

##### MUGA LETTING POLICY

Reviewed June 2014 [R25.18]

Due for review June 2017

##### MUGA LETTING POLICY

Requests for the Letting of the Multi Use Games Arena

On receipt of a request to use the MUGA by a group or individual, the school sends the prospective hirer an application bookings form together with a copy of this policy.

The Application Form

The application form is to be completed by the hirer and returned to the school. The school checks that all parts of the form are complete and ensures that the hirer has signed the form. If the school agrees to the hire then it writes to the hirer and informs him/her of the cost.

## **Invoicing the Hirer**

Invoice Request Forms are used to bill all external clients of the Authority and schools that operate the Local Cheque Book Scheme.

### Once an invoice is raised and processed through the Financial Information System (FMS) income is credited directly to the school regardless of whether the payment has actually been received.

Recovery of the cash is dealt with by the Sundry Debtors Section which involves a series of reminders and, if appropriate, legal action from the Borough Solicitor.

If a debt is declared irrecoverable the invoice will be “written off” against the code originally credited with the income.

The recovery of any invoice raised will depend on how promptly it was raised and the details taken from the hirer.

#### School Lettings

The first decision the school must make is whether to invoice the hirer the full cost in advance or exercise the right to accept a deposit.

The choice will depend on the nature of the hire. It may not be practical for the hirer to pay the full cost in advance for some reason (ticket sales etc.) and the school may opt for a deposit to avoid losing the booking.

How much the deposit should be is up to the school to decide.

Cancellation

If a hirer wishes to cancel the hiring or vary the period for which the MUGA has been booked, notification must reach the Site Manager of the school at least 48 hours in advance. A charge may be made in respect of inconvenience caused to the caretaking staff if no notification is received by this time.

The school reserves the right to cancel a hiring when the premises are required for the school’s own use. This right will only be used in exceptional circumstances. The school shall not be liable for any loss or expense suffered by the hirer by the exercise of this right.

The Authority, through the Head of the school, further reserves the right to cancel the hiring and to put a stop to any use of the premises that is not properly conducted. Any use of the premises that endangers the safety of any persons or of the Authority’s property may be cancelled at any time.

**Hire of MUGA**

The Hire Deposit and or the Final Cost of Hire is coded to the School Cost Centre E5620R80388400.

**Hire Charges**

Hire of the MUGA is charged as per the agreed schedule of rates. The costs will apply to external hirers only. School-based hirers would NOT be required to pay a hire charge and will pay for staff costs only.

Damage to Authority Property

The hirer shall be liable to the Governing Body, for the proper use of the premises and of the school’s property, and for the conduct of people using the premises in connection with the hiring. The hirer shall agree to reimburse the school for any expenses incurred in consequence of loss or damage to premises, grounds, etc. howsoever caused by the hirer or by any person whom he/she has invited onto the premises. It is advised that the hirer arrange adequate Public Liability Insurance for the hiring and the Governing Body reserves the right to insist on such insurance cover for the hirer’s liability.

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Fire Evacuation and Emergency Procedures

Group Leader: (Important Information)

Please inform your group with the following information:

**In the event of Fire Alarm Activation:**

* In an emergency the fire alarm will be activated.
* Please ensure your group make their way calmly to the nearest fire exit point.
* Escort your group to the ‘Fire Assembly Point’.
* The ‘Fire Assembly Point’ is the painted numbered boxes located in the car park at the rear of the main school building.
* You must check if all members of your group are accounted for.
* Inform the Site Manager / or their designate if any of your group are missing.
* The Site Manager will oversee any evacuation.
* You must liaise with the Site Manager at all times.
* Once you have evacuated the building you must not re- enter the building until advised to do so.
* It is your responsibility to ensure that members of your group are familiar with the evacuation procedures.
* Please sign and date this document below

**………………………………………………………………………………………………………………………………………………**

I ………………………………………………………………………………………… the person in charge of the group

Name of Group: ……………………………………………………………………….. have read the ‘Emergency Procedure’ outlined in this document and will ensure that all persons in the group for which I am responsible understand and observe all of the procedures listed above.

Signature: ………………………………………………………………………….. Date: …………………………………………..

**ATLAS SECURITY 0151 666 2400**