working with any u18s must be DBS checked. This is a compulsory requirement for all bookings working with any u18s on site.
- It is the clubs/bookings responsibility to ensure these checks are in place and should have accurate and in date records of all DBS checks for all coaches working with u18s to be evidenced when facility spot checks are carried out.
- Any clubs/bookings working with u18s must have in place sufficient safeguarding policies such as child protection/welfare/safeguarding lead.
- All club coaches/volunteers must be fully informed as to what the clubs policy is on reporting any safeguarding concerns at the time the concern is raised.
- Where necessary the venues Management must be informed of any serious safeguarding concerns where venue support may be required at that particular time.
- Any coaches/volunteers or spectators can raise concerns with venue management where we will act accordingly and follow the venues safeguarding policy and procedures.

## Appendix 2 : 3G Hire Booking Terms & Conditions – 2024/25

### Application for Hire

- e. Applications for the hire of facilities including special requirements/ equipment must be made to the facility Manager on the approved application form.
- f. Any excluded dates that you don't want to hire the facilities must be put in writing on the application form. If these dates are not stated on booking the hirer will still be charged for these dates.
- g. There shall be no subletting of the hire facilities without prior permission of the Facility Manager, which must be made in writing no less than 2 weeks prior.
- h. The facilities must not be used for a period before or longer than the confirmed booking approved, unless otherwise agreed with the Shift Manager. If found to be in contravention of this regulation; the hirer will be charged the standard hire rate for that facility for the excess period including VAT.

### Charges

- c. For casual bookings of less than 10 weeks' payment must be made at time of booking request and will be charged at the standard hire pricing.
- d. For Block Bookings of 10 weeks or more payment must either be paid:
  - 4. One calendar month in advance
  - 5. BACS payment which will be collected 1<sup>st</sup> of the following month via direct debit. BACS payments will be charged for 1month in arrears of booking to ensure accuracy.
  - 6. One week in advance.

### Cancellations

- e. Block bookings of 10 weeks or more must submit 2 weeks written cancellation notice if they wish to cancel any of the hirers session's
- f. Casual bookings that have paid in advance are not eligible for a refund if they cancel or fail to turn up for their booking.
- g. Astley Sports Village management reserves the right to cancel any booking for repairs/

maintenance. school events or health and safety reasons

- h. Astley Sports Village management reserves the right to cancel a booking with immediate effect if the booking is posing a risk to health and safety of themselves, the facility and others. No refunds will be eligible for this immediate cancellation.

### Responsibility of the Hirer for good order and safety

- 13. 1. The hirer shall ensure that activities are conducted in a manner that complies with all health & Safety legislation, ASV customer code of conduct and their sport/activity specific governing body regulations & guidelines. The hirer shall be liable to ASV for any breach thereof as if such breach had been committed by the hirer.
- 2. The hirer shall ensure all users within the hirers booking, party or club or group or membership comply with the same conditions that apply to the hirer as stated previously.
- 3. The hirer shall employ a sufficient number of stewards or coaches as required by the Facility Manager to maintain good order during the hire and shall expel any person acting in a disorderly manner, or disobeying the instructions of the Facility Manager.
- 4. Where the stewards, referees or coaches require specific qualifications, it is the responsibility of the hirer to provide the relevant documentation/copies of certificates at the time of booking.
- 5. Equipment should only be used for the correct purpose intended and not altered by the hirer or any of their associates or invited members. Any required changes to equipment or layout must firstly be communicated to the Facility Manager. The facility Manager must oversee and authorise these changes.
- 6. Only specific footwear as the pitch signage clearly states is permitted on the 3G surface. All spectators must stand in the spectator areas only and not enter the pitch.
- 7. The hirer should ensure they are familiar with the emergency exits and procedures in case of fire or other emergency prior to the commencement.
- 8. The hirer will receive emergency procedures from the facility manager prior to their booking commencing. It is then the responsibility of the hirer to inform their participants and any spectators present during the hired session.

9. The hirer should not use the building for any purpose other than that it was intended for. Astley Sports Village shall not be liable for any damages, theft or loss of earnings along with not being liable for any theft, damage or loss of personal property including cars on site.

10. The Facility Manager shall at all times during the hiring have free egress from the hire premises and instructions must be given by the hirer to permit his/her admission.

### Indemnity

- c. All hirers who are deemed by the facility manager to be offering a structured supervised session part of a business undertaking (including self-employed enterprise) or are under an affiliation to a governing body or club should indemnify Astley Sports Village and the Stamford Park Trust against any claim for loss or damage, death or personal injury arising from the hirers or hirers members negligent or wilful misuses of premises, including any damage, however caused by the hirer of the premises
- d. The above indemnity must be covered by public liability insurance for a minimum sum of £5 million. It will be necessary to produce documentary evidence of the cover effected when returning the booking form
- e. All bookings cannot claim against Astley Sports Village and the Stamford Park Trust for any injuries, loss of earnings through injury or injuries that result in death.

### Breach of Regulations

- b. If any booking period or period of hire is cancelled or terminated by the manager, as a result of a breach of any conditions (as to which the decision of the centre shall be final) the hirer shall remain liable for the charges due to that time, but without prejudice to any claim which the centre may have against hire arising out of such breach or otherwise.

### Monitoring & Evaluation

- a) To meet Football Foundation M&E requirements clubs will be asked to provide information including team numbers, participation, male and female participation numbers along with other key reporting data we require.

## Appendix 3 : ASFC Grass Pitches SLA – 2024/25

Summary: This additional document is done to ensure both the venue and the club work alongside each other to ensure all parties do their utmost to look after the grass pitches to deliver a high quality playing surface for both the club and college students during the 24/25 academic year and football season. Within this document the venue security and first aid responsibilities are covered along with contact details in the event of emergencies, day to day contact and reporting of any incidents or accidents on site.

Service Level Agreement Between Club and College:

- The lead hirer will have completed the online booking form to cover Saturday/Sunday hire of the grass pitches at Ashton Sixth Form College for the 24/25 football season, which will commence September 2024 and run weekly till end of May 2025
- The lead hirer will be responsible for a set of keys that will open the car park entrance on Montague Road at the rear of the college along with the pedestrian gate leading to the grass pitches. It is the responsibility of the lead hirer/key holder to ensure the gates are locked after use and no cars are left on the college car park,
- The grass pitches will have the football goals and nets set up prior to the weekend games with pitches line marked and mowed. The booking is required to bring their own corner flags for their fixtures along with any spectator/respect barriers as the college is unable to provide these on game days.
- Grass pitches playability can quickly change with the weather. On the Friday pitch conditions will be checked and if we believe they are not playable for the weekend based on the weeks weather and forecast for the weekend, we will contact the lead hirer to cancel the weekends games in advance. That being said, if the pitch conditions are deemed playable at the time of checks Friday but the weather overnight causes this to change for the following day then the lead hirer will make the decision whether the pitches are deemed playable and if not to cancel the weekends fixtures.
- To ensure the best possible playability and longevity of the grass pitches a working partnership approach is essential. By ensuring the pitches do not get over used and equally played on when the pitches are holding excess water will help ensure as many games and usage is possible throughout the September to April peak usage period.
- Grass pitches will be clear of litter on a Friday evening ready for your weekend games. A bin will be provided for all teams and players to dispose of any drink's bottles, sock tape, and any other rubbish.
- All corner flags, respect barriers etc belonging to the club to be taken away once the games have finished.
- In the event of first aid the lead hirer and each teams' coaches should all be first aid qualified to deal with any first aid incidents that may arise whilst on site. No venue site staff will be on site during the weekend usage and therefore the lead hirer and both clubs bringing teams to play football must have suitable first aid equipment on them to use should this be required.

- The college pitches will not be staffed and therefore this SLA is essential to read & understand so your booking runs smoothly, safely and establishes a strong, trusted & respected working partnership between Stamford Park Trust & your club, team and organisation.
- The college does have a defibrillator machine, which is located on the right side of the sports hall next to the Sports Hall fire exit door as you look at the rear of the college from the grass pitches. The code is 7784
- Any incidents or suspected fractures, seizures, head injuries or when CPR was needed is to be reported immediately to Mark Storie, Contact Number 07872 923 730
- All coaches are required to complete an accident/incident reporting form at the time of the incident and should be available upon request by the school/college.
- All clubs will be insured under their charter standard/county FA affiliation. The club will adhere to their affiliation rules and regulations for the safe running of their clubs and players safety, welfare and all essential safeguarding procedures.
- In the event of any concerns whilst on site surrounding the venue please contact Mark Storie, 07872 923 730 email: [m.storie@astleysportsvillage.org.uk](mailto:m.storie@astleysportsvillage.org.uk)
- Payment of pitch fees must be paid within the timeframe stated on the invoice and your account must always be kept up to date. Failure of this will result in future bookings at risk of being terminated.

## Appendix 4 : Longdendale Grass Pitches SLA – 2024/25

Summary: This additional document is done to ensure both the venue and the club work alongside each other to ensure all parties do their utmost to look after the grass pitches to deliver a high-quality playing surface for both the club and the school students during the 24/25 academic year and football season. Within this document the venue security and first aid responsibilities are covered along with contact details in the event of emergencies, day to day contact and reporting of any incidents or accidents on site.

Service Level Agreement Between Club and College:

- The lead hirer will have completed the online booking form to cover Saturday/Sunday hire of the grass pitches at Longdendale High School for the 24/25 football season, which will commence September 2024 and run weekly till end of May 2025
- The lead hirer will be responsible for a set of keys that will open the pedestrian entrance to the grass pitches leading up to the pitches from the school car park along with a key for the emergency access gate leading straight onto the grass pitches. It is the responsibility of the lead hirer/key holder to ensure the gates are locked after use and no cars are left on the college car park from the football fixtures.
- The grass pitches will have the football goals and nets set up prior to the weekend games with pitches line marked and mowed. The booking is required to bring their own corner flags for their fixtures along with any spectator/respect barriers as the school is unable to provide these on game days.
- Grass pitches playability can quickly change with the weather. On the Friday pitch conditions will be checked and if we believe they are not playable for the weekend based on the weeks weather and forecast for the weekend, we will contact the lead hirer to cancel the weekends games in advance. That being said, if the pitch conditions are deemed playable at the time of checks Friday but the weather overnight causes this to change for the following day then the lead hirer will make the decision whether the pitches are deemed playable and if not to cancel the weekends fixtures.
- To ensure the best possible playability and longevity of the grass pitches a working partnership approach is essential. By ensuring the pitches do not get over used and equally played on when the pitches are holding excess water will help ensure as many games and usage is possible throughout the September to May peak usage period.
- Grass pitches will be clear of litter on a Friday evening ready for your weekend games. A bin will be provided for all teams and players to dispose of any drink's bottles, sock tape, and any other rubbish.
- All corner flags, respect barriers etc belonging to the club to be taken away once the games have finished.
- In the event of first aid the lead hirer and each teams' coaches should all be first aid qualified to deal with any first aid incidents that may arise whilst on site. No venue site staff will be on site during the weekend usage and therefore the lead hirer and both clubs bringing teams to play football must have suitable first aid equipment on them to use should this be required.

- The school does have a defibrillator machine, which is located on the school building wall next to the pedestrian grass pitch gate access. The code is C159X
- Any incidents or suspected fractures, seizures, head injuries or when CPR was needed is to be reported immediately to Mark Storie, Contact Number 07872 923 730
- All coaches are required to complete an accident/incident reporting form at the time of the incident and should be available upon request by the school/college.
- All clubs will be insured under their charter standard/county FA affiliation. The club will adhere to their affiliation rules and regulations for the safe running of their clubs and players safety, welfare and all essential safeguarding procedures.
- In the event of any concerns whilst on site surrounding the venue please contact Mark Storie, 07872 923 730 email: [m.storie@astleysportsvillage.org.uk](mailto:m.storie@astleysportsvillage.org.uk)
- Payment of annual grass pitch hire fees are to be made beginning of September 2024 via bacs. An invoice will be emailed beginning of September to the lead hirer.