



**WIRRAL HOSPITALS' SCHOOL**

# **MUGA LETTING POLICY**

Re introduced Spring 2021 Ref 27.21  
Adopted Spring 24 Ref 14.24  
Review Date Spring 2027

# ***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.

Weekly sessions are recorded on a spreadsheet and invoiced accordingly for the month. Invoices are raised by the Business Manager each month for the previous month's hire and emailed to the club for payment into the Friends of JPC bank account, via BACS or by cheque, within 30 days of issue.

Invoices are recorded on a spreadsheet and updated as payment is received.

A reminder email is sent if payment is not received by the due date.

If payment is still not paid, an invoice request is sent to the LA Accounts Receivable Department so they can recovery the outstanding debt.

## 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 Business Manager** of the school **at least 48 24 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** **will only be charged half the cost of the pitch hire.**

## 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.



## WIRRAL HOSPITALS' SCHOOL

### 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 leave the premises immediately and await instructions from either the Fire Brigade or **Atlas Copeland** Security.
- You must check if all members of your group are accounted for.
- It is your responsibility to ensure that members of your group are familiar with the evacuation procedures.
- Please sign and date this document below

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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 COPELAND SECURITY 0800 955 4414**