



# William Howard School Sports/Activity Booking Request Form



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|--|--|---|--|--|--|
| <b>Name of Hirer</b>   |  |   |  |  |  |
| <b>Club Name</b>   |  |   |  |  |  |
| <b>Address</b>   |  |   |  |  |  |
| <b>Email</b>   |  |   |  |  |  |
| <b>Responsible Adult</b><br>(Must be over 18 years)  |  |   | <b>Daytime/mobile<br/>Tel No:</b>                        |  |  |
| <b>Deputy Responsible Adult</b>  |  |   | <b>Daytime/mobile<br/>Tel No:</b>                        |  |  |
| <b>Facility Required</b><br><i>(please tick)</i>   | <input type="checkbox"/> Sports Hall       | <input type="checkbox"/> Gymnasium          | <input type="checkbox"/> Grass Pitch                     | <input type="checkbox"/> Top Yard          |  |
|  | <input type="checkbox"/> Astro Pitch 1/3rd | <input type="checkbox"/> Astro Pitch 2/3rds | <input type="checkbox"/> Astro Pitch full pitch          |  |  |
| <b>Start Date</b>  |  | <b>Day</b>                                  |  | <b>Time</b>                                |  |
| <b>Number of weeks</b>   |  | <b>Junior Club?</b>                         | <input type="checkbox"/> YES <input type="checkbox"/> NO | <b>If Junior team,<br/>what age group?</b> |  |
| <b>Activity</b> (eg football, hockey)  |  |   |  |  |  |
| <p>William Howard School does not have insurance cover for accidents to individuals or damage to property. Each organisation hiring facilities are responsible for their own insurance and it is recommended that clubs/individuals take out personal accident cover when taking part in activities on the school premises.</p> <p>ADVERSE WEATHER CONDITIONS – If the ATP is closed, you will be contacted by the School. After your session starts if the weather changes and makes the ATP unsafe, the responsible adult in charge of the session must stop play. There will be no charge for the period stopped.</p> <p>You must notify us if you intend to cancel your booking 24 hours prior to the booking otherwise you will be charged as normal.</p> <p>A deposit is required to guarantee your slot, this will be kept and used for your last session in your block booking. If at any time a team/club do not show and have not informed the school prior to the day of play, the deposit will be used to pay for that session. The deposit will then need to be re-paid.</p> <p><b>I/We have read this agreement and conditions of use (on the back of this page) and agree to abide by it and the terms and conditions outlined in the Letting Policy.</b></p> |  |   |  |  |  |
| <b>Signed</b>  |  |   |  | <b>Date</b>                                |  |

**Please return your booking form/regulations to:**

**Miranda Karam  
William Howard School  
Brampton CA8 1AR**

**For further information, contact 016977 45784 or email [mkaram@williamhoward.cumbria.sch.uk](mailto:mkaram@williamhoward.cumbria.sch.uk)**

## Conditions of Use

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- A nominated responsible person will be present on the premises at all times during the period of hire. This person is also responsible for inspecting the playing surface prior to the commencement of the hire.
- Lettings that involve attendance of children under the age of 18 – the hirers are responsible for ensuring appropriate Safeguarding procedures are in place.
- Any health and safety concerns must be reported immediately to the evening staff member.
- Pitch Etiquette – please ensure the following:
  - No smoking
  - No food – chewing gum or drink on the playing surface
  - Litter must be deposited in bins provided – no glass bottles inside the pitch gates
  - Clean suitable footwear only
  - No spikes to be worn or studs exceeding 5mm
  - Do not place heavy or sharp objects on surface
  - Do not drag goals – use appropriate wheeling devices
  - On arrival teams are to wait outside pitch gates until start of hire session
- All hirers must ensure matches finish at the end of hire session even where next hire session is vacant – hirers will be charged for additional sessions.
- Hirers must ensure the pitch is left clear of litter at the end of each hire session. The school reserves the right to levy a charge for offending hirers.
- Hirers are responsible for the conduct of their members and spectators both on and off the pitch.
- Toilet and changing facilities are located in the PE corridor. Hirers are reminded to advise their members accordingly.

## Conditions of Hire

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The hirer must take appropriate precautions to ensure the Health and Safety of the members of the group making the letting. This includes being aware of the means of alerting the emergency services. A first aid kit should be provided by the hirer for all sporting or practical activities. William Howard School is unable to provide the service of a registered first aider.

William Howard School does not have insurance cover for accidents to persons or damage to property. Each organisation or individual hiring facilities is responsible for their own insurance and it is recommended that individuals take out personal accident cover when taking part in activities on the school premises.

In the event of loss or damage occurring as a result of negligence or carelessness on the part of the organiser of the letting or the group on whose behalf the letting has been made, or where the school has grounds for presuming that the damage occurred at this time was not reported, the school reserves the right to make a charge to cover the costs of repairing the damage or making good the loss from the organiser or group.

Reporting an accident all information should be reported in the accident book with the evening staff member.

The school reserves the right to cancel a booking without compensation (but with letting fee refunded). 11

The scale of fees for lettings shall be determined by the school taking into account the cost of providing the letting, including energy costs, cleaning costs, the equipment being used and the purpose for which the premises have been let.

Organisations hiring facilities for commercial purposes will be charged an additional hourly cost per room etc.

Lights are included, when required for all Astro Pitch bookings.

Sub-lettings are not allowed.

If we receive regular cancellations, we would suggest a review of your booking.

General Data Protection Regulation (GDPR) William Howard School is committed to protecting the rights and privacy of individuals in accordance with its legal obligations under the General Data Protection Regulations (GDPR), which came into force on 25 May 2018. William Howard School is registered with the Information Commissioner's Office as a Data Controller. Our GDPR Policy is available on our website.

## Fire Drill for Customers using Sports Facilities at William Howard School

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- Sound the nearest fire alarm. These are located inside the Sports Hall and PE Corridor.
- Phone the Fire Brigade, dial (9) 999 from any phone that can be accessed in school.
- The leader should instruct everyone to vacate the building immediately by the nearest safe exit.
- Assemble on the ATP.
- The Team Captain/Manager should organise a roll check or head count, who must then inform the staff member that all are accounted for or report the name of any missing person.
- **DO NOT** go back into the building until either Site Management staff has announced the “All Clear”.
- Please note the staff members’ office is based in the Fitness Suite opposite the Astro Turf.

## Health & Safety Rules for Junior Groups using the Sports Hall, Astro Turf Pitch, Top Yard or Field

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Group leaders and parents of children using the facilities at William Howard School are reminded that nobody should enter the Sports Hall nor go on any of the pitches until the leader of the group arrives. Parents are responsible for the safety of their children until the group leader arrives.

William Howard School does not have insurance cover for accidents to patrons or damage to property. Each organisation or individual hiring facilities is responsible for their own insurance and it is recommended that individuals take out personal accident cover when taking part in activities on the school premises.

## Hourly Rates for Hire of Sports Facilities

### Opening times: Weekdays 6.00pm – 9.00pm

| Facility                  | Regular per hour<br>(10 weeks or more) | Occasional/weekend per hour |
|---------------------------|--|-----------------------------|
| Sports Hall               | £26.00                                 | £35.50                      |
| Gymnasium                 | £21.00                                 |                             |
| Astro Pitch (per third)   | £25.00                                 | £32.40                      |
| Astro Pitch (whole Pitch) | £65.00                                 | £81.60                      |
| Top Yard                  | £15.00                                 |                             |
| Grass Pitch               | £15.00                                 |                             |

- Regular users are those organisations/clubs who have at least 10 similar bookings.
- Special discounted rates are negotiable if booking more than one facility on any one day.
- School events will take priority over any booking and we will endeavour to provide as much notice as possible when cancellation is required.
- Minimum of an hour booking for all facilities.
- Commercial surcharge - A commercial surcharge of £8.00 per hour will be added to all relevant bookings.
- You must notify us if you intend to cancel your booking 24 hours prior to the booking otherwise you will be charged as normal.
- A deposit is required to guarantee your slot, this will be kept and used for your last session in your block booking. If at any time a team/club do not show and have not informed the school prior to the day of play, the deposit will be used to pay for that session. The deposit will then need to be re-paid.