



The Charter School Sports Centre Letting

Red Post Hill, London SE24 9JH

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General Code of Conduct

The general code of conduct applies to anyone in The Charter School North Dulwich Sports Centre building or grounds, attending, participating in or leading a school let. It is the responsibility of the person booking the let to convey these rules to individuals attending or participating in the let. Should these rules be broken the customer may have any session or casual lets already booked cancelled and future access to The Charter School North Dulwich Sports Centre lets refused, or suspended where further investigation is required to establish the facts. Should any individual attending The Charter School North Dulwich Sports Centre let break these rules he or she may similarly be asked to leave The Charter School North Dulwich Sports Centre and its grounds and may be refused access to The Charter School North Dulwich Sport Centre lets in the future or suspended pending investigations.

Security and Health & Safety

Those attending The Charter School North Dulwich Sports Centre must comply with the instructions of the Sports Centre Manager in respect to security and health & safety matters. This may happen in respect to fire drills, vacating The Charter School North Dulwich Sports Centre building at the end of a let and keeping corridors and fire exits clear from obstruction. Noise levels must be contained to a reasonable level at all times and noise from the hirer's event must not be audible in any neighbouring properties. It is the hirer's responsibility to ensure noise levels are monitored so there is no disruption to individuals in the neighbouring properties.

Alcohol

Alcoholic beverages may not be brought onto or consumed in The Charter School North Dulwich, The Charter School North Dulwich Sports Centre and grounds unless permission is specifically granted by the Letting Office. Unless written permission to consume alcohol has been granted, individuals attending The Charter School North Dulwich Sports Centre lets must not be under the influence of alcohol.

Drugs

Individuals attending The Charter School North Dulwich Sports Centre lets must not be in possession of, consume or be under the influence of drugs.

Smoking

Smoking is prohibited in The Charter School North Dulwich premises, The Charter School North Dulwich Sports Centre, grounds and car parks. It is an offence subject to a fine to smoke in all School premises. This includes the entrances to school premises.

Access to The Charter School Sports Centre and spaces in it



Those attending, participating or leading The Charter School North Dulwich Sports Centre lets must only access The Charter School North Dulwich Sports Centre at the times and the spaces set out in the letting agreement between customer and The Charter School North Dulwich Sports Centre Letting Office. This means individuals have a responsibility to know when they should access and leave The Charter School North Dulwich Sports Centre and which space or spaces in The Charter School North Dulwich Sports Centre they are allowed to be in. Individuals are not allowed to be in any other areas or spaces of The Charter School North Dulwich Sports Centre other than those agreed. Access to The Charter School North Dulwich Sports Centre at a time or for a purpose not agreed by the Letting Office is prohibited.

Behaviour towards others

Individuals must not cause offence and are required at all times to be considerate and respectful towards other people working in or attending The Charter School North Dulwich Sports Centre for The Charter School North Dulwich Sports Centre lets regardless of sex, race or ethnic origin, religion or belief, disability, age or sexual orientation.

Illegal Behaviour

All individuals involved in The Charter School North Dulwich Sports Centre lets are required to act in a way that is compliant with law.

Dogs

With the exception of guide dogs or hearing dogs, all individuals involved in and or attending The Charter School North Dulwich Sports Centre lets must not bring dogs on to the grounds of or inside The Charter School North Dulwich Sports Centre buildings, except with the prior permission of the Letting Office.

Storage, Cleaning, and Equipment

Storage, cleaning, and equipment hire charges are not included in the pricing structure. The room(s) must be left in a clean and tidy condition and all rubbish removed from the school. Failure to leave the room(s) in a clean and tidy condition will incur additional charges to cover the cost of cleaning. The use of storage and equipment, unless permission is specifically granted, is prohibited.

Penalty for overrunning

In the event that the customer does not vacate The Charter School North Dulwich Sports Centre by the times specified in the confirmation of let letter, the customer shall be charged for the extra time.

Cancellation and amendment of lets

The Charter School North Dulwich reserves the absolute right to cancel a booking at any time should the facilities be required either by the school or the Local Authority. In these circumstances any deposit or fee will be returned to the hirer. The Charter School North Dulwich liability in such an event will be limited to the amount of the deposit or the fee. The Charter School North Dulwich reserves the absolute right to refuse any application for hire or cancel a booking at any time without specifying a reason.



Code of Conduct

Those attending, participating in and leading The Charter School North Dulwich Sports Centre lets have a responsibility to comply with the General Code of Conduct.

Child Protection

Organisations and individuals working with children and granted The Charter School North Dulwich Sports Centre let must meet the responsibilities set out in the Policy for the Protection of Children in The Charter School North Dulwich Let Facilities. Group working with children and young people must provide written assurances that all members of their leadership are known to be suitable persons, in line with the Home Office publication of September 1993 "Safe from Harm".

Standards of Physical Activity

Those leading or responsible for the educational activities listed in the Standard for Physical Activities must comply with the standards and practice set out in it.

Incorrect information

Customers found to have provided false information to The Charter School North Dulwich Sports Centre Letting Office in the context of applying for a let, consideration for a subsidy and the Policy for the Protection of Children in The Charter School North Dulwich Let Premises will lead to the exclusion of the let holder and the organization.

Liability

The Charter School North Dulwich Sports Centre will not be held liable for accident to person(s) or loss of property by any person or organisation during or in connection with bookings at any of the facilities at The Charter School. Anyone entering or using the facility does so at his or her own risk, and the Management accepts no liability in respect of any loss, damage or injury, howsoever caused. It is the hirer's responsibility to undertake a risk assessment of their activities and provide to the school. Any accidents that do occur should be noted in the facility accident book.

Damage of School and Sports Centre Property

The Charter School North Dulwich Sports Centre must be indemnified by the let holder against any damage to property or equipment, which may occur as a result of the activities undertaken in the let or caused by anyone participating in or attending The Charter School North Dulwich Sports Centre let. Notification of any damage should be made to the Sports Centre Manager and the Letting Office immediately. Groups and organisations will be responsible for any damage done to The Charter School North Dulwich Sports Centre property or equipment during the time the group or organisation is making use of the accommodation. This will include making a payment to compensate for any damage or loss to The Charter School North Dulwich Sports Centre. The Letting Office will terminate the use of The Charter School North Dulwich Sports Centre where group members' conduct is out of step with the code of conduct supplied to the let holder.

Injury or Harm

The Charter School North Dulwich Sports Centre must be indemnified by the customer against any injury or harm to individuals participating in The Charter School North Dulwich Sports Centre let. Notification of any injury or harm must be reported to the Sports Centre Manager or the Letting Office immediately. The customer must take full responsibility for the health & safety and welfare of persons participating in The Charter School North Dulwich Sports Centre let.



Health and Safety

It is the customer's responsibility to ensure that an accurate tally of the numbers attending The Charter School North Dulwich Sports Centre is kept in the event of a fire drill or emergency. Upon visiting The Charter School North Dulwich Sports Centre for the first time it is the responsibility of the customer to meet with the representative of The Charter School North Dulwich Sports Centre in The Charter School North Dulwich Sports Centre to be inducted in fire safety procedures for The Charter School North Dulwich Sports Centre.

Exam

Be aware that all lets are subject to alternative room changes during exam period. A minimum disruption will try to be avoided.

Responsibility of Hirer

It is the Hirer's responsibility to leave rooms, entrance areas, toilets / showers and equipment in a satisfactory state and to remove their own rubbish. The Hirer is responsible for any breakages or damage.

All organisations will be expected to have Public Liability Insurance; evidence of the insurance must be submitted.

Smoking is not permitted anywhere on the facility, no alcohol is permitted on the premises at any time. For the benefit of all our customers and local residents we would ask that you do not use abusive language whilst at the facility.

No food or drink is allowed in any of the sports facilities. Food and drink should be consumed in the lobby area. Plastic water bottles may be taken in to the hall / pitch but should be disposed of after the booking time.

Each facility will have equipment that is available for use. The Hirer should identify at the time of booking what equipment will be required. All equipment provided will be maintained and regularly checked for defects. Any problems should be reported to the Management group.

Any dispute relating to the hire of the facility will be referred to the Management group. Variations to this contract agreed by the Hirer and the Management group may be made when the contract is renewed.

Guests and other visitors should be made aware of these conditions and regulations.

The person making the booking will be responsible for payment, behaviour of their group and any damage caused by group members.

To respect the facility and community. This includes vacating the facilities promptly and quietly, not to cause any purposeful damage or to deface any of the facilities and surrounding area, no foul language to be used and disposing of any litter in the bins provided.

Disclosure / Qualification

Those admitted to the facility must observe the conditions and regulations. The contract of hire MUST be signed by at least one adult who must remain on the premises during the contract of hire. No young person, under the age of 16 years without adult supervision.



All adults either coaching or helping with **junior teams** must hold a current, satisfactory disclosure check and appropriate level of qualification. By signing the booking form, you are confirming that all adults coaching or helping have both. Adults who are either going through disclosure or have yet to go through disclosure should not take part in sessions until the disclosure process has been satisfactorily completed. **This is the responsibility of the team.** If you require assistance for your team in relation to disclosure or qualifications, please contact the Sports Centre Manager.