

PREFACE

Chiltern Hills Academy is a learning environment at the heart of its community. We encourage every person in our community to:

Create, Aspire and Excel to ‘Live life in all its fullness’ (John 10:10)

We achieve this through our dedication to the seven Christian values of love, hope, self-discipline, compassion, forgiveness, respect and honesty.

We are a community in which staff, students and parents work collaboratively to develop a learning environment and organisation which is spiritual, safe, innovative, creative and exciting. All members of the Academy are motivated and inspired by the vision to give their best and to play a full part in the life of the school and in their own developing lives.

The Governors at Chiltern Hills Academy are committed to achieving the vision and values. They oversee and monitor this policy to ensure that this is being achieved.

Introduction

The Governing Board regards the Academy buildings and grounds as a community asset and will make every reasonable effort to enable them to be used as much as possible. However, the overriding aim of the Governing Board is to support the Academy in providing the best possible education for its students, the promotion of equality of opportunity and the community cohesion of the local area. Any lettings of the premises to outside organisations will be considered with this in mind.

Definition of a letting

A letting may be defined as:

“Any use of the Academy buildings and ground by parties other than the Academy and its partners.”

The following activities fall within the corporate life of the Academy. These activities are not considered to be lettings and costs arising from these uses are therefore a legitimate charge against the Academy’s delegated budget.

- Governing Board meetings
- Extra-curricular activities for students organised by the Academy
- Academy performances
- Family learning
- Parents’ meetings
- Meetings of the PTA
- PTA organised events

Priority for lettings

The Governing Board is mindful of the needs in the local area and has carried out an assessment of local needs. This information has been used to assess the priorities for lettings.

The following lettings are especially encouraged:

- Lettings to ethnic minority groups such as mother tongue or supplementary Academies
- Educational activities open to Academy students and their families
- Recreational activities open to Academy students and their families

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- Activities organised by local community groups for the benefit of the local community
- Lettings to parents/carers attached to the Academy
- Lettings to people living in the Academy's local community
- Lettings to voluntary organisations
- Lettings to parent/carer support groups
- Lettings to self-help groups
- Lettings to faith groups
- Lettings to women's groups
- Lettings to people with a disability
- Lettings to low income groups
- Lettings to children's groups
- Lettings to youth groups

The following activities are not considered to be appropriate for lettings as they are either well provided for in the local area; are not deemed to be compatible with the ethos of the Academy or are not able to be accommodated within the Academy's facilities.

- Commercial activities with little potential to generate income or support for the Academy
- Events selling or serving alcohol
- Activities promoting gambling

Types of Lettings

The Governing Board has agreed to define lettings under the following categories:

- Academy Lettings for activities for students or their parents and carers that provide educational benefit to students, which the Academy wishes to subsidise
- Community Lettings for other community activities which should be made on the basis of full cost recovery
- Other functions that include for example, weddings, family events and profit-making commercial organisations will be charged on a cost plus an income margin for the Academy.

Charges

The Governing Board is responsible for setting charges for the letting of the Academy premises.

These are set out in the Schedule of Charges (Appendix 1).

The scale of charges will be reviewed annually for implementation from 1st September of that year. Details of current charges will be provided in advance of any letting being agreed. For the purpose of charging, the Principal is empowered to determine to which group any particular individual or organisation belongs. They are also able to offer any discounts or agree a subsidy for any lettings, as they deem appropriate. The basis of charging will be determined by the purpose for which a letting is arranged.

The Academy reserves the right to require a deposit over and above the hiring charge as a surety against damage to the premises (including any equipment) or the premises being left in an unacceptable condition necessitating their incurring additional cost for cleaning, caretaking or other expenses.

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The Academy will seek to recover any costs incurred by the Academy that are unavoidable and result directly from the cancellation of a letting. The timescale and charges for cancellations are set out in the Standard conditions of hire of use.

Letting times, available facilities and equipment

The facilities and equipment available are as per Appendix 1.

Times available for hire (excluding AGP) are:

Mondays – Fridays	5.30pm to 10.00pm term time (9.00am to 10.00pm during school holiday periods)
Saturdays	9.00am to 10.30pm
Sundays	9.00am to 10.00pm

Variations to these facilities and times will be subject to the approval of the Principal.

Times available for AGP hire are:

Mondays – Fridays	5pm to 10.00pm term time (9.00am to 10.00pm during school holiday periods)
Saturdays	9.00am to 8pm
Sundays	9.00am to 8pm

Conduct of users

This is set out in the Terms & Conditions of Hire of Premises at Chiltern Hills Academy (Appendix 3).

Security

The Principal has delegated authority to determine the security risk for each letting and will be responsible for allocating a continuous security presence or other control measure

Management of lettings

The Governing Board has delegated day-to-day responsibility for lettings to the Principal in accordance with the Governing Board's policy. Where appropriate, the Principal may delegate all or part of this responsibility, such as security or child protection to other members of staff, whilst still retaining overall responsibility for the lettings process.

If the Principal has any concern about whether a particular request for a letting is appropriate or not, he will consult with the Chair of Governors.

Considering applications for lettings

Organisations seeking to hire the Academy premises should contact the Finance & Lettings Administrator who will confirm availability. Details of charges and conditions of use should be given or referred to.

A record of all enquiries will be retained on file.

The Principal will decide on the application with consideration to:

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- the priorities for lettings agreed by Governors and set out in the Academy's lettings policy
- the availability of the facilities and staff
- the Academy's equal opportunities, health and safety, child protection policies
- The health and safety considerations such as numbers of users, type of activity, qualifications of instructors etc.

Issuing a Lettings Contract

All lettings are made through the online booking system – BookingsPlus. All hirers will be required to read and accept the Terms & Conditions of Hire of Premises at Chiltern Hills Academy (Appendix 3) and the Data Protection Policy before any hire of the facilities can be confirmed. All communication regarding confirmation of the facilities required, cost and invoicing will be through BookingsPlus (Appendix 2).

The person applying to hire the premises will be invoiced for the cost of the letting, in accordance with the Governing Board's current Scale of Charges for Hire of Premises at Chiltern Hills Academy (Appendix 1). We will seek payment in advance in order to reduce any possible bad debts and/or a deposit to cover possible damage.

An official receipt will be issued for payments received, if requested. All lettings fees received will be paid into the Academy's individual bank account. The income and expenditure relating to lettings will be clearly recorded by the Academy and reported under the guidelines. The Principal on behalf of the Governing Board has the right to refuse an application, and no letting should be regarded as "booked" until the hire is confirmed in BookingsPlus and payment is received in full. The reason for refusals should be recorded and details kept on file and fully explained to the enquirer.

Monitoring, Evaluation and Review

This policy will be reviewed when there are changes in the law or annually to assess implementation and effectiveness.

This policy will be promoted and implemented throughout the Academy.

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Scale of Charges for Hire of Premises at Chiltern Hills Academy

	Weekday Per Hour		Saturday Per Hour		Sunday Per Hour		Notes
	Full Room/Area	½ Room/Area	Full Room/Area	½ Room/Area	Full Room/Area	½ Room/Area	
Main School Hall	£45		£50		£50		
Sports Hall	£40	£25	£50	£30	£50	£35	Not available during exam periods
Dance & Drama Studio	£35	£22.50	£45	£27.50	£45	£32.50	
Football Pitch (Charge per pitch)	£20		£25		£30		1 football pitch (marked for 11 and 9 aside)
Standard Classroom	£20		£25		£30		Discount is available for multi-use.
Textiles/Art/Music Classroom	£25		£30		£35		Subject to Principal approval
Food Tech Room	£30		£35		£40		Subject to Principal approval
Atrium	£40		£50		£50		
Atrium – Hired with another area	£20		£20		£20		Reduced charge when hired with another facility
PTA Kitchen (Let along with another area)	£30 (singular charge)		£35 (singular charge)		£40 (singular charge)		Providing washing up facilities, instant hot water, small under counter fridge and domestic sized cooker

Standard Classrooms exclude ICT Rooms which are not available for hire. Food Tech, Science Labs and Textiles/Art/Music Rooms are not generally let. Principal will need to approve any requests.

A 20% discount for charities and long term clients may be applied

A discount for lettings during school holiday periods may be applied subject to Principal approval.

Public Liability Insurance to a minimum of £2 million is required for all hiring of CHA.

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(John 10:10)

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Additional Site Costs

Weekday and Weekend Per Hour for casual site cover	Weekday and Weekend Per Hour for permanent site cover	
£17.50	£17.50	

Rates for internal use only, not published. Std rates include site cover – additional costs are used if more than 1 site team is needed. Large Parties/Events charges already include 2 site team.

Scale of Charges for Hire of AGP

Hire Type	Peak Per Hour 01 September – 30 April			Off Peak Per Hour 01 May – 31 August		
	Full	Half	Quarter	Full	Half	Quarter
Key Partner Club	£70	£40	£22	£52.50	£30	£16.50
CFA	£70	£40	£25	£52.50	£30	£18.75
Pro Clubs	£80	£45	£28	£80	£45	£28
Charter Std Clubs	£80	£45	£28	£60	£33.75	£21
Non Charter Std Clubs	£90	£50	£30	£90	£50	£30
Community Use	£120	£65	£40	£120	£65	£40
Other Hire	£120	£65	£40	£120	£65	£40

Bookings are taken by the hour but are for 55mins finishing 5 minutes before the end of the hour to allow for changeover of groups and/or movement of goals.

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AGP Match Charges

Match	Pitch	Duration	Charge
5v5	Quarter	1 hour	£15
5v5	Quarter	1.5 hours	£22.50
7v7	Half	1 hour	£30
7v7	Half	1.5 hours	£45
9v9	Half	1.5 hours	£45
11v11	Full	2 hours	£80

The match booking is for the agreed time only and does not include warm up.

AGP hire charges are agreed and confirmed by the FA/Football Foundation.
A full AGP Code of Conduct and Noise Management Plan will be sent to all hirers.
Public Liability Insurance to a minimum of £2 million is required for all hiring of CHA.

Terms & Conditions of Hire of Premises at Chiltern Hills Academy

These terms and conditions must be complied with.

The “hirer” shall be the named individual on the hire agreement and this person will be personally responsible for payment of all fees or other sums due in respect of the letting.

Status of the Hirer

Lettings will not be made to persons under the age of 18, or to any organisation or group with an unlawful or extremist background. If required, proof of age will be requested in the form of a legally recognised document such as a driving license or passport.

The hire agreement is personal to the hirer only, and nothing in it is intended to have the effect of giving exclusive possession of any part of the Academy to them or of creating any tenancy between the Academy and the hirer.

All hirers are expected to support and adhere to the Academy's core values of: honesty, respect, compassion, love, forgiveness, self-discipline and hope.

Disclosure and Barring Service (DBS, formerly CRB)

It may be necessary for the hirer to undergo a criminal records check via the DBS. If a particular letting involves contact with children and young people, it is the responsibility of the hirer, to ensure that they have complied with the DBS Code of Practice.

When there is a requirement for DBS checks to be undertaken, the Hirer must keep appropriate records in line with the DBS Code of Practice and report to the Academy any safeguarding concerns which may arise.

The Hirer will be required to provide evidence that DBS checks have been carried out on request.

Indemnity and Insurance

Lettings are made on the agreement that the Chiltern Hills Academy and Governing Board are indemnified by the hirer against any loss, damage, costs and expenses during the use of the Academy premises by the hirer except where such loss, damage costs and expenses are directly attributable to the negligence of the employees of the Chiltern Hills Academy or the Governing Board.

The hirer shall insure with a reputable insurance office, against such funds as the hirer may become liable to pay as compensation, arising out of bodily injury or illness (fatal or otherwise) to any person and/or costs, fees, expenses, loss or damage caused to property or the premises by any act or neglect of himself, his servants, agents or any person resorting to the premises by reason of the use of the premises by the hirer. The Public Liability Insurance cover shall provide a limit of indemnity of not less than £2,000,000 (two million pounds) in respect of any one incident and to include liability for the premises including liability for fire and explosion risks arising from the hire of the premises. It is the responsibility of the hirer to ensure that all external companies resorting to the premises by reason of the use of the premises by the hirer have Public Liability Insurance cover to provide a limit of indemnity of not less than £2,000,000 pounds (for example: caterers or photographers). If such cover is not in place then cover for these external companies needs to be

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included on the policy obtained by the hirer. The hirer shall produce a copy of the current policy of insurance when confirming a booking. Hiring cannot commence until copies of current insurance certificates have been received.

It is the responsibility of the hirer to ensure that renewal documents relating to insurance are provided to the Academy in good time.

Neither Chiltern Hills Academy nor the Governing Board shall be responsible for any injury to persons or damage to property arising out of the letting of the premises.

Statutory Requirements

The hirer must not do or permit any act, matter or thing which would, or might, constitute an illegal or immoral activity affecting the Academy premises or which would, or might, vitiate in whole or in part any insurance effected in respect of the premises from time to time.

Licences and Permissions

The hirer shall be responsible for obtaining any public licences necessary in connection with the booking and should confirm with the Academy the licences they hold. Permission or licence must be obtained from the copyright owner, the owner of the sound recordings (if appropriate) and the publisher for any public performance of music, musicals, operas, or stage plays. The borrowing of music scores or plays from a local library does not constitute permission to perform. Regulated entertainment, public music, singing and dancing can only take place on premises which have a Premise's Licence authorising entertainment, or by applying for a Temporary Event Notice.

The Principal must be given at least four weeks' notice of a stage play production. The Hirer must obtain a Temporary Event Notice from the local Licensing Authority. The requirement is for the notice to be received by the Licensing Authority and the Police a minimum of 10 working days before the planned event but not including the day of the delivery of the notice or the day of the event.

For more information on licensing please contact the local authority

It is the responsibility of any hirer to ensure that all copyright licences have been obtained to cover planned activities.

Hirers are reminded that it is illegal to photocopy music or plays without the express permission in writing of the copyright holder except in certain circumstances. Any infringement of this is liable to prosecution.

The hirer shall indemnify the Chiltern Hills Academy against all sums of money which the Chiltern Hills Academy may have to pay by reason of an infringement of copyright or performing right occurring during the period of hire covered by this agreement.

Public Safety

All conditions attached to the granting of the licence, stage play or other licences and the Academy's health and safety policy shall be strictly observed. Nothing shall be done which will endanger the users of the building, or invalidate the policies of insurance relating to it and its contents. In particular:

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1. Obstructions must not be placed in gangways or exits, nor in front of emergency exits, which must be available for free public access and exit at all times.
2. The emergency lighting supply must be turned on during the whole time the premises are occupied, and must illuminate all exit signs and routes.
3. Fire-fighting apparatus shall be kept in its proper place and only used for its intended purpose. Any misuse of fire-fighting apparatus is a breach of fire regulations.
4. The Fire Brigade shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to the Principal.
5. The hirer should be familiar with the procedure for evacuation of the premises, the escape routes and assembly points. An induction may be given on request. The hirer is responsible for the evacuation of any attendees in their charge or any person resorting to the premises by reason of the use of the premises by the hirer. Fire-fighting equipment should only be used if external training has been undertaken and proof of training shown.
6. Performances involving danger to the public shall not be permitted.
7. Highly flammable substances shall not be brought into, or used, in any part of the premises. Fireworks shall not be brought into, or used, in any part of the premises. No internal decorations of a combustible nature (e.g. polystyrene, cotton, hay, etc) shall be undertaken or erected without the consent of the Principal.
8. No unauthorised heating appliances shall be used on the premises. No appliances with an incandescent element (e.g. a toaster or fan heater) shall be used on the premises. No open flames (e.g. candles, incense sticks or chafing dishes) shall be used on the premises.
9. Car parking space is limited. Please do not impede the disabled parking area or the main access road. No liability is accepted for damage to cars in the car park.
10. All electrical equipment brought into the building shall be subject to regular PAT testing and certification provided in evidence. The intention to use any electrical equipment must be agreed in advance with the Finance & Lettings Administrator. The Governing Board disclaim all responsibility for all claims and costs arising out of or in any way relating to such equipment.
11. Adequate supervision must be provided to maintain order and good conduct, and, where applicable, the hirer must adhere to the correct adult/student ratios at all times when these are specified for particular activities, e.g. by national governing bodies of sports, scouts etc.
12. Any spectators are expected to remain with the group that they are spectating. Any children that are accompanying the spectators are expected to stay with their parents/carers at all times and not be allowed around the Academy site.
13. No form of bicycle, skateboard, roller skates, scooter or similar may be ridden on the Academy premises. Please dismount before entering the Academy gates and walk to the designated parking area or carry this item safely.

The Hirer's Responsibilities

The hirer must inform the Academy of any fault, damage or other problems with the premise or equipment encountered during the hiring. No part of the premises, are to be used otherwise than for the purpose of the premises requested. No part of the premises requested, are to be used for any unlawful purpose or in any unlawful way.

The Academy premises must be vacated promptly at the end of the agreed period of hire.

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The Academy premises used must be left clean and exactly as found with litter and decorations put into bins and furniture returned to its original position.

Any decoration that may trigger the beam detectors of the fire alarm may not be used – such as helium balloons or confetti cannons.

No tape/markings may be applied to the flooring without prior agreement from the site manager.

The Academy reserves the right to pass on to the Hirer any costs incurred in making good, returning the premises to its pre-hiring state (moving furniture back to position), any damage, cleaning up and/or breakages caused during a letting.

The Hirer must undertake their own risk assessment for Health and Safety purposes.

Covid-19

The hirer acknowledges and confirms that they shall have full responsibility in abiding by (and further, the liability arising from not abiding by) the UK Government Guidelines on coronavirus (Covid-19) as published at all times during the hire period in connection with the activities at the Academy premises and facility. Chiltern Hills Academy reserves the right to introduce any additional/new guidelines should the need arise.

Own Risk

It is the hirer's responsibility to ensure that all those attending are made aware of the fact that they do so in all respects at their own risk.

First Aid Facilities

It is the responsibility of the hirer to make their own first aid arrangements, such as the provision of a first aid kit, and the provision of first aid training for supervising personnel, particularly in the case of sports lettings. There is no legal requirement for the Academy to provide first aid facilities and use of the Academy's resources is not available. The site team are not first aid trained and should not be expected to assist in treating or moving a casualty.

Furniture and Fittings

Furniture or fittings shall not be removed or interfered with in any way. Nor shall they be re-arranged except by prior agreement and will be subject to reinstatement at end of each session of use. (If available, the site team may be able to help but this is still the Hirer's responsibility) No fittings or decorating of any kind necessitating drilling, or the fixing of nails or screws into fixtures which are part of the Academy fabric, are permitted. In the event of any damage to premises or property arising from the letting, the hirer shall pay the cost of any reparation required.

Hall floors are used by children for physical education and no substance is to be applied to floors to prepare them for dancing or any other activity. No footwear liable to damage floors may be worn in Academy buildings. If activities involve outdoor use, participants should ensure footwear is cleaned before re-entering the building. Please remove studded footwear before entering the building on arrival or departure. In the sports hall area, please ensure only soft indoor footballs are used. These should not be of the hard leather type. No black soled shoes should be worn in this area.

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Food and Drink

No food and drink may be prepared* (see note below) or consumed on the property without the direct permission of the Principal in line with current food hygiene regulations.

Kitchen/Food preparation*

A 'PTA Kitchen' can be let by a hirer. Please refer to our 'Scale of Charges of Hire of Premises at Chiltern Hills Academy' for costs and facilities available.

Under no circumstances is access allowed to the main Academy kitchen or any of the facilities within the main Academy kitchen.

AGP

The Noise and Management Policy (made available when booking) including the Code of Conduct will be strictly adhered to. Please see Appendix 2 for the Code of Conduct. Should a group fail to comply with the expectations within the Code of Conduct future bookings will be cancelled.

Intoxicating Liquor

No intoxicating liquors are permitted to be bought, sold or consumed on any part of the premises without the permission in writing of the Principal/Governing Board, whose written consent must also be obtained prior to seeking any Temporary Event Notice for the sale of alcoholic liquor from the local Licensing Authority. All evidence of intoxicating liquor must be removed from the premises at the end of the hiring.

Smoking/Vaping

The whole of the Academy premises, which includes the grounds, is a non-smoking/vaping area, and smoking is not permitted. Please ask your delegates to smoke/vape outside of the Academy grounds, this includes the car parking areas

Betting, Gaming and Lotteries

Nothing shall be done on, or in relation to, the premises in contravention of the law relating to betting, gaming and lotteries, and the persons or organisations responsible for functions held in the premises shall ensure that the requirements of the relevant legislation are strictly observed.

Nuisance/Disturbance

Hirers and organisers of events in the Academy premises are responsible for ensuring that the noise level of their functions does not interfere with the other activities within the building nor to cause inconvenience for the occupiers of nearby houses or property.

The hirer must comply with the Academy's arrangements for disposal of any rubbish or waste materials.

Except in the case of Assistance-dogs, animals shall not be permitted on the Academy premises, this includes the outdoor areas of the fields and car parks

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Rules

The hirer shall comply with any rules and regulations which the Governing Board shall make from time to time.

Charges and Cancellations

The hirer acknowledges that the charges are as set out in the hiring agreement including any review arrangements specified – generally rates are reviewed and applicable from September of each year. Please notify Chiltern Hills Academy as soon as possible of any changes to the details as laid out in BookingsPlus in order for us to check we can accommodate the changes requested.

Please ensure that all cancellations are reported in advance, in writing or via e-mail, to the Finance & Lettings Administrator. Please ensure that cancellations are reported before the invoice relating to that month is issued to avoid additional administrative tasks. Invoices are usually raised approximately 10 days before the start of the month of hire.

Cancellations made against contracted bookings with less than 48 hours notice will not be refunded and will be charged in full unless exceptional circumstances apply. This is up to the discretion of the Governing Board.

The Governing Board and the Academy will not accept any responsibility for any loss, or other expenses however incurred by the hirer, in the event of a cancellation by the Governing Board of the letting as a result of circumstances beyond its control (including, without prejudice to the generality of the same, industrial action by its employees, or others, oil shortage, failure of electricity/gas supply).

Invoices are raised in advance and must be settled in advance of the start date to which the invoice relates. Dates during the year when the rooms will be unavailable due to Academy use, or closure, will be issued at the beginning of the academic year in September. These dates may be subject to change, but prior notice will always be given if the premises become unavailable due to unforeseen circumstances and your reasonable compromise would be gratefully appreciated should your booking need to be reviewed to accommodate this change.

Sub-Letting

The hirer shall not sub-let the premises, underlet or share possession with any other parties.

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Storage Ancillary to the Hiring

The permission of the Governing Board/Principal must be obtained before goods or equipment are left or stored on the premises, except that the Principal is authorised to grant permission for the overnight storage of goods and equipment brought to the Academy for a particular event.

Loss of Property

The Governing Board and the Chiltern Hills Academy cannot accept responsibility for damage to, or the loss or theft of, hirer's property and effects. It is the responsibility of the hirer to make his/her own insurance arrangements if required.

Car Parking

Cars shall not be parked so as to cause an obstruction at the entrance to, or exits from, the Academy. In particular the Hirer must ensure that access to the Academy by emergency vehicles is not obstructed or delayed. Where parking accommodation is available, this must be used, and users of the Academy should avoid undue noise on arrival and departure.

Toilet Facilities

Access to the designated Academy's toilet facilities is included as part of the hire arrangements.

All outdoor hirers & Sports Hall- to use toilets located in entrance to G Block (Sports Hall) only

All internal hirers- to use toilets located in Atrium only.

Right of Access

The Governing Board reserves the right of access to the premises during the hiring for emergency or monitoring purposes. (The Principal or members of the Governing Board may monitor activities from time to time).

Vacation of Premises

The hirer shall ensure that the premises are vacated promptly at the end of the agreed period of hire. The Academy reserves the right to pass on to the hirer any costs incurred should the hirer not vacate the Academy premises. The hirer is responsible for supervising any children taking part in an activity until they are collected by a responsible adult.

Complaints

Hirers are expected to promote the positive values of the Academy and not to bring the Academy into disrepute.

Any complaints arising from a hiring agreement will be dealt with using the Academy's complaints procedure, a copy of which is available from the Academy office, or the hirer's own complaints policy, depending on the nature of the complaint. It will be at the Principal's discretion which complaints' procedure is followed.

Appendix 1

Code of Conduct for Use of the CHA AGP

All group leaders are responsible for the Code of Conduct for their group which consists of all members, players and their families, volunteers and spectators.

All group leaders must ensure that the group's activities on site are conducted in accordance with the high standards of a Charter Standard Community Club and the FA.

All group leaders must report any issues to the Academy's site staff about the AGP and facilities, including the condition of pitch that would make it unsafe, or where use would cause damage to the playing surface.

Should a group fail to comply with the expectations within the Code of Conduct future bookings will be cancelled.

1. Arrival and departure arrangements

- i. On arrival group leaders and groups should wait outside of the pitch gates until the start of the hire. Group leaders must be on the pitch before their group. No use of pitch will be permitted until the group leader is present.
- ii. Only coaches, managers and players are allowed on the pitch. Families and spectators are to remain off the playing surface at all times.
- iii. Bookings are for 55 minutes, finishing 5 minutes before the hour (weekdays). Please be courteous of the group hires before and after your time slot. Vacate the facility quietly and sensibly. The facility lights will automatically turn off at 22:00 hours on weekdays and 20:00 hours on weekends.
- iv. All group leaders must ensure training and matches finish promptly at the end of hire session, even when the next hire session is vacant.
- v. Goals are to be moved by CHA staff and group leaders only. The dividing net is to be moved by CHA staff only.

2. Conduct and Noise

- i. The group leader must ensure proper use of the facility and is responsible for conduct of their group on and off the pitch.
- ii. Good behaviour is required from each group before, during and after use of the facility.
- iii. Foul or abusive language, physical intimidation or violence towards fellow users and CHA staff will not be tolerated.
- iv. Group leaders and groups must treat fellow users and staff with courtesy and respect at all times and must recognise that other groups use the facilities.

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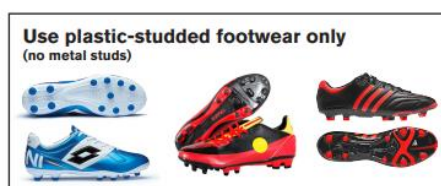
- v. Group leaders and groups must use the pitch, facilities and on-site parking provided without causing nuisance to other users or to neighbouring residences and all must follow the Noise and Lighting Management Policy. During training (weekday evenings) a whistle should not be used.

3. Refreshments and Facility Care

- i. Group leaders and groups must not intentionally damage the pitch or any of the facilities in any way.
- ii. Food, drink (other than water) and chewing gum are strictly prohibited within the pitch area.
- iii. Water may only be brought on to the pitch in plastic or personal re-usable sports water bottles. No glass bottles are permitted.
- iv. No smoking/vaping or spitting is permitted on the site.
- v. No heavy or sharp objects are permitted on the playing area.
- vi. No form of vehicle, bicycle, skateboard, roller skates, scooter etc. is allowed on the pitch.
- vii. Players are strictly prohibited from attempting to open or adjust in any way electrical boxes, lights or wiring.
- viii. No climbing on the goals, fences or netting.
- ix. No dogs on the pitch or site are permitted at any time. Assistance dogs may be in the spectator area.
- x. Remove all litter, tape, plastic drink bottles etc. from the area when leaving the pitch and dispose of properly. Keep the site clean and always use the rubbish bins provided.
- xi. Group leaders must ensure the pitch is left clear of litter at the end of each session.
- xii. No tape or other markings may be applied to the pitch without the prior agreement of the site manager.

4. Footwear

- i. It is the responsibility of group leaders and groups to ensure that they are equipped with suitable footwear for playing on the pitch – please see below.
- ii. Players with incorrect footwear will be requested to leave the pitch area immediately and the group leader will be held responsible.
- iii. Clean footwear only. Footwear must be cleaned on the boot brushes provided before entering the pitch.
- iv. Please remove studded footwear before entering the Academy building, on arrival and departure.



Footwear should always be clean and in good condition