PETERS HILL PRIMARY SCHOOL

MUGA LETTINGS POLICY

Reviewed and amended May 2024
Reviewed and amended June 2025
Reviewed and amended June 2026

MUGA Lettings Policy

We recognise the school MUGA is a valuable resource within the community and therefore we are very keen that it is used for the benefit of the local community. However, the aim of the school is to provide the best possible education to our pupils. Any lettings of the premises to outside organisations will be considered with this in mind.

We may let the school MUGA to groups or organisations in the community for: •
educational use that will benefit the school;
- social or community use.
- commercial or private use

We will not let to any group that promotes or supports racism, sexism, ageism, homophobia or any other type of discriminatory behaviour, or whose presence would otherwise be incompatible with the school's ethos and policies.

Also, before letting the school MUGA we will have regard to the likelihood of any damage being caused to the premises or any nuisance that may arise as a result of accepting the booking.

Aims

- To ensure the school MUGA is used for the benefit of the local community.
- To further integrate the school into the local community.
- To raise income to develop school projects and activities.

Procedure

Role of the Governing Body

The Governing Body has:

- delegated responsibility of letting the school MUGA to the Premises Committee and the Headteacher;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring policies are made available;
- nominated a link governor to visit the school regularly, to liaise with the coordinator and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Headteacher

The Headteacher in conjunction with the People and Finance Committee, and the Premises Committee, will:

- approve all applications for lettings;
- set the hire charges annually for each category;
- communicate with site staff/Key holder regarding applications for lettings, in order to confirm that a member of the site team is available;
- ensure all school personnel, adults and parents are aware of and comply with this policy as appropriate;
- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy.

Role of site staff/keyholder (member of school staff on duty)

The caretaker/keyholder (member of staff) is the school's representative and is responsible for ensuring that, before, during and at the end of the letting, the following are adhered to:

- the premises are available at the agreed time;
- the premises are in a safe and satisfactory condition for the hirer;
- the premises are checked before and at the end of the letting (with the responsible person), for damage and to ensure that premises have been left in a clean and tidy condition after the letting;
- where more than one group hires the MUGA on the same day, it is checked between each letting;
- that, as far as is practicable, users of the site do not behave in a manner likely to cause injury to themselves and/or others, or result in damage to the school premises;
- that in the event of an emergency, appropriate assistance/services are called; in the event of a fire alarm, ensure all persons follow the fire instructions;

Process

Any person or organisation wishing to use the school MUGA must complete an application form and agree to abide by the conditions of hire.
The details of the application are checked and if approved the applicant will be sent:

- a letter of confirmation;
- an invoice to cover the cost of the letting.

Conditions of Hiring the School MUGA

Bookings	Bookings can only be accepted when school site/key holding staff are available. Bookings will not commence until the acceptance form is completed by the school and returned to the hirer. Any events being held/arranged by the school will take precedence over the booking which will be cancelled at no cost to The Hirer. The use of school is not permitted for functions conducted for private profit, or committee rooms for candidates at elections.

Application form	The Hirer's signature on the application form confirms agreement of the conditions of the booking and acceptance of relevant charges.

Responsible person	The Hirer should ensure a named responsible person will be on the premises at all times and available during the period of the letting. The letting/individual booking shall not commence until a named or responsible person is on site and in attendance. This person is required to sign in to confirm attendance on site prior to the booking commencing. Please refer to the conditions of hiring the school MUGA.
Fees and charges	The hire fee shall be paid in advance of the letting, upon receipt of invoice. Fees and charges are subject to annual review.
Public liability insurance	The Hirer must arrange Public Liability Insurance with a reputable company in a sum of at least £5,000,000. A copy of the current certificate will be requested upon application of the letting.
Emergency access	All emergency access and exit points must be kept clear for emergency use and emergency vehicles.
First aid	The Hirer should ensure that they meet their responsibilities with regard to first aid procedures and should ensure they have appropriately trained staff available during the period of hire. Any incidents during the period of hire should be reported to the school.
Health and Safety	The Hirer will comply with all Health and Safety requirements. The hirer will familiarise themselves with all fire and health and safety arrangements. The emergency fire service shall be called to any outbreak of fire and details of the occurrence immediately identified to school staff.
Safeguarding	The hirer must have appropriate safeguarding and child protection policies and procedures are in place (which can be inspected if needed) and arrangements must be in place to liaise with the school on these matters where appropriate (eg when reporting to the LADO). In line with Keeping Children Safe in Education and Keeping Children Safe in Out-of-school Settings guidance, where such matters are reported to school, the school will follow our own policy where appropriate. Should the Hirer need to report an incident to the school, please do so by emailing: tracycurnin@petershillprimary.org and hayleyowen@petershillprimary.org A copy of the current Child Protection Policy will be requested upon application of the letting.

Site security	The Hirer should immediately report any breaches of security to school staff.
Protection of the premises	The Hirer is responsible for any damage to the premises and for the good behaviour of all users. Particular attention is drawn to the need for the care of the MUGA surface. All footwears should be suitable for use on 3G pitches.

Smoking	The school's no smoking policy must be adhered to at all times. This includes vaping. The whole of the school site is a no smoking/no vaping area.
Food and drink	No food or drink should be consumed within the MUGA area. Alcohol is not allowed on the school premises.
Cleanliness	All areas are to be left clean and tidy as found. The Hirer may be liable for costs incurred if cleaning is necessary to ensure areas are suitable for school use after an event.
Booking period	The times of the booking period must be adhered to with all users leaving the premises in an orderly fashion. Times booked should cover the whole period when The Hirer is on school premises.
Car parking	All car parking areas will be used in a proper controlled manner. The use of these areas is only permitted on the condition that persons bringing motor vehicles on to school premises do so at their own risk and that they accept responsibility for any damage or injury to school property or any persons, whether connected with the school or not, caused by such vehicles or their presence on the school's premises.
Furniture	The Hirer is responsible for ensuring that no other school equipment or apparatus is used without prior permission.
Equipment	The Hirer will ensure that all equipment brought on to the premises complies with appropriate safety standards/regulations by producing necessary documentation.
Hazards	The Hirer will inform school staff of any identified hazards with the caretaker/key holder taking the appropriate action.
Complaints	All complaints made by The Hirer will be dealt with by the caretaker/key holder initially. Likewise, the caretaker/key holder will deal with all concerns raised by the school.
Damage	The Hirer is responsible for any damage to school premises, equipment, fixtures and fittings.

Cancellations	The booking will be cancelled by the school without prior notice: • in the case of unforeseen circumstances. • if it is suspected that the conditions of hire have been broken by The Hirer; • if it is felt the conditions of hire are likely to be broken If The Hirer cancels or reduces timings on a current agreement: • Less than four weeks before a single event, then the full fee will be payable. • If the agreement is for weekly bookings over the period of up to twelve weeks/or one term (whichever is the longer period), four weeks' notice is required. • If the agreement is for weekly bookings over a period between thirteen and twenty-four weeks/or up to two terms (whichever is the longer period), eight weeks' notice is required. • If the agreement is for weekly bookings over the period of twenty-five weeks plus/ or up to three terms (whichever is the longer period), twelve weeks' notice is required. For any notice period not given, payment will be required.

Peters Hill Primary School reserves the right to review, make such recommendations and amendments to this policy annually, or when it deems the need arises.

Monitoring the Effectiveness of the Policy

The effectiveness of this policy will be reviewed annually, or when the need arises, and the necessary recommendations for improvement will be made to Governors.

Signed Simon Duncan, Headteacher

Jill Belcher, Vice Chair of Governing Body/
Chair of People & Finance Committee

Dated June 2026

Terms and conditions of use
HIRING SCHOOL MUGA

- Application for the use of school premises should be made at least 28 days before the requested date. Governors or the Headteacher reserve the right to cancel a letting if the premises are needed for school use. In this situation as much notice as possible will be given to the hirer.
- Hirings may commence on weekdays after 6pm and will terminate no later than 9pm. (Exact timings will be confirmed at the time of booking).
- Bookings shall not commence until the school has completed the acceptance form and returned to the hirer.
- The fees, which have been approved by Governors, will be paid on the receipt of an invoice from Dudley MBC on behalf of Peters Hill Primary School. The fees are subject to an annual review.
- The Hirer may be required to pay a damage deposit, to a value determined prior to the agreed contract.
- Please see policy for cancellation charges.
- The Hirer is responsible for any damage to school premises. Any damage will be repaired by school and then charged to The Hirer.
- All footwear should be suitable for the MUGA surface.
- Emergency exits must be kept clear, and any other health and safety regulations should be observed by The Hirer.
- No alcohol should be consumed on the school premises.
- No furniture or equipment should be brought onto the school premises without the permission of the caretaker/key holder and school will not be responsible for damage to any such equipment.
- Vehicles should not be parked on school premises except for the staff car park and will be parked at the owner's risk.
- School personnel have the right of free access to the school at any time to ensure that the conditions of letting are being observed.
- The school staff, caretaker/key holder are expressly forbidden to deviate from these regulations and should not receive payment for services in any form from The Hirer.
- The Hirer should identify on the Application Form a ‘Responsible Person’. The ‘Responsible Person’ should:
    - Be present for the duration of the booked event
    - Be aware of the necessary procedures in the event of a fire or other emergency and shall ensure that all persons in their group are instructed on these procedures
    - Maintain adequate supervision against the misuse by persons using the premises and use the best practical means preventing disorderly behaviour ○ Report to the caretaker/key holder the presence of any intruders on the premises

- Ensure the premises are left in the condition that existed immediately before the period of hire ○ Ensure that any and all accumulated rubbish is removed from the premises.
- Ensure visitors are aware that swearing or offensive language is not allowed on the school site ○ Should Walk the ground before and after the event to check conditions and any damage. Any concerns should be reported to the caretaker/key holder immediately who will agree the level of damage and record it

- The letting shall not commence until a named or responsible person is in attendance. This person is required to sign in to confirm attendance on site prior to the booking commencing.
- When children are included in the hire, the hirer and the responsible person in attendance are responsible for ensuring that all appropriate safeguarding procedures are in place. When children need to enter the children's centre building to use the toilet, they must be accompanied by an adult.
- It is the hirer's responsibility to ensure that no children are left unattended on site by parents/carers, until a responsible person is in attendance. The responsible person shall then take responsibility for the supervision of children.
- The hirer shall ensure that a named or responsible person is in attendance at all times during bookings.
- The premises must be vacated by the time shown on the booking form.
- All hirers must adhere to Health and Safety at Work Act.
- The attention of The Hirer is drawn to the need to make their own arrangements for insurance in respect of claims, which may be made by persons for injury or damage arising from participating in The Hirer's activity. Peters Hill School's insurance is for their own liability only. A copy of the relevant certificate must be provided by the Hirer to Peters Hill Primary School.
- The Hirer is responsible for any licenses or copyright consents necessary in connection with the booking.
- In line with Keeping Children Safe in Education and Keeping Children Safe in Out-of-school Settings guidance, a copy of the Hirer's Child Protection Policy must be provided to Peters Hill Primary School.
- A no smoking/no vaping policy is in operation over the whole school site.
- Peters Hill School reserve the rights to refuse access to any individual or group who does not show respect to the environment or other users.
- Dogs/animals (except Guide Dogs) are not allowed on the school site at any time. The Hirer must ensure that this condition is enforced during the period of hire.
- The Hirer is responsible for providing qualified First Aiders on-site for the duration of the hire.
- Peters Hill School reserve the right to terminate the contract for the hire of the premises if any of these conditions are contravened.
- The caretaker/keyholder (member of staff) cannot change any aspect of the letting/condition of hire.
- The caretaker/keyholder (member of staff) will do their best to ensure the letting runs smoothly. On the rare occasions things go wrong, we will do our best to be helpful and friendly.

- Our staff will treat you with respect and courtesy and in return we ask that our staff are treated in the same way.
- Peters Hill Primary School reserves the right to make amendments to the terms and conditions annually, or when it deems the need arises.

APPLICATION FOR HIRE OF SCHOOL MUGA			
NAME (Responsible Person):			
ADDRESS			
EMAIL ADDRESS			
CONTACT TELEPHONE NUMBER			
ORGANISATION NAME			
PURPOSE OF HIRE:			
( ) Copy of Public Liability Insurance Certificate attached			
NAMES OF OTHER COACHES AND INSTRUCTORS			
DATES REQUIRED			
Autumn Term (Sept – Dec):		Does your request include October half term:	Yes / no
Spring Term (Jan – Mar):		Does your request include February half term:	Yes / no
Summer Term (Apr – July)		Does your request include May half term.	Yes / no
Summer break (July – August)		Please note requests through holiday periods are subject to school opening times and availability of staff	
TIME REQUESTED:	From …… to ……..		
NUMBERS ATTENDING:			
HIRER'S EQUIPMENT (being brought onto site)			
On behalf of _____ (organisation) I wish to apply for the use of the MUGA and in doing so accept the conditions of hiring laid down by Peters Hill Primary School, a copy of which has been provided, read and understood.			

In line with Keeping Children Safe in Education and guidance on Keeping Children Safe in Out-of School activities, where a hirer is using school premises, please forward a copy of your Child Protection Policy. **( ) Copy of Child Protection Policy attached.**	
Signed	
Position in organisation	
Date	

FOR SCHOOL USE ONLY

ACCEPTANCE OF APPLICATION FOR HIRE OF SCHOOL MUGA	
NAME (Responsible Person)	
ADDRESS	
ORGANISATION	
PURPOSE OF HIRING	
Copy of Child Protection Policy seen on _____ (date) Copy of Public Liability Insurance Certificate seen on _____ (date)	
DATES ACCEPTED	
TIME ACCEPTED	From _____ to _____
NUMBERS ATTENDING	
HIRER'S EQUIPMENT (being brought onto site)	

Your application for the hire of school has been approved. Payment of £_____ per session should be paid on the receipt of an invoice from Dudley MBC on behalf of Peters Hill Primary School.	
Signed	
Position in organisation	
Date	

Letting charges MUGA

1 September 2026 – 31 August 2027

Weekday lettings 6pm – 9pm

Annual Season ticket booking £37.50 per hour
(academic year, school term dates, per ¼ hour pro rata)

Termly ticket booking £41.10 per hour
(termly bookings, school term dates, per ¼ hour pro rata)

Half-termly ticket booking £45.20 per hour
(half-termly bookings, school term dates, per ¼ hour pro rata)

Individual ticket booking £48.80 per hour
(ad hoc bookings, school term dates, per ¼ hour pro rata)

Weekend bookings

Saturday bookings £45.20 per hour
(9.00 am – 4.00 pm, per ¼ hour pro rata)

Sunday bookings £48.80 per hour
(9.00 am – 4.00 pm, per ¼ hour pro rata)

School Holiday bookings

Full day (9.00 am – 3.00 pm, daily charge, Monday – Friday) £175.00 per day

Half day (9.00 am – 12.00 pm, Monday – Friday) £98.00 per half day
Half day (12.00 pm – 3.00 pm, Monday – Friday) £98.00 per half day