

## Wilburton Parish Council Recreation MUGA Use Lettings Policy

### **The Purpose of the Policy**

The purpose of this policy is to set out the basis under which the MUGA facility may be used by the public and sports clubs. This policy has been drawn up by the Parish Council to provide instructions on how such lettings should be managed.

### **Policy Statement**

Wilburton Parish Council is able to provide assurances that the MULTI USE GAMES AREA is accessible for community use, and we agree to make these facilities available between the hours of 8.30am to 10pm through controlled lettings, managed and paid for by bookings software on the Wilburton Parish Council website. For completeness on this matter this statement covers the MUGA at the Recreation ground and that it will be made available to the community, with the following rules: -

- **Footwear restrictions will apply, no studs or cleated soles whatsoever.**
- The Lettings Fee is defined by and agreed by Wilburton Parish Council. This is reviewed annually during the annual budget meeting.
- The fees and terms and conditions of use can be found on Wilburton Parish Council website.
- Wilburton Parish Council reserve the right to terminate any letting where there is evidence that the persons booking the facility is in breach of any of the terms and conditions of hire or effects unnecessary damage to the facility.

### **Hours of Use**

Hours of use for the facilities are determined by our approved planning permission to be between the hours of 8.30am and 10pm. The facility will be locked when not in use but can be accessed the code, once booking is successfully completed. At all times the facilities will be managed by Wilburton Parish Council and users will be expected to abide by the Terms and Conditions.

### **Summary**

The Recreation Ground has been designed with high regard for community access and availability. Wilburton Parish Council is committed to supporting and enriching the lives of those from the local community. As such letting of the facility is constantly reviewed to ensure that it meets the needs of the local community in terms of the cost, quality and variety of activity. The facilities will be managed by the Groundskeeper under the management of Wilburton Parish Council.

### **Wilburton Parish Council Lettings Procedure**

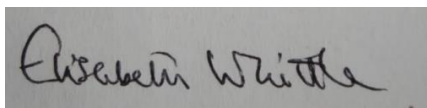
- Hirers must apply on book and pay on the website and must confirm that they have read and agreed the terms and conditions of hire.
- For regular lettings an invoice will be sent at a regular interval by agreement.
- No refunds will be given if the hirer is unable to fulfil his/her part of the Lettings Agreement.

## **Terms and Conditions of Hire**

All such lettings shall be subject to the following terms and conditions:

### **Responsibility of Hirer**

1. It is the Hirer's responsibility to leave the facility in a satisfactory state and to remove their own rubbish. The Hirer is responsible for any breakages or damage.
2. All organisations will be expected to have Public Liability Insurance; evidence of the insurance must be submitted.
3. Smoking is not permitted anywhere on the facility and no alcohol is permitted on the premises at any time.
4. For the benefit of all our customers and local residents we would ask that you do not use abusive language whilst at the facility.
5. Only service animals are admitted to the facility.
6. No food or drink is allowed in the MUGA.
7. Any dispute relating to the hire of the facility will be referred to the Wilburton Parish Council.
8. The person making the booking will be responsible for payment, behaviour of their group and any damage caused by group members.
9. To respect the facility and community. This includes vacating the facilities promptly and quietly, careful not to cause any purposeful damage or to deface any of the facilities and surrounding area.
10. Wilburton Parish Council reserve the right to refuse admission, or to evict, any person from the facility.
11. Should Wilburton Parish Council require their facility that is normally used by a block booking for the purposes of a special event or similar, we will inform any block bookings affected with a minimum of 7 days' notice in writing.
12. Repeated failure to pay or appear for the booking will result in termination of the entire block booking.
13. It is the hirer's responsibility to ensure that any photographs or videos involving children are only taken and used with prior consent of the child's parent / guardian.
14. Wilburton Parish Council will not be held liable for accident to person(s) or loss of property by any person or organisation during or in connection with bookings at any of the facilities on the Recreation Ground. Anyone entering or using the facility does so at his or her own risk, and Wilburton Parish Council accepts no liability in respect of any loss, damage or injury, howsoever caused. It is the hirer's responsibility to undertake a risk assessment of their activities. Any accidents that do occur should be noted in the facility accident book and reported to the responsible person.



Cllr E Whittle – WPC Chair 2024