



Terms & Conditions of Booking

1. Bookings:

- All hirers and users of St Mary's Catholic High School are subject to the Terms and Conditions of Hire and Use as shall be laid down from time to time.
- Those wishing to book the facilities must complete the official booking process. No activity can commence until official confirmation of the booking is received by the applicant person/group from St Mary's Catholic High School.
- Pre-booked pitches may not be transferred by the hirer to any other person/group.
- The contact person(s) named in the online form will be the person with whom all official communication from the business manager will take place. If there are any changes in the details of the group organiser/contact person the business manager of the school must be informed immediately.
- The person named in the booking will be the person responsible for the group, including full payment of the facility before playing, behaviour of those attending the booking, and adherence to the terms and conditions of hire and use of the facility.
- All bookings include the time required to prepare, erect, dismantle and remove equipment.
- Hirers are only permitted to use the pitch number that they have booked.
- Bookings for children under 18 years of age must be booked and supervised by a person aged 18 or over.
- All bookings **MUST** complete the Third Party Safeguarding information and provide evidence of the group's Safeguarding Policy and Designated person
- 3G facilities may only be booked for Football and Rugby, no other sport or activity is permitted.

2. Cancellation Policy:

- A minimum of 48 hours notice of a cancellation must be given to the business manager. Failure to do this, or failure to show on the given hire time for the booking will result in the group being charged for the hire of the facility.
- All bookings that have been paid by debit/charge card and are due a refund, will be refunded in full.

3. Weather:

- If the pitches are unplayable the school reserves the right to close the pitches. If this happens every effort will be made to contact the groups, via the contact details on the on-line booking information.

4. State of Premises:

- No items should be taken on to the pitch except those needed to play the activity for which the facility was booked. Drinks, tracksuit tops etc. should be left at the side in the interests of user safety.
- Footwear must consist of either, **MOULDED OR SHORT SCREW IN STUDS, SHORT BLADES OR HYBRID STUDS AND BLADES**. Flat soled shoes or trainers are strictly prohibited.
- Only Indoor footwear (no black soles) is permitted in the sports hall
- Training goals **MUST NOT** be moved from their original position.
- No glass containers or bottles are allowed in or around the astro pitches/sports hall.
- Smoking is not permitted on the premises, this includes car parks.
- Chewing gum is not allowed in any area in or around the pitches.
- All jewellery should be removed before playing in the interests of player safety

- Spectators are not permitted within the fencing of the 3G pitches.
- Alcohol or drugs are not allowed in or around the pitch and no person who is in the opinion of the Management under the influence of alcohol or drugs will be admitted or allowed on or near the facility.
- Money/valuables should be left in a safe area and not in an open area on view at any time.
- Management accepts no responsibility for items lost/stolen on the premises or grounds, or for any loss, damage, or injury occurring in or in the vicinity of the pitch, or for any injuries to persons participating in any activity in or on its facilities.
- Any damage done to facilities, property, or equipment, fair wear and tear excepted, must be made good by the individual, group, club or organisation responsible for the damage
- Climbing on the nets, swinging from crossbars and any other behaviour likely to lead to damage to the facility or injury is forbidden and will lead to immediate expulsion from the facility.
- Only park in the designated parking areas.

5. Code of Conduct:

- Persons using the facility must be attired according to their intended activity
- Any activity, which could be misconstrued or give offence to other patrons, or to surrounding neighbours, will not be permitted
- Special consideration must be given to neighbours living near the facility. No excessive noise, conduct or general nuisance will be tolerated and offending users will be removed.
- Supervising personnel must be obeyed at all times during the hire. They are responsible for ensuring compliance with the Terms and Conditions of Hire and Use and have the authority to remove users from the facility. Non-acceptance of supervisory personnel's decisions or any aggression or violence towards supervisory personnel will not be tolerated and may result in the removal of those involved from the premises and the cancellation of all future bookings.
- Only players and trainers/coaches are permitted inside the pitch during a booking time. For safety reasons children under the age of 18 are not allowed inside during a booked session unless they are officially part of the booking and of the activity for which the booking was made.
- No use will be permitted outside the operational hours of the pitch. Anyone breaching this rule will be removed. Management may involve the Police in enforcing this and other rules.
- The Management decisions on admission, allocation, use, operation, or closure of the facilities is final.

The Management reserve the right to:

- Introduce, amend or delete such rules as may be required from time to time due to the needs of the service or due to changing circumstances
- Levy charges and fees as it considers appropriate for the use of facilities or services, and to alter such charges or fees at their sole discretion
- Refuse admission or the continued use of the facilities to any person or group who in their opinion are in breach of any management rule, or whose behaviour is such that it interferes with the safe, efficient operation of the facility
- Close the facilities for maintenance repair, holidays, or for any other reason. Where such closure occurs no claim shall lie against St Mary's Catholic High School, its management, staff or personnel in respect of loss or inconvenience suffered.

St Mary's Catholic High School and its management point out that all persons using the facilities do so at their own risk. Users are strongly advised to seek medical advice before undertaking exercise. Users with any known medical condition should consult with their doctor before participating in any form of exercise.

In the event of an emergency please call 999 and direct the required service to the following address

**St Mary's Catholic High School
Royal Avenue
Leyland
PR25 1BS**

Signed _____ Date _____

Name of Club/Group _____