

FACILITIES

available at UCC



Here at Uppingham Community College, like so many other schools we make our facilities available for community use. These include:

- Sports Hall
- Tennis Courts
- Artificial Turf Pitch (ATP)
- Computer suites
- Arts and music facilities

We also offer spaces such as classrooms for further education, vocational classes and adult learning courses offered through Rutland Adult Education Services.

We are committed to lifelong learning and strive to provide or facilitate high quality learning opportunities providing links that will suit the educational needs of all age groups within our wider communities.

Booking the Facilities

We have the advantage of having facilities that can benefit not only our students but also the wider community.

In November 2006, our All Weather pitch was opened by Steve Walsh, former Leicester City Captain, along with several local dignitaries. The pitch was been made possible through funding from a wide range of sources including the Big Lottery Funding, the Football Association, Rutland County Council, Uppingham Town Council, Arnold Willis & Co Ltd, The Hickenbotham Trust, The Rutland Trust, The Hanley Trust and Get Fit Kids.

Our reputation goes before us with regards to our excellent sporting facilities here in the local community but we can also offer a number of other services. The Drama studio and Community lounge make ideal venues for parties; large or small. The Community lounge is an excellent venue for conferences or training events. Contact the Site Manager to discuss the requirements of your organisation.

Are you a local small business looking for a venue for some break out training or planning days? We can help; contact the College to discuss your needs.

Telephone 01572 823631, or email berridge_s@ucc.rutland.sch.uk

BOOKING FORM
Hire of Premises and Equipment



Please contact the Site Manager at the College to discuss any booking enquiry.

NAME OF HIRER:	
GROUP/ORGANISATION:	
WEBSITE ADDRESS (IF ANY):	
ADDRESS:	
POST CODE:	
TELEPHONE NUMBER:	
E-MAIL:	

Briefly describe the activity you intend to run:

Give any details of your group that you would to be listed on our website:

FOR INTERNAL USE ONLY

(continued overleaf)

Payment amount agreed: £

Please indicate what you require and when:

SPORTS HALL	<input type="checkbox"/>	DRAMA STUDIO	<input type="checkbox"/>	DINING HALL	<input type="checkbox"/>
CLASSROOM	<input type="checkbox"/>	COMMUNITY LOUNGE	<input type="checkbox"/>	GRASS PITCH	<input type="checkbox"/>
ARTIFICIAL TURF PITCH					
1/3 PITCH	<input type="checkbox"/>	2/3 PITCH	<input type="checkbox"/>	WHOLE PITCH	<input type="checkbox"/>

	START		END
DATE	<input type="text"/>	to	<input type="text"/>
TIME	<input type="text"/>	to	<input type="text"/>

If this is a block booking please indicate the day of the week:

MON	<input type="checkbox"/>	TUE	<input type="checkbox"/>	WED	<input type="checkbox"/>	THU	<input type="checkbox"/>	FRI	<input type="checkbox"/>
SAT	<input type="checkbox"/>	SUN	<input type="checkbox"/>						

This booking is to run for weeks

Please indicate if you have any other specific requirements: Eg: room layout, AV equipment, etc

Invoice address: (if different to hirer)

I certify that I am not less than 18 years of age. I have read and retained a copy of the terms and conditions of hire and I agree to be bound by these regulations.

I confirm that any coaches working with children and vulnerable people have undergone the appropriate DBS checks. (please tick)

I agree to pay the full amount for the hire on demand. I also understand that the full amount may be charged if cancellation is received less than 14 days prior to the proposed booking.

I hereby indemnify the Governors of Uppingham Community College against all claims in respect of injury, loss or damage (including damage to College premises and equipment) arising from this letting. (In requesting this, the Governors do not seek to absolve themselves or any employee from liability as owner/occupier of the premises.)

Signed: * Date:

*A person signing on behalf of a group/organisation must be authorised to do so.

Please return your completed booking to:
 Site Manager, Uppingham Community College, London Road, Uppingham, Rutland LE15 9TJ



**UPPINGHAM COMMUNITY
COLLEGE LETTINGS CHARGES**

(With effect from 1 September 2016 to 31 August 2017, subject to annual review)

CATEGORY OF USER

SCALE 1: Lettings within normal opening hours

SCALE 2: Lettings outside normal opening hours

SCALE 3: Charitable Use.

SCALE 4: College Fund-raising (including use by Governors, Staff and PFA).

SCALE 5: Artificial Turf Pitch

SCALE 1: Caretaker on site throughout.			
Weekdays	Sports Hall	£21.00 per hour	£21.00 per additional hour
	Drama Studio	£36.50 per hour	£30.50 per additional hour
	Lounge	£30.50 per hour	£21.50 per additional hour
	Studio & Lounge	£51.50 per hour	£21.50 per additional hour
	Classroom	£21.50 per hour	£15.50 per additional hour
	Dining Hall	£30.50 per hour	£21.50 per additional hour

SCALE 2: Caretaker on site 1 hour to open and 2 hours to close. If additional caretaker cover required – costs to be renegotiated			
Weekends	Sports Hall	£43.50 per hour	£36.50 per additional hour
	Drama Studio	£51.50 per hour	£43.50 per additional hour
	Lounge	£43.50 per hour	£36.50 per additional hour
	Studio & Lounge	£65.00 per hour	£36.50 per additional hour
	Classroom	£43.50 per hour	£36.50 per additional hour
	Dining Hall	£43.50 per hour	£36.50 per additional hour

SCALE 3: (Heating, Lighting, Cleaning & Premises Costs)			
Premises Officer		£21.50 per hour	
		£32.50 per hour at 1.5	
		£43.50 per hour at 2	
Cleaning		£13.00 per hour	
		£19.50 per hour at 1.5	
		£26.00 per hour at 2	
Heating, Lighting & Water		£77.00 per day/block	

SCALE 4: No Charge other than Premises Officer/Cleaning Costs at Scale 3.			
SCALE 5: Artificial Turf Pitch			
1/3 pitch		£25.00 per hour	
2/3 pitch		£41.00 per hour Full	
pitch		£53.50 per hour	
Matches		£82.50	
Mini Football cross field			
pitch 9-10 pm weekdays only		£14.50 per hour	
Discounted rates for Junior Clubs before 8 pm weekdays			

NB: SCALE 1: Normal opening hours are 9.00 am – 10 pm weekdays during term
9.00 am – 4 pm weekdays during holidays

VAT @ the appropriate rate will be added to the above charges where applicable.

TERMS & CONDITIONS

- 1 All bookings must be made through the Site Manager.
- 2 A booking will only be accepted, subject to availability, upon completion of a Booking Form and signed indemnity. If the signed Booking Form is not returned, the hire cannot take place.
- 3 A deposit of up to 50% may be requested in advance for all Scale 1 lettings.
- 4 The College reserves the right to request a security deposit for one-off or large events to cover any additional costs or damage sustained during the letting. Should there be any issues, these will be notified to the Hirer in writing and any dispute will be dealt with by the Principal/Governors.
- 5 A cancellation charge will be made unless 14 clear days' notice of any cancellation of a letting is given in writing to the Site Manager.
- 6 All charges are inclusive of caretaking, cleaning and premises costs (where applicable).
- 7 All charges will be invoiced and are payable within 14 days of invoice date. Should payment not be forthcoming by the due date, interest will become chargeable at a rate of 3% per annum above Bank of England base rate on the outstanding debt on a daily basis until such time as the debt is cleared. Any issues with payment of the invoice must be raised upon receipt of invoice to avoid this charge being applied.
- 8 Persons hiring premises or grounds will be held responsible for any damage to buildings, furniture, equipment or other property and a claim for the repair or replacement of such will be made. Only appropriate footwear should be worn when using the Artificial Pitch or Sports Hall. Light soled trainers/sports shoes only to be worn in the Sports Hall and no metal studs or metal blades to be worn on the Artificial Pitch.
- 9 In respect of the above item, the Hirer will be expected to insure this risk and hold legal liability insurance to cover claims directly arising from their group or organisation's activities.
- 10 If any additional expense is incurred arising from the letting, or any extra cleaning becomes necessary as a consequence of the use of the premises, the person/organisation hiring the College will be responsible for any such expense and charged accordingly.
- 11 The College cannot accept responsibility for any loss, damage, accident or injury arising during the Hirer's use of the premises, or to any member of the Hirer's party.
- 12 The College does hold Hirer's Liability insurance which covers certain events, however, Clubs & Societies must hold Public Liability Insurance.

13 **It is the responsibility of the Hirer to:**

- Ensure all staff of any Club/Society working with children have undergone the appropriate checks (eg CRB, etc)
- Observe the College's **Health & Safety Policy** (provided with booking details).
- Comply with all applicable notices and signs.
- Immediately evacuate the premises by the nearest Fire exit on the sounding of the **Fire Alarm**.
- Observe the College's '**NO SMOKING POLICY**'. All those who use the premises are required to refrain from smoking on the whole site at all times.
- Obtain the necessary licence if alcohol is to be sold.
- Ensure that any equipment intended to be brought into/left on the premises and used is safe and meets the standards of any statutory requirements. This includes PAT testing of electrical equipment.
- Fireproofing of all scenery, props, etc to be used in any performances in accordance with instructions issued by the Licensing Authority.
- Be responsible for obtaining the licence of the owner of the copyright of any dramatic or musical work intended to be performed or sung and must indemnify the College against any infringement of copyright.
- Inform the **Premises Officer** immediately of any **accidents/incidents**.
- Vacate the premises by the time stated on the Booking Form.
- Leave the premises and equipment as found.

14 Toilet facilities are available.

15 **Use of College Kitchen**

The use of the College Kitchen must be separately negotiated and requires attendance by a member of the Catering staff in a supervisory/advisory capacity, the cost of which must be met by the Hirer. Adequate notice of such a requirement must be given in order to ensure a timely response.

16 **Artificial Turf Pitch**

Every effort is made to ensure the pitch is at its best for all users. To achieve this the following should be adhered to:

- Strict Site **NO SMOKING POLICY**' applies even in outdoor spaces
- Rubbish should be placed in litter bins or taken home with users.
- Failure to comply with the above may result in additional charges being made for cleaning.
- Footwear used on pitch must be clean prior to entry to the site, cleaning on the side of the pitch is not acceptable.
- Metal tipped studs or blades must not be worn.
- Access to the pitch must be made from the paths to reduce soiling.
- Dividing nets must not be used in windy conditions.
- If nets or goals are moved during a session they should be returned to their original position at the end of the session
- The pitch must be vacated promptly at the end of the session.

17 **Sports Hall**

- Outdoor shoes should be changed to clean indoor shoes on entry to Hall.
- No food, gum or sweets permitted within the Hall.
- No junior groups should enter the hall until adult supervision has arrived.
- Heating settings must not be altered – Site staff should be contacted if changes required.
- Any equipment used or moved should be returned to its original position at the end of the session.
- The premises should be vacated promptly at the end of the session.

18 **Drama Productions**

- All scenery, props, etc used in any performance must be fireproofed in accordance with instructions issued by the Licensing Authority.
- Hirers must obtain the copyright licence of any dramatic or musical work performed and indemnify the College against any infringement of copyright.