

Community Facilities Policy

Reviewed	March 2023	Leader of Policy Review	Mrs S Sant
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Community Facilities – Sports Centre & Astro Turf

Hawarden High School is committed to being part of the community.

Definitions

"The Hirer" means the person responsible for booking all or part of any of the facilities. If "The Hirer" is a club/organisation then the term "Hirer" includes all members of the club and the corporate body of the club.

"Facility Manager" means the person agreed by the Governing Body to manage the facility.

"The Duty Officer" is the Council Officer authorised by the Facility Manager to perform duties for the hire of facilities.

Community Use

The use of the Sports Hall by the Community will be phased in over a one year period as follows :

39 hours per week throughout the year.

Intended opening hours :

During Term Time

5pm to 10pm	-	Monday to Friday
10am to 4pm	-	Saturday
10am to 2pm	-	Sunday

Staffing

Apart from the "Duty Officer" on the day of the activity / event there shall be no special staffing provision made by Hawarden High School to accommodate the hire of the facility. The hirer shall provide at his/her own expense all additional labour requirements and shall provide adequate staff for issuing and receiving tickets at the entrance to the venue (if applicable) and for the proper supervision of the activity / event.

Monday to Friday

Sports Assistant (Duty Officer) to put out equipment and supervise the changeover of bookings.

Sports Assistant (Duty Officer) to meet hirer and both parties to sign that equipment and facility are acceptable at commencement of hire.

Sports Assistant (Duty Officer) to meet hirer and both parties to sign that equipment and facility are acceptable at end of hire.

It will be the responsibility of the hirer to ensure that equipment is correctly erected and meets Health and Safety requirements.

It is the responsibility of the hirer to ensure that risk assessments are carried out and health and safety requirements are met when the facility is in their use.

The administration of first aid and the supply of first aid equipment is the responsibility of the hirer. No provision for the administration of first aid or supplies to administer first aid will be available at the facility.

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Sports Assistant (Duty Officer) to ensure facility is clear of equipment and ready for use by school the following day.

Saturday and Sunday

Relief duty officer(s) to be appointed to undertake the duties as shown above.

Booking of Facility

Only block bookings will be taken with a minimum of 10 weeks only permitted.

All applications must be made in writing on the official Booking Form which can be obtained from the Sports Assistant.

The maximum number of persons to be admitted to any activity / event shall be stated upon confirmation of the hire by Hawarden High School.

In the event of a special/major event booking being cancelled by the hirer 14 days notice is required if the hirer is not to be charged the full hire fee.

In the event of the hirer giving written notice of the cancellation of a block booking, thus cancelling the hire of a facility before the end of the agreed hire period, the hirer shall not be guaranteed the same facility on the same day and at the same times should he/she wish to re-apply for the same block booking at a later date. Monies paid in advance will not be refunded.

In the event of the venue being required for any purpose connected with a national or local emergency or election on any day on which the venue or part thereof is hired, Hawarden High School reserves the right to cancel the hiring and a full refund will be given to the hirer of all hiring fees in respect of the day or days for which the hiring shall be cancelled by Hawarden High School. The decision as to whether the venue is required for any of the aforesaid purposes shall be final and conclusive and the hirer shall not be entitled to any compensation for loss or damages (whether direct or indirect) as a result of such cancellation by Hawarden High School.

The hirer shall not use the venue for any purpose other than that indicated on the Booking Form and consequently accepted by Hawarden High School.

The hirer shall ensure that only suitable sports footwear be permitted.

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Charging Policy

The following rates will apply for the hire of this facility :

ACTIVITY	PRICE per hour
ASTROTURF	
Junior – Full Astro	40.00
Junior – 5-A-Side (third size)	15.00
Adult – Full Astro	66.00
Adult – 5-A-Side (third size)	25.00
SPORTSHALL	
Adult	32.00
Junior	20.00
Badminton Court – Junior	6.00
Badminton Court – Adult	10.00
GYMNASIUM	
Adult	25.00
Junior	20.00

Junior rate applies for users up to the age of 17 years. Juniors will not be permitted to book the facility directly as supervision of juniors is required by an adult(s) over the age of 21 years.

Invoices will be produced and paid for a period of 10 weeks.

These rates will be revised by the Governing Body of Hawarden High School.

Cleaning of Facility

The cleaning of the facility will be the responsibility of Hawarden High School.

General

- If Hawarden High School deems necessary a Police presence will be requested for the duration of the activity/event and the fees for their attendance, which are additional to the hire fees set out in the scale of charges, must be paid by the hirer who shall be informed of this additional charge at the time of the application for the hire of facilities. Information regarding the scale of fees for Police attendance may be obtained from the Chief Constable.
 - No sweepstakes, raffle or other form of lottery shall be promoted or conducted at the venue without the prior written consent of the Facility Manager.
 - Any charges arising out of the hiring arrangement and payable by Hawarden High School to Performing Rights or Phonographic Performance Limited in respect of the playing of vocal or instrumental or dance music or the playing of gramophone records shall be paid by the hirer to Hawarden High School forthwith before the activity / event.
 - Any charges incurred in respect of the performance of any dramatic or musical work or of the delivery of any lecture in which copyright exists without the consent of the owner of the said copyright or in respect of any other infringement of any subsisting copyright shall be paid by the hirer to the Hawarden High School forthwith before the activity/event
 - The hirer shall observe all statutory provisions, regulations and conditions relating to public music, dancing and singing and shall observe all conditions attached to any subsisting licence relating to the venue including those granted under the Local Government Licensing Act 2003.
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- If required by the Council, the hirer shall effect before the date of the hire of the facilities insurance cover in the joint names of the Hawarden High School and the hirer against the hirer's liability for any amount to be prescribed and shall produce evidence of such cover to the Hawarden High School.
- Hawarden High School reserves the right to refuse admission to any person.
- The hirer shall be responsible for the maintenance of good order and discipline at the venue.
- Hawarden High School reserves for any duty authorised officer or servant of the Council, Chief Constable or Chief Fire Officer the right of entry at all times to the venue and the right to remove any disorderly person or persons or any article which in the opinion of the Duty Officer is a potential source of damage or danger.
- In the event of a breach of any of the foregoing conditions by the hirer or his employees, agents, licensees or invites, Hawarden High School reserves the right to cancel the booking forthwith by giving written notice to the hirer or his/her representative and in so doing Hawarden High School shall not be liable to refund any portion of the hiring fee to the hirer or be liable to the hirer or to any third party for compensation in respect of such a cancellation.
- Hawarden High School reserves the right to attach additional conditions to any particular hiring of a facility.

Administration Use	
Statutory/Non-Statutory:	Non-Statutory
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