



**TERMS AND CONDITIONS OF HIRE
BUSBRIDGE C OF E AIDED JUNIOR SCHOOL MULTI-USE GAMES AREA (MUGA)
AS AT 1ST SEPTEMBER 2023**

Method of Hire

An application for hire of the Busbridge C of E Aided Junior School MUGA should be made to Busbridge Junior School, Brighton Road, Godalming, Surrey. GU7 1XA, using the form ED110 Application for use of the school premises. The acceptance of this form does not constitute an agreement unless the hirer receives written confirmation from the school.

MUGA allocation will be agreed on a strictly first come first served basis. The decision of the School Business Manager will be binding in all cases.

The sports MUGA must only be used for the purpose for which it is hired.

Sub-Letting

The hirer shall not sub-let. The hirer shall not assign another club unless permission from the School Business Manager has first been given.

Health & Safety

The hirer shall be responsible for providing any medical attention or facilities, which may be required on the hiring date.

The hirer will not take vehicles onto school land other than the car park, without the prior written consent of the School Business Manager.

The hirer accepts full liability for any accident arising from the use of the MUGA.

The hirer shall be entirely responsible for taking proper precautions for the protection of children and others on the MUGA and for keeping them on the pitch during play.

No smoking, vaping or consumption of alcohol are permitted on the MUGA or anywhere on the school site.

No food and drink (except water) are permitted to be consumed on the MUGA.

Climbing the fences of the MUGA or swinging on the basketball hoops is strictly prohibited. No chairs or heavy items should be brought onto the pitch, as these may damage the needle punch carpet.

Footwear – astro type trainer shoes and regular trainers are permitted. **All studded boots are strictly prohibited.**

Insurance

The hirer hereby undertakes to arrange Public Liability Insurance cover for their hire (minimum level £5 million). Proof of this may be requested. The school has the right to terminate this agreement if insurance cover is not obtained.

The hirer shall indemnify the school in respect of all claims, damages, penalties, costs, expenses, and demands made against or incurred by the school arising out of or in any way connected with the hiring.

Hiring Rates

The rates of hire of the MUGA as of 1st September 2023 are as follows:

Weekday hire (without floodlights) £20 per hour

Weekend hire (without floodlights) £25 per hour

Weekday hire (with floodlights) £25 per hour

Weekend hire (with floodlights) £30 per hour

All of the above rates exclude access to toilet facilities within the building. The toilets can be made available for an additional £5 per hour (this involves opening up the main building of the school and de-activating alarms).

The school reserves the right to vary these rates (giving 30 days written notice) should there be an unexpected change in circumstances –e.g., increase in the Consumer Price Index/Inflation.

Method of Payment

Ad-hoc hires will be invoiced at the time of booking. Monthly hires will be invoiced on a monthly basis. Failure to pay invoices within the specified payment terms (7 days following the event for ad-hoc hires, within 30 days of invoice date for monthly hires) may result in the withdrawal of facilities and or legal action.

All bookings will be charged for, unless 5 working days' notice of cancellation is received, or the event is cancelled due to adverse weather conditions.

Code of Conduct

The hirer shall be responsible for the conduct and behaviour of all users of the facility during the hire. Cases of misconduct on the pitch or within the grounds may result in the hirer being refused future bookings or their existing booking cancelled.

Noise should be limited after the hours of 6pm, with no loud music played during events.

Safeguarding

Busbridge C of E Aided Junior School is committed to the safeguarding and promoting of the welfare of children and young people and expects hirers to share this commitment. We require all hirers to hold a valid Disclosure and Barring Service (DBS) check if their activity relates to such activities.

Security

Persons leaving any items in the MUGA do so at their own risk.

No responsibility will be accepted by the School for any property brought, deposited or left on the MUGA.

The hirer is responsible for ensuring the MUGA is locked following use and that all persons associated with the hire have left the school premises. If the hirer has been issued with a key, they are responsible for locking up at the end of the hire. Failure to comply with this procedure may result in the withdrawal of facilities, or fined if any damage or vandalism is caused by a third party.

The hirer must ensure the immediate evacuation of the premises if an alarm is triggered or when requested to do so by any member of staff, police or emergency services.

Access to Facilities

The MUGA will be padlocked closed with the key held in a Key Safe box fixed to the wall of the school building adjacent to the carpark. Hirers will be provided with the lock combination for the key safe box.

If hiring the floodlights along with the general MUGA, the hirer is responsible for setting up the floodlights on the day of hire. The floodlights are stored in the MUGA equipment shed behind the right-hand side goal mouth. The hirer will be provided with a key to unlock the shed. The person setting up the floodlights must be aged 18 or over. At the end of the hire period, the hirer is responsible for placing the floodlights back into their charging units, and ensuring they are charging accordingly. Full instructions are provided with the floodlights and are stored in a ring binder manual in the MUGA storage shed.

General Conditions

It is the responsibility of the hirer to ensure that all contact information is current and updated. The School Business Manager must be notified immediately of any change of name and/or email address. For clubs this will be the details for the Secretary or Treasurer of the Club/hirer.

Hirers are to ensure that all litter is disposed of in the correct manner. Failure to do so will result in a fine of £15. The hirer should ensure that the premises are left in clean and good order. The hirer shall reimburse any costs incurred by the school in cleaning the MUGA after use.

Busbridge C of E Aided Junior School reserves the right to vary the foregoing conditions and the hiring charges.