

NORTH GOSFORTH ACADEMY

LETTINGS POLICY CONDITIONS FOR USERS OF THE SCHOOL PREMISES

North Gosforth Academy wish to welcome and encourage community use of the school. We hope you find the facilities to your satisfaction. If there are any suggestions for improvements or requests for other use please bring these to the attention the Facilities Manager.

We do need to preserve the premises in as good a condition as possible and it is important that any users follow the advice and conditions detailed below:

Advice

- All payments should be paid through the finance office based at Gosforth Academy (between 9.30am - 4.00pm, weekdays). A completed application form must accompany payment. No money should be given to other members of staff. (All payments to be made prior to use)
- Please retain your receipt as proof of payment.
- The hirer should arrange his/her own public liability insurance; the hirer is responsible for the event, its supervision and any consequences arising from the event and must provide a copy of the insurance schedule.

Conditions

1. Any damage to the building, rooms, equipment, fixtures and fittings, goalposts, furniture or contents shall be paid for by the hirer and the amount of such damage assessed by the school.
2. The hirer must obtain any necessary permission or license for the event. For example, in the case of a car boot sale the hirer must obtain a license from the City Council before the event takes place. In the case of performances of all musical works, performed vocally, instrumentally or mechanically the hirer requires a license form to be submitted to the Performing Rights Society Ltd. Information on obtaining license forms is detailed below:

Tabletop sale/car boot sale	-	Licensing Section, Civic Centre
Performing Rights	-	Performing Rights Society, Tel: 0800 068 4828
Public Entertainment	-	Licensing Section, Civic Centre
Theatre Licence	-	Licensing Section, Civic Centre



Please note - this list is by no means complete and it is the hirer's responsibility to ensure that all appropriate licenses are arranged. Further advice or information can be obtained from the Licensing Section, City of Newcastle upon Tyne, Civic Centre (Tel: 0191 2328520)

A license is required for the sale of alcoholic refreshments. This needs to be agreed with the Principal, which if accepted, can normally be obtained by the provider of bar facilities.

The premises shall not be used for any unlawful purpose.

3. The hirer must give at least 48 hours notice (not including Sunday) to the school if it wishes to cancel its application, otherwise the hirer must be responsible for the payment of all costs incurred.
4. Games must be played on the courts or pitches allocated. If a court or pitch is unfit for play, and no alternative is available, the application is cancelled.
5. The school may insist that the use of some facilities will require a technician to be present to oversee the use of school equipment. Technician support will also be available for demonstration purposes of such equipment and the charges for this support are detailed below.
6. The nature of certain activities may require the hirer to provide additional documentary evidence, i.e. proof of qualifications, DBS clearance.
7. **Use of the school kitchen must be agreed with the Facilities Manager and there may be an additional charge over and above the charges detailed below.

COST FOR HIRE OF PREMISES

Gymnasium	£22.00 per hour
Sports Hall	£25.00 per hour
Sports Field	£25.00 per hour (min 2 hours booking)
MUGA	£18.00 per hour
Meeting Room	£17.00 per hour
Theatre	£20.00 per hour
Nature Reserve	£20.00 per hour

*All charges will be subject to VAT.

Equipment

Use of other items of school equipment may be permitted and the charges for such items will be negotiated at the time of arranging the letting.

The above charges will be made for the use of the facilities. The academy offers concessionary charges for community user groups, charges made to such groups will be based on costs involved and each letting will therefore need to be costed. The school would intend to purely cover costs for



such lettings. Details of charges are available from the Facilities Manager, any concessionary lettings would require the approval of the Principal

General Terms and Conditions of Use for the Sports Hall and Gymnasium

- ALL ACCIDENTS AND INJURIES ARE REPORTED AS SOON AS POSSIBLE TO THE STAFF ON DUTY□
- ANY DAMAGE TO OR FAULTS WITH ANY EQUIPMENT, FIXTURES OR FITTING IS REPORTED AS ABOVE□
- ALL LITTER IS REMOVED OR PLACED IN THE BINS PROVIDED.□
- NON MARKING TRAINING SHOES ONLY TO BE WORN FOR ALL DRY-SIDE ACTIVITIES□
- REFRESHMENTS ARE NOT ALLOWED IN THE MAIN ACTIVITY AREAS.□
- THE SCHOOLS NO SMOKING POLICY IS ADHERED TO IN THE SPORTS CENTRE.□
- NO ANIMALS ARE ALLOWED INSIDE THE FACILITIES WITHOUT PERMISSION FROM THE MANAGER OF THE FACILITIES:- WITH EXCEPTION OF THE GUIDE DOGS/ DOGS FOR THE DISABLED.□
- ALL PARTICIPANTS AND EQUIPMENT MUST BE REMOVED WITHIN THE BOOKING TIME.□

Public Liability Insurance

The organiser shall indemnify the Academy against all actions, costs and demands in respect of damage or injury to a person, animal or property which may arise out of the facilities by the organiser; and shall take adequate insurance of at least £2.5 million against any reasonable foreseeable risk.

Clubs and organisations that provide any form of paid or free instruction or coaching during the period of hire must have adequate insurance. North Gosforth Academy recommends a minimum of £5 million public liability.

Evidence of such insurance must be produced prior to confirmation of the booking.

Qualifications

All Coaches, instructors, trainers and teachers hiring the facilities for the purpose of teaching others will be required to produce evidence of a suitable qualifications before confirmation of the booking can be made.

Change Overs

The booking time is to include time for equipment to be set up, taken down or stored. This will be a maximum of 5 minutes per hour booking



Abuse of the above conditions could result in a charge being levied to the hirer and facilities being withdrawn.

Please protect your valuables as North Gosforth Academy can take no responsibility for loss within our car parks or in any of our premises however it may occur.

APPROVED by the Board of Trustees on 19 October 2023

