



An Academy Trust
(Company No. 07697044)

RULES AND CODE OF CONDUCT FOR USE AND HIRE OF ENFIELD GRAMMAR SCHOOL (EGS) ASTRO TURF PITCH

1. The only footwear permitted on the 3G surface is boots with moulded studs or astro turf specialist footwear. Screw-in studs, spiked footwear, blades or flat soled (e.g. trainers) are NOT acceptable.
2. Anyone found to be using non-permitted footwear will be asked to leave the pitch immediately until the correct footwear is worn. All club and group hirers must take appropriate measures to ensure that this requirement is enforced. Failure to comply may result in Enfield Grammar School terminating your booking.
3. If inappropriate footwear is used, Enfield Grammar School will undertake a pitch inspection immediately, and the club will be invoiced for any remedial repair work required to the 3G surface.
4. Boots must be cleaned using the boot wipers provided before entering and leaving the pitch.
5. Spectators must remain outside of the playing surface at all times.
6. Arrival and departure times for bookings should be strictly observed. Enfield Grammar School expect all hirers to comply with their allocated booking time.
7. Clubs are responsible for the conduct of their members or players and must enforce FA Respect standards at all times. Foul language and offensive behaviour will not be tolerated. Failure to comply with Respect standards will result in the hirer/player(s)/spectators being requested to leave the site immediately and without recourse.
8. Players and their guest must treat fellow users and staff with courtesy and respect at all times. Physical intimidation or violence towards Enfield Grammar Staff or fellow users is not acceptable and the perpetrators will be requested to leave the site immediately and without recourse.
9. In the event of intentional damage being caused to the pitch during a booking, the lead person responsible for hire may be held accountable for the cost of repair.
10. All additional facilities e.g. changing rooms must be respected and kept in good order.
11. Food, drink and chewing gum are strictly prohibited within the pitch area. Water bottles are permitted and should be removed after the session.
12. All litter, tape, plastic bottles and rubbish must be removed from the pitch and placed in the appropriate bin for recycling or disposal. Any discarded litter will incur a fine of £20.
13. Changing rooms are to be left in a clean and tidy condition. Furthermore, cans of drink or food waste etc., must not be left on the playing surface. Litter bins are provided around the site or black bags are available if requested.
14. Use of video, photographic and mobile phone imaging equipment on the pitch is prohibited except where permission have been given by the school.
15. Enfield Grammar School will not accept responsibility for any lost or stolen items.
16. Opening and closing times are displayed on the gate to the 3G, or are available from the Lettings Manager. All persons must vacate the site by closing times. The 3G is located in a residential area. Hirers shall respect the Schools' neighbours and keep the noise levels down to a minimum, again, avoiding foul and abusive language.
17. The sub-letting of the 3G pitch is not permitted; all bookings are personal to the Hirer concerned.
18. No alcohol, smoking or animals (guide dogs exempt) shall be brought onto the grounds.



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19. All bookings include a strict 5-minute change over period within the hiring period to setup/take down equipment, where appropriate. Players must exit the playing area immediately after collecting litter from the playing surface and surrounding side lines. Any discarded litter will incur a fine of £20.
20. Spectators are not permitted to stand anywhere on the 3G surface at any time. Should they wish to spectate, they need to stand outside the perimeter fence of the pitch.
21. All Hirers wishing to book the 3G facility are required to provide their own first aid equipment and qualified first aider.
22. Goals may only be moved once training has been given by the 3G manager.

Failure to comply with any of the Rules, Code of Conduct or Terms and Conditions of Use may result in the withdrawal of your booking and any future bookings. The lead person responsible for the booking will be held accountable for the cost of repair for any damage caused to the pitch.

Terms and Conditions for hire of the 3G artificial grass pitch

1. Method of booking

- 1.1. The facilities may only be hired on completion of the official online booking form and payment of the appropriate fee.
- 1.2. Bookings are not confirmed until a confirmation e-mail is issued. Once a booking is made the fee will become payable unless the booking is cancelled in accordance with the cancellation policy set out below.
- 1.3. The online booking form enables block bookings of 10 weeks or more to be made. These are also referred to as Contract Bookings.

2. Method of payment of fees

- 2.1. The online booking form will capture details of the booking date(s), time(s) and pitch requirements and will collect relevant debit or credit card payment information.
- 2.2. Payment for the booking period will be paid by the hirer on approval of the request whether the 3G pitch is utilised or not.
- 2.3. Subsequent payments for block bookings will be taken in one month blocks, 7 days in advance.
- 2.4. In the event of payment failure, the hirer will have 3 days to update their card details or make contact with the 3G Pitch Office to advise of any issues. The hirer will not be allowed to use the facilities until payment has been made and will face a risk of their entire booking being cancelled



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3. Cancellations

- 3.1. In the event that the Hirer wishes to cancel their booking, the hirer will need to make the required amendments to their booking online. A notice of cancellation will be sent to the 3G Pitch administrator for approval and the following cancellation fees will apply;
 - 3.1.1. Less than one week notice – no refund
 - 3.1.2. 8-14 days' notice – 50% refund
 - 3.1.3. 15-28 days' notice – 75% refund
 - 3.1.4. 28 days or more – full refund
- 3.2. No refund of any block booked contracted hours will be made for non-use of facilities
- 3.3. In the event that the hirer wishes to cancel their contract, notice of cancellation must be provided in writing, giving 3 months notice to the Lettings Manager. The Lettings Manager will attempt to fill the vacated slots and, if successful, the full 3 month notice will not be required.
- 3.3 EGS reserves the right to cancel, transfer or alter any booking, if:
 - i) in the opinion of EGS, the facility or playing surface is in a hazardous condition; being repaired or not fit for play. In these cases, as much notice will be provided as possible, but circumstances could occur on the same day as a booking;
 - or
 - ii) payment for bookings is outstanding; or
 - iii) EGS determines that the facility is required for another purpose. In this case, EGS will provide at least five (5) working days' notice.
- 3.4 Pitches may not be sublet or reassigned to any other organisation or individual without written permission from EGS

4. The Hirer

- 4.1 The hirer shall be the person named on the booking form who shall be solely responsible for ensuring that their club, group or association comply with these conditions of hire (to include payment) and other directives given by EGS.
- 4.2 The hirer shall ensure that all persons connected with the booking, including spectators, parents, coaches, officials and their visitors will conduct themselves in a proper and correct manner with due consideration to other users and staff.
- 4.3 It is the responsibility of the hirer to ensure that anyone accompanying children (i.e. persons under 18) and vulnerable adults using EGSs facilities comply with legislation governing the protection of such persons. It is the policy of EGS to seek assurances of such compliance and accordingly it requires confirmation of the following:
 - a) That the Club or Organisation has a child protection policy;
 - b) That appropriate DBS checks have been conducted in relation to all staff and/or volunteers accompanying children or vulnerable adults while on EGS premises; and
 - c) No persons whose checks indicate that he/she is unsuitable to work with children or vulnerable adults will be included in any activities taking place on EGS premises.

5. Use of the facility

- 5.1 The hirer shall ensure that all persons connected with the club (including, but not limited to spectators, parents, coaches and officials) and their visitors comply with the rules and code of conduct.
- 5.2 The hirer shall ensure that the facility and area booked is not used for any other purpose than football or other booking purpose.
- 5.3 The hirer shall be liable and accept full responsibility for any injury, and costs of any damages to the facility / area hired (fair wear and tear accepted) which was a result of the hirer's booking.



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- 5.4 A representative of the hirer must report to the reception before commencing the booking to inform staff of their presence at the facility.
- 5.5 The hirer shall ensure that all kick off times are strictly adhered to and referees are advised accordingly. No extra time may be organised or played without prior approval and the pitch must be vacated five minutes before the end of the hire period. The next team playing has a right to expect to start at the allocated time.
- 5.6 The hirer shall ensure that the facility is vacated no later than the end of the hired period.
- 5.7 The marking out of the 3G pitch for a game or training is pre designated by the markings sown within the synthetic surface (carpet). The hirer shall ensure that no additional demarcation of pitch is undertaken without the expressed permission of EGS.
- 5.8 The hirer shall ensure that the only portable goalposts used are those supplied by EGS and these are erected and anchored strictly in accordance with the recommendations of the Football Association and the manufacturers.
- 5.9 All goals must be moved off the pitch and onto the tarmac bays at the end of every session.
- 5.10 Any equipment used by the hirer must fully comply with FA and Sport England guidance. If the EGS Facilities Management team have any concern with regard to any kit or equipment brought on to the site, it is at their absolute discretion to deny the hirer the use of said equipment. Failure to comply with any instruction to remove the equipment will result in the future bookings being cancelled.
- 5.11 No equipment for hire will be available from the School or lettings manager. Storage of private sports clubs' equipment is not permitted anywhere in the facilities.
- 5.12 Hirers failing to comply with any of these Regulations and conditions will be liable to forfeit use of the 3G on the following basis: a club may be excluded for the rest of the applicable season or for all future seasons; an individual or group of individuals may be excluded for a minimum of four weeks or such longer period as the school deems appropriate; or permanently at the absolute discretion of the school.

6. General regulations

- 6.1 EGS reserves the right for its employees and agents to enter the facility during the hire period for any purpose connected with compliance with the conditions under the Health and Safety and Safety of Places of Sports Act.
- 6.2 Hirers must park in nearby car parks situated at Port Cullis Lodge, St Andrews Church or any designated bays. Do not: double park; park on yellow lines; or park in residential areas. Once again, please respect the privacy of the School's neighbours. Car parking is not available on the lower school at any time.
- 6.3 The display of advertising material, such as signs or banners is prohibited without prior written permission from EGS. EGS reserves the right to remove non-compliant signage.
- 6.4 The hirer must use the facility and its associated equipment in a safe and proper manner. At all times, the hirer must comply with signs or directions given by EGS staff or any other persons authorised by EGS.
- 6.5 The hirer must report any accidents, incidents or incident of damage to Reception immediately.
- 6.6 The Hirer will be responsible for any damage caused to the pitch, changing pavilion and surrounding fencing, either personally or by their members or by the members of the club or individuals against whom the Hirer is playing.
- 6.7 The Hirer may be charged additional fees if the use exceeds the booked time or if the facility requires additional cleaning, restoration, or repairs due to damage deemed by EGS not to be fair wear and tear.

7. Liability and Indemnity

- 7.1 Subject to 8.2 below, EGS is not liable for:



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- (i) the death of, or injury to the Hirer or any of its party and users of the facility; or
- (ii) damage to or theft of any possessions or any property of the Hirer or any of its party and users of the facility; or
- (iii) any losses, claims, demands, actions, proceedings, damages, costs or expenses or other liability incurred by the Hirer in respect of its use of the facility; or
- (iv) the acts or omissions of any other user of the facility.

7.2 Nothing in 8.1 shall limit or exclude the liability of EGS for:

- (i) death or personal injury or damage to property caused by negligence on the part of EGS or its employees or agents; or
- (ii) any matter in respect of which it would be unlawful for EGS to exclude or restrict liability.

8. Insurance

8.1 The hirer shall indemnify EGS against any loss, claims or damages in respect of death or personal injury (other than death or personal injury caused by negligence of EGS, it's servant or agents) and in respect of loss or damage to property arising out of the use of the facility by the hirer or its guests.

8.2 The hirer shall take out a third party public liability insurance policy for the sum of £5,000,000 against any such loss or damage arising out of this indemnity.

8.3 The hirer shall provide EGS with a copy of such insurance.

9. Rights

8.1 EGS or its employees shall not be responsible for any activity of the Hirer at the premises unless it has accepted such responsibility in writing.

8.2 EGS reserves the right to refuse an application for the hiring of the facility or an area within the facility, without being required to give any reason for such refusal.

8.3 EGS may terminate or prohibit use of the facilities at its discretion without prior notice to the hirer. A refund of the hire fee will be processed for any bookings that have already been paid for.

8.4 EGS shall not be liable for any loss or expenditure incurred by the Hirer arising out of this clause.

I am over 18 years of age and I formally accept the terms and conditions as stated above, on behalf of and duly authorised by

School hire ltd to put in check box and date stamp