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www.cwmbranhigh.co.uk

Headteacher/Pennaeth: Mr M T Sims

Terms & Conditions of Booking

1. Bookings

- 1.1. All bookings for Cwmbran High School facilities must be made via the SchoolHire online platform (<https://schoolhire.co.uk>). This ensures a secure and transparent booking process.
- 1.2. All hirers and users of Cwmbran High School are subject to the Terms and Conditions of Hire and Use as shall be laid down from time to time.
- 1.3. Those wishing to book the facilities must complete the official booking process via SchoolHire. No activity can commence until official confirmation of the booking is received by the applicant person/group from Cwmbran High School through the platform.
- 1.4. Pre-booked pitches/courts/rooms may not be transferred by the hirer to any other person/group without prior approval from the Premises Manager of Cwmbran High School.
- 1.5. The contact person(s) named in the online form will be the person with whom all official communication from the Cwmbran High School Premises Manager will take place. If there are any changes in the details of the group organiser/contact person, the Premises Manager of Cwmbran High School must be informed in writing immediately.
- 1.6. The person named in the booking will be the person responsible for the group, including full payment of the facility before playing, behaviour of those attending the booking, and adherence to the terms and conditions of hire and use of the facility.
- 1.7. All bookings include the time required to prepare, erect, dismantle and remove equipment.
- 1.8. All bookings are in 1-hour sessions which includes 55-minute playing time. This includes the time required to prepare, erect, dismantle and remove equipment.
- 1.9. Bookings for children under 18 years of age must be booked and supervised by a person aged 18 or over.
- 1.10. Users agree to the processing of their data in accordance with the Data Protection Act 2018.
- 1.11. Where clubs or organisations use the facilities prior to any booking being confirmed, a copy of the organisation's safeguarding policy must be provided to the school via SchoolHire. This document should be provided annually during August of each year prior to the commencement of the booking.
- 1.12. Payment for bookings must be made through the SchoolHire platform unless otherwise agreed in writing by the school.

2. Cancellation

- 2.1. A minimum of 48 hours' notice of a cancellation must be given in writing to the Premises Manager of Cwmbran High School.
- 2.2. A cancellation option will be available online via SchoolHire until 48 hours before the booking is due to start. After this time, please notify the Premises Manager at Cwmbran High School via email: school.office@cwmbranhighschool.co.uk.
- 2.3. Failure to do this, or failure to show on the given hire time for the booking, will result in the group being charged for the hire of the facility.
- 2.4. All bookings that have paid by Credit Card via the portal on the school's webpage.
- 2.5. Where multiple bookings have been made, the user can cancel upon providing one week's notice and shall be entitled to a refund of any overpayment of the booking fee.
- 2.6. If the event of inclement weather, Cwmbran High School reserves the right to close the facility. If this happens, every effort will be made to contact the groups directly and a communication will also be placed on the school webpage.
- 2.7. Refunds for cancellations will be processed through the SchoolHire platform in accordance with their terms.

3. State of Premises:

- 3.1. No items should be taken on to the pitch except those needed to play the activity for which the facility was booked. Only water will be allowed. Tracksuit tops etc. should be left at the side in the interests of user safety.
- 3.2. Footwear must consist of either astro trainers, runners or moulded football boots. Cogs and bladed boots are strictly prohibited.
- 3.3. No glass containers or bottles are allowed on site.
- 3.4. The user shall not allow anyone using the accommodation to bring onto the school site anything of a dangerous, inflammable or offensive nature.



- Do anything which could cause a nuisance or cause offence to either other users of the facilities or the occupiers of neighbouring properties.
- 3.6. Smoke or vape anywhere on site.
 - 3.7. Consume food, gum or any drink other than water on the school site.
 - 3.8. Interfere with the activities of the school should a period of hire fall within school hours.
 - 3.9. All jewellery should be removed before playing in the interests of player safety.
 - 3.10. Toilet access will be available only if agreed as part of the booking. Please check your confirmation details on SchoolHire.
 - 3.11. No person who is in the opinion of the Management under the influence of alcohol or drugs will be admitted or allowed on site.
 - 3.12. Money/valuables should be left in a safe area and not in an open area on view at any time.
 - 3.13. Management accepts no responsibility for items lost/stolen on the premises or grounds, or for any loss, damage, or injury occurring, or for any injuries to persons participating in any activity in or on its facilities.
 - 3.14. Any damage done to facilities, property, or equipment, fair wear and tear excepted, must be made good or paid for by the individual, group, club or organisation responsible for the damage.
 - 3.15. Climbing on the nets, swinging from crossbars and any other behaviour likely to lead to damage to the facility or injury is forbidden and will lead to immediate expulsion from the facility.
 - 3.16. Users are required to park in the main car park.
 - 3.17. Users should familiarise themselves with the fire evacuation procedures when using the facilities and in the event of activation listen to and follow instructions provided by the premises team.
 - 3.18. The user agrees to only enter those areas of the building where the activity is taking place.
 - 3.19. Users should note that Cwmbran High School is equipped with Closed Circuit Television (CCTV) system for security purposes. Your activity may be recorded. If you have any questions or concerns regarding the CCTV system, please contact school.office@cwmbrahighschool.co.uk.
4. Code of Conduct:
- 4.1. Persons using the facility must be attired according to their intended activity.
 - 4.2. No activity, which could be misconstrued or give offence to other patrons, or to surrounding neighbours, will be permitted.
 - 4.3. Special consideration must be given to neighbours living near the facility. No excessive noise, conduct or general nuisance will be tolerated and offending users will be removed.
 - 4.4. Supervising personnel must be obeyed at all times during the hire. They are responsible for ensuring compliance with the Terms and Conditions of Hire and Use and have the authority to remove users from the facility.
 - 4.5. Non-acceptance of supervisory personnel's decisions or any aggression or violence towards supervisory personnel will not be tolerated and may result in the removal of those involved from the premises and the cancellation of all future bookings.
 - 4.6. Only players and trainers/coaches are permitted inside the pitch during a booking time. For safety reasons children under the age of 18 are not allowed inside during a booked session unless they are officially part of the booking and of the activity for which the booking was made.
 - 4.7. No use will be permitted outside the operational hours of the pitch. Anyone breaching this rule will be removed.
 - 4.8. Management may involve the Police in enforcing this and other rules.
 - 4.9. The Management decisions on admission, allocation, use, operation, or closure of the facilities is final.
 - 4.10. Failure to comply with these Terms & Conditions may result in immediate termination of the booking and refusal of future bookings
5. Insurance & Liability
- 5.1. All clubs, organisations, and hirers must hold valid Public Liability Insurance with a minimum cover of £5 million (or as required by the school) and provide a copy to the school via the SchoolHire platform before the first booking.
 - 5.2. It is the responsibility of the hirer to ensure that all participants are covered by appropriate insurance for the activity being undertaken.
 - 5.3. Cwmbran High School accepts no liability for: loss or damage to personal property; injury to persons participating in any activity on its premises; or any indirect or consequential loss arising from the use of the facilities.
 - 5.4. Hirers agree to indemnify Cwmbran High School against any claims, costs, or damages arising from their use of the facilities, except where such claims arise from the negligence of the school or its employees.
6. The Management reserve the right to:
- 6.1. Introduce, amend or delete such rules as may be required from time to time due to the needs of the service or due to changing circumstances.



Levy charges and fees as it considers appropriate for the use of facilities or services, and to alter such charges or fees at their sole discretion.

- 6.3. Refuse admission or the continued use of the facilities to any person or group who in their opinion are in breach of any management rule, or whose behaviour is such that it interferes with the safe, efficient operation of the facility.
- 6.4. Close the facilities for maintenance repair, holidays, or for any other reason. Where such closure occurs, no claim shall lie against Cwmbran High School, its management, staff or personnel in respect of loss or inconvenience suffered.

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