

Spartans Community Football Academy



Letting Policy

General Code of Conduct

The general code of conduct applies to anyone in the Academy building or grounds, attending, participating in or leading a 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 sessional or casual lets already booked cancelled and future access to Academy lets refused, or suspended where further investigation is required to establish the facts.

Should any individual attending the Academy break these rules he or she may similarly be asked to leave the Academy and its grounds and may be refused access to the Academy in the future or suspended pending investigations.

Terms & Conditions

Security and Health and Safety

Those attending the Academy must comply with the instructions of the Development Manager in respect to security and health and safety matters. This may happen in respect to fire drills, vacating the Academy building at the end of a let and, keeping corridors and fire exits clear from obstruction.

Alcohol

Alcoholic beverages may not be brought onto or consumed in the Academy or grounds unless permission is specifically granted by the Development Manager. Unless written permission to consume alcohol has been granted, individuals attending the Academy must not be under the influence of alcohol.

Drugs

Individuals attending the Academy for any let must not be in possession of, consume or be under the influence of drugs.

Smoking

Smoking is prohibited in the Academy premises and grounds/car parks.

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 Academy lets regardless of sex, race or ethnic origin, religion or belief, disability, age or sexual orientation.

Illegal behaviour

All individuals involved in Academy lets are required to act in a way that is compliant with the law.

Dogs

With the exception of guide dogs or hearing dogs, all individuals involved in and or attending an Academy let must not bring dogs on to the grounds of or inside the Academy buildings, except with the prior permission of the Development Manager.

Storage, Equipment and Catering

Storage, equipment hire (if additional to agreed equipment needs) and catering charges are not included in the pricing structure. 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 activity space within Academy by the times specified in the confirmation of let letter, the customer shall be charged for the extra time at the community or commercial rate respectively.

Cancellation and amendment of lets

The let holder must give at least 7 working days notice to cancel or amend the Academy let. If the let holder fails to give the Letting Office sufficient notice the let holder will be charged the community or commercial rate respectively.

The Academy may cancel the lets. However on this occasion the Academy shall endeavour to give more than one weeks notice, however, in urgent circumstances less notice may be given.

Code of Conduct

Those attending, participating in and leading Academy lets have a responsibility to comply with the General Code of Conduct and the Management rules of the Academy.

Child Protection

Organisations and individuals working with children and granted an Academy let must meet the responsibilities set out in the Policy for the Protection of Children in the Academy's facilities.

Incorrect information

Customers found to have provided false information to the Academy Development Manager in the context of applying for a let, consideration for a subsidy and the Policy for the Protection of Children in may lead to the exclusion of the let holder and the organisation.

Loss

Spartans Community Football Academy cannot accept responsibility for any loss of possessions. Customers are reminded that individuals making use of the Academy are at all times responsible for ensuring that personal possessions are adequately looked after.

Damage to Property

Spartans Community Football Academy 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 an Academy let.

Notification of any damage should be made to the Development Manager immediately. Groups and organisations will be responsible for any damage done to the Academy property or other accommodation and/or equipment during the time the group or organisation is making use of the accommodation. The Development Manager may terminate the use of the Academy where group members' conduct is out of step with the code of conduct supplied to the let holder.

Alcohol licences

Where an alcohol licence has been granted for hire of the Community Room for private functions the terms and conditions of this licence must be complied with.

Injury or Harm

Spartans Community Football Academy must be indemnified by the customer against any injury or harm to individuals participating in the Academy let. Notification of any injury or harm must be reported to the Development Manager and the Letting Office immediately. **The customer must take full responsibility for the health & safety and welfare of persons participating in the Academy let.**

Health and Safety

It is the customer's responsibility to ensure that an accurate tally of the numbers attending Academy lets is kept in the event of a fire drill or emergency. Upon visiting the Academy for the first time it is the responsibility of the customer to meet with the representative of the Academy in the Academy premises to be inducted in fire safety procedures for the Academy.

Letting Guide

How to book a let at The Spartans Community Football Academy.

Please read this guide for information on what's available and when, how much our prices are, how to book a let, our child protection requirements and where to get help. For a separate letting application form, contact the Academy.

What's available and when

1. Not all spaces in the Academy are available for let. Some spaces will be reserved for operational reasons. A list of spaces available for let in the Academy is detailed on page 3. This list of agreed spaces may change from time to time.
2. The letting period in the Academy is every day of the year, with the exception of Christmas Day, Boxing Day and New Years Day.
3. The Academy may cancel lets and shall endeavour to give more than one weeks notice.
4. The Academy outdoor facilities are available on weekdays during the letting period between 09:00 to 22:00 and available on Saturdays and Sundays during the letting period between 09:00 to 22:00. The Community Room is available from 09:00 to 23:00 Mon to Wed and 24:00 Thurs to Sun

In exceptional circumstances some organisations may be permitted to store equipment in the Academy. All requests of this nature must be made in writing to the Development Manager and, if assessed to be suitable, shall be subject to additional terms and conditions.

Information about pricing

Meeting Room	£10 per hour	£15 per hour
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1. There are two pricing categories: community and commercial.
2. The community rate is applied to not for profit community groups, with a constitution, bringing benefits to the community. The Community rate is applied at the discretion of the Development Manager.
3. The community rate equates to the cost of opening a facility for community use.
4. The commercial rate applies to all commercial organisations and activities.
5. Customers are charged for the space hours used. A minimum charge of one hour shall apply.
6. In instances where numerous spaces are applied for the Development Manager may use his discretion in arriving at a negotiated price.
7. An additional charge shall be levied should a let overrun. A cleaning charge may also be applied.
8. A late booking charge and cancellation charge may also be levied.
9. In exceptional circumstances, where the furtherance of the Academy objectives is clearly demonstrated, the Board of Trustees may permit the use of the facilities at no charge.

2009 letting charges

Facility	Community Rate	Commercial Rate
Five a side synthetic pitch	£36 per hour	£45 per hour
Seven a side pitch	£30 per hour	£40 per hour
Basketball pitch (hard court)	£10 per hour	£12.50 per hour
Community Club Room (CCR)	£20 for ½ day / £35 for Full day	£30 for ½ day / £50 for full day
Learning Centre	£20 per hour	£25 per hour
Meeting Room	£10 per hour	£15 per hour
CCR (Private Function)	£30 per event	£50 per event

How to book a let

1. A request for a let must be received in writing using the let application form, at least 5 working days prior to the date required. Let application forms are available from the Academy office.
2. There is normally more demand for pitch lets than can be met, so the early submission of an application is important to avoid disappointment.
3. To apply for a community rate an organisation who is not already known to the Development Manager must submit its constitution together with a description of its activities to the letting office at least 3 weeks before the required date of the let.
4. Upon receipt of a let application the Academy shall check the availability of the facility. Should the facility, date or time be unavailable the Development Manager shall contact the customer. If available the Development Manager will process the let application and send the customer a confirmation letter. This letter is not the bill. Invoices shall be sent to the customer at the end of the appropriate billing period. No lets can be confirmed over the phone.
5. A reserve list policy may be applied to spaces for which there is high demand. Unless permission is explicitly granted a let does not include the use of Academy equipment, storage or the use of kitchens.

Child Protection Requirements

1. The Spartans Community Football Academy Child Protection Policy sets out the requirements for customers that run activities in the Academy facilities. This policy is available from the Development Manager.
2. The policy makes it clear that the legal responsibility for ensuring the safety and wellbeing of children (under 18 years) that attend the Academy rests with the individual or organisation that organises the let. The responsibility does not rest with the Academy.
3. In applying for and signing the let application form the customer acknowledges this responsibility and confirms that they adhere to best practice in relation to child protection.
4. Compliance with these child protection responsibilities will require an organisation to have a child protection policy; suitable recruitment and selection procedures for staff and volunteers and registration with an appropriate Child Protection Body: these are the Central Registered Body for Scotland (CRBS); Disclosure Scotland; or an umbrella body registered to CRBS or Disclosure Scotland.
5. Customers that work with children must inform the Development Manager at the time of applying for a let, which Child Protection Body they are registered with.

How to get help

The team in the Academy are here to help you with any questions you may have about the Academy letting.

The Spartans Community Football Academy
Ainslie Park
94 Pilton Drive
Edinburgh
EH5 2HF