

The Crypt School Sports Facilities Hiring Agreement v4

March 2021



Facility to be Hired	Indoor Sports hall	Y / N	Outdoor Hardcourt	Y / N
Dates of use	From			
	To		INCL SCH HOLS?	Y / N
Hours of Use	From			
	To			
Purpose of Hire				
Applicant's Name				
Club Name				
Applicants / Club's Invoicing Address				
Contact Telephone Numbers	Home			
	Mobile			
Email Address for Contact				
Payment Terms	Indicate your selected payment method			
Bank Account Details Yorkshire Bank Sort Code: 05-04-35 Account: 76991111 Reference: Your Clubs Name	Weekly Direct Bank Transfer			
	Monthly Standing Order			
	Direct Bank Transfer 5 days following invoice			
	Please note we no longer accept cash or Cheque payments			
Agreed Hire Fee	£	per hour		
Deposit	£100.00 (only required for booking of less than 20 weeks)			
Total Charge	£			

It is the hirers' responsibility to provide the School with up-to-date copies of the following documents at time of application:

	Up to date Copy Attached Y/N
1. Liability Insurance copy (in date)	
2. Completed Risk Assessment Form (this can be basic, but does require a thought process from your perspective, to identify risk for your team members and the possible reduction of these risks)	
3. We acknowledge and agree to observe the schools COVID protocol	

By signing this agreement, you accept and agree to all our Terms and Conditions overleaf and The Crypt Schools' Letting Policy.

Name of Signatory:

Position:

Signed:

On behalf of:

Date:

TERMS AND CONDITIONS FOR HIRE OF SPORTS HALL

- All lettings must be adequately supervised by responsible adults.



- All bookings are required to have signed the Crypt School hire agreement form and send a copy of their public liability insurance policy if available.
- In signing the Crypt School hire agreement, hirers accept and acknowledge that the hardcourt, sports hall, attached block and main School building are not manned and responsibility passes to the hirer to check that the facilities are safe to use. The School makes every effort to ensure the sports hall floor is swept and cleaned Mon – Fri term time mornings. We provide cleaning equipment outside the hall doors for hirers to use if required.
- Any damages or breakages occurring or found at the start of a session must be reported to the Operations Manager by email to lettings@crypt.gloucs.sch.uk, or by texting mobile 07549 122 815 as soon as possible in order to identify responsibility.
- All lettings to provide a name and phone number for point of contact on the hiring agreement.
- Misconduct and unexplained damages will result in withdrawal of facilities and potentially additional charges.
- Hirers must ensure that all lights are switched off in the sports hall and all doors securely shut on exiting from the building.
- The School has the right to cancel a booking for School needs. The School will give prior warning of such an event.
- Access to the sports hall & building is by allocated code to hirer. Codes only grant entry into the building 10mins prior to booking time.
- All weekday lettings to vacate premises by 10pm.
- Unless by prior agreement, all one-off and short term lettings to make payment in full before letting commences and an access code given.
- Two weeks' cancellation notice required for block bookings.
- All sports equipment **MUST** be returned to where found or to identified storage areas. All equipment must be retained within the hall. **CARE** must be given when removing and replacing posts into designated post sockets.
- Where activities involve young persons, the club, organisation or event holder to have a Safeguarding policy and appropriate DBS clearance for at least one leader attending this booking.
- No Food or Drink to be consumed in the Sports Hall or on the hard court.
- No Smoking permitted anywhere on the school premises or grounds.
- Only non-marking anti-slip trainers and indoor footballs to be used in Sports Hall.
- It is the hirers' responsibility to ensure the facilities are left in a clean and tidy condition.
- No activity with balls to be played outside of the hall i.e. in the adjoining corridor.

COVID Protocol

- Teams to provide own equipment - bat's, ball's etc.
- Please ensure contact with fixed sports equipment is kept to a minimum.
- All attendees must sanitise hands before entering hall and on exiting.
- A register of all attendees is maintained for track and trace.
- Only players to attend and no spectators allowed on site.
- Social distancing is to be observed between different hiring clubs.
- You inform the school asap if a team member is suspected or diagnosed with COVID so we can take the appropriate action.
- Team members are not to attend if feeling unwell.
- No spitting.
- Please wipe down touched areas, such as handles, at the start of your session – and at the end of your session.
- Please regularly use hand sanitiser – **NOT** supplied.
- Toilet and changing facilities are **NOT** available. Arrive in sportswear and leave as soon as session is finished.

Hire Fees

	Sports hall	Hard Court
Long Term Block Bookings (more than 40 week per year)	£25 / hour	£20 / hour
Block Bookings (less than 40 week, but more than 12 blocks)	£30 / hour	£25 / hour
Block Bookings (less than 12)	£35 / hour	£30 / hour

Hardcourt Rules:

- DO** ensure that proper sports shoes or similar are worn for play on the court surface.
- DO** keep the hardcourt tennis/netball court gates shut at all times.
- DO** closedown hinged lid of the socket when removing net posts from their sockets.
- DO** slacken off tension on tennis net cables after use and ensure that the bottom of the net is lifted off the court surface.
- No** shoes with hard or heavily ribbed or studded soles.
- No** mud or dirt to be taken on to the court surface.
- No** chewing gum, sticky confectionery, or food to be dropped on the court surface.

- No** heavy objects, eg the net posts, dropped or dragged across the surface.
- No** furniture, such as benches allowed on surface.
- No** vehicles or heavy machinery on the court area.
- No** bicycles or roller skates allowed.

No Smoking permitted anywhere on the school premises or grounds.

Sports Hall Rules:

- DO** ensure that non-marking anti slip trainers are worn.
- DO** ensure that only indoor footballs are used.
- DO** keep the hall doors closed.
- DO** ensure all equipment stays within the sports hall.
- DO** ensure sports equipment is returned to its correct storage place.
- DO** take care when moving the larger sports equipment – netball stands, cricket nets etc.
- No** shoes with hard or heavily ribbed or studded soles.
- No** mud or dirt to be taken into the Sports Hall.
- No** food or drink to be consumed in the Sports Hall.
- No** heavy objects, e.g. the net posts, dropped or dragged across the surface.
- No** bicycles or roller skates allowed.

No Smoking permitted anywhere on the school premises or grounds.

Sports Hall

Emergency Action Plan

