

The Wentlows Changing Facilities

TERMS AND CONDITIONS OF HIRE

The Wentlows changing room (portacabin) is owned by Checkley Parish Council and is managed by a Checkley Parish Council..

1. Use of the Centre

Use of the changing rooms is subject to the following rules and in the case of hirers, to certain standard conditions incorporated in this hiring agreement.

2. Equal Opportunities

The changing rooms shall be open to all members of the community in compliance with the provisions of the Equality Act 2010.

3. Use the Changing Rooms

- a) The changing room facilities are for sole use of the football teams paying to use the facilities.
- b) The right to refuse any application for the use of the changing room facilities is reserved by Checkley Parish Council.
- c) All arrangements for the use of the changing room facilities are subject to Checkley Parish Council reserving the right to withdraw the facility at any time with one months' notice.
- d) Out of Season friendlies can be played subject to pitch repairs and 1 months notice must be arranged with the Clerk

4. Key Holder

The Changing rooms are normally available for use at a time suit the individual football team, each manager will be provided with a set of keys to allow them to open and lock the facilities. The keyholder is responsible for ensuring the facility is secured.

5. Maximum Capacity

The Changing rooms is only to be used for two football teams, the officials associated with each team. Non playing supporters are asked not to stay in the changing rooms.

6. Safety Requirements

All conditions attached to the granting of the changing rooms shall be strictly observed. Nothing shall be done to endanger the users of the building and the policies of insurance relating to it and its contents. In particular:

- a) Obstructions must not be placed in the gangways or exits. Exits which must be immediately available for free public access at ALL times.
- b) The fire brigade shall be called to any outbreak of fire.

- c) Highly flammable substances shall not be brought into or used in any part of the building.
- d) No unauthorised heating appliances shall be used on the premises.
- e) The hiring football team must provide their own First Aid box and accident book. This facility does not have a power supply however, all electrical equipment brought onto the premises shall comply with the current Electricity at Work Regulations. Each item must be Portable Appliance Tested by a certified electrician.
- g) There is a strict No Smoking policy in all Checkley Parish Council premises.

7. Supervision

The hirer or person in charge of the football team shall not be under 18 years of age and shall be on the premises for the entire period whilst the changing rooms are in use.

8. Intoxicating Liquor

Must not be on the premises at any time.

9. Storage

The Football Changing rooms must be kept clear of football kits and clothing and other items.

10. Loss of Property

The Parish Council cannot accept responsibility for damage to or loss or theft.

11. Car Parking

The Football Team and supporters can use the carpark provided; they must ensure the car park is:

- a) Clear of cars and secured by the end of the game.
- b) There is ALWAYS enough access for emergency vehicles.

12. Nuisance

- a) Litter shall not be left in or about the Football Changing Rooms.
- b) Except in the case of guide dogs for the blind or deaf, dogs shall not be admitted into the football changing rooms.
- c) Foul and abusive language will not be accepted, and we ask that the neighbouring properties are considered by supporters.

13. Cleaning & Security/Care of Centre

All use of the football changing rooms premises & facilities is subject to the hirers accepting responsibility for returning furniture / equipment to their original position and for securing doors/windows of the premises as directed by the manager. All hirers shall leave the premises & surrounds in a clean & tidy condition.

14. Payment

Hirers will be required to pay the hire fee as soon as they receive the annual invoice. Failure to pay will result in action taken to recover the debt.

15. Additional Safety Measures

All hirers must accept responsibility for the safety of their teams and supporters

It is essential that all access routes, gangways & exits are kept clear at all times & free from obstruction. Parents / carers with buggies or pushchairs must ensure that these do not obstruct access to gangways & exits.

16. The list of charges for damage incurred is as follows and is not exhaustive

- Damage to any part of the inside of the building £75 plus the cost of repair
- Damage to any part of the outside of building £75 plus the cost of the repair
- Damage to fixture and fittings £75 plus the cost of the repair
- Failure to clean properly after use £50
- Failure to lock up properly £30
- Lost keys £20 plus cost of replacement

17. The Clerk must be informed at the earliest opportunity of any problems with the facility.

18. Contacts

Parish Clerk
(Siân Morgan-Owen, 07840 456397 or hello@checkleyparishcouncil.co.uk)

This Wentlows Changing Room Policy was reviewed and adopted by Checkley Parish Council:

Meeting Date:	15 th September 2020
Minute Reference:	09/20-5i
Signed By:	 The Vice Chairman – Cllr Pete Wilkinson
Signed By:	 The Parish Clerk – Siân Morgan-Owen

This Wentlows Changing Room Policy was reviewed by Checkley Parish Council 21st February 2023