



## **NEWLAND SCHOOL FOR GIRLS**

# **Community Use Scheme**

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## **NEWLAND SCHOOL FOR GIRLS COMMUNITY USE SCHEME**

### **INTRODUCTION**

Newland School for Girls, as part of its commitment to raising achievement, attainment and aspirations in its local community, will work collaboratively with other local schools and colleges, the City Council, businesses and local community groups to embed a progressive learning and leisure culture. Part of the Hull City Council and Building Schools for the Future commitment for the building of new schools was to see 'transformational learning' across the City and to provide community schools as a resource embedded in the life of the local people. Newland School for Girls will fulfil these ambitions for its local communities. Our vision is to be recognised for our positive learning environment, where high expectations and mutual respect lead to the very best personal and academic achievement for all.

The interior of the school is vibrant to contrast, connect and excite. With a welcoming entrance and access to a range of services to ensure that the community are enticed to access and use the opportunities, facilities and services that lie beyond. The extended provision will not only encourage more parents and other adults into the school, it will enable the school to lead learning for the wider community. BSF has given the opportunity to provide an enhanced range of facilities (sport & recreation, ICT, etc) that benefit students, local and extended community throughout the year.

Sport and physical activity is central to our learner entitlement and to our extended provision. Our approach to PE and sport is inclusive and ensures that all learners can take pride and pleasure in being active through a wide range of physical activities to respond to the needs and interests of all pupils. We recognise that for some young people sport is key to being and feeling successful and that this is a powerful motivator for further learning. This is closely allied to being healthy which we interpret in the widest sense.

A newly built 4 court sports hall with first class changing and nearby refreshment facilities not only benefit students but also the community alike. The sports hall boasts two separate shower and changing rooms as well as accessible changing, shower and toilet facilities. The sports hall layout is to Sport England standards for basketball, badminton and netball and a Club size trampoline, the sports hall also has an electronic scoreboard. To further enhance sport provision, the school will also have a health and fitness suite and a multi use games area for the provision of netball and tennis.

The Community Use Scheme which the school will operate is designed to offer maximum opportunities for community engagement subject to normal restrictions on the use of educational premises.

Please see details of Sports and Non-Sports Activities available to the Community in Appendix 1 and use associated booking form to book your activity on Section 2, page 12.

## SECTION ONE

### Conditions for Lettings

#### 1. Aims and Objectives

1.1 The parties hereto agree to support the development and use of Newland School for Girls sports facilities in order to pursue the following aims:

- (i) To increase and improve the quality of sporting and physical activity opportunities for the pupils of the school in curricular and extra-curricular sports activities.
- (ii) To provide opportunities for local people and sports organisations to participate in sport and physical activity, to develop their skills particularly among low participant groups.

1.2 In accordance with the above aims the parties agree that community use sport specific will have the following objectives:

- (i) To maximise Community Use of the school's sports facilities during term time and school holidays for the agreed hours each day.
- (ii) To give priority use to badminton, trampoline and netball programmes during the Community Use Period. These programmes may include:
  - opportunities for beginners, for people wishing to improve their skills via programmes of coaching and competition and training for players, coaches and officials;
  - specific activities aimed at attracting new participants to form the following priority groups:
    - 16 and under;
    - 45 and over;
    - girls and women;
    - lower socio economic groups;
    - black and ethnic minorities;
    - people with disabilities;
    - other specified target groups agreed between the parties to this Agreement.
  - a balanced programme of use which satisfies school needs and provides for a wide range of community sport including provision for:
    - development initiatives;
    - casual use;
    - league and tournament competition from junior to senior levels
    - organised club sessions;
    - coaching and officiating courses;
    - children and/or adult education courses.

## 2. General

- 2.1 The school's facilities shall be used only for the purpose(s) specified on the booking form and use must not adversely affect either the school or other community users.
- 2.2 The school's facilities and sports pitches will be available for bookable community use between the hours of 17:30 and 21:30 on Monday to Friday during term time, when not being used by the school. Bookings will also be available for use out of term time Monday to Friday of 08:00 and 15:00 hours.
- 2.3 If the school's facilities users should wish to make use of the changing rooms after a booking please note for operational reasons the users will be required to stop using the facility half an hour before close to enable shut out at 21:30. Therefore, those using changing rooms will need to exit the facilities at 21.00 at the latest. If your booking ends before 21.30 this requirement does not apply.
- 2.4 In the event of any user seriously or persistently abusing this policy the school shall be entitled to suspend use immediately.
- 2.5 All applications for letting should normally be made at least one calendar month before the date required, so that any points of doubt may be clarified. All fees must be paid on receipt of an invoice from the school. Users will be invoiced monthly in arrears.
- 2.6 The school shall be free from liability if the facilities are not available through causes outside the school's control, eg examinations, elections.
- 2.7 Any cancellations by the user for single or a series of bookings must be notified to the school with at least one week's notice. Failure to notify the school in time may result in a charge being made.
- 2.8 The school reserve the right at any time to alter the charges after giving three calendar month's notice to the user group. The school reserve the right to alter its policy or pricing on a yearly review.
- 2.9 The school reserves the right to alter, amend or add to the conditions of use at any time and such alterations will be effective after giving at least 30 day's notice to the user group.

## 3. Loss or Damage / Indemnity / Insurance matters

- 3.1 The school shall not be liable for any loss or damage to the user or any person(s) admitted to the premises by the user except where the same is due to the negligence of the school or any person for whom the school are responsible.
- 3.2 The school requires the user to make good any loss or damage caused to facilities or property on the premises during the hire period and to remove any litter for which the user is responsible.
- 3.3 In completing and submitting a booking form, the user agrees:
  - (i) to indemnify the Local Authority or the school in respect of liability for:
    - personal injury (whether fatal or otherwise); and

- any other loss or damage, costs and expenses where the liability arises directly or indirectly out of this agreement, except where liability arises wholly or partly from negligence or breach of statutory duty by the Local Authority or the school.

- (ii) For the period of hire to maintain an adequate public liability insurance policy with an insurance company of repute against the user's legal liability, including the indemnity at 2.2 above arising from the use of the facilities by the user and to produce on request to the school the insurance policy and the current premium renewal receipt.

#### 4. Specific Conditions

- 4.1 Community use must not interfere with the statutory obligations of the school to deliver the curriculum.
- 4.2 Users must not smoke on school premises, inside or outside the buildings.
- 4.3 The use of the school's kitchens is not permitted. It may be possible to book the school's caterer to deliver catering facilities for an event and this should be indicated in the initial contact regarding a booking.
- 4.4 The use of any footwear, equipment, chemicals or other materials which may cause damage to school floor surfaces is not permitted.
- 4.5 All users shall familiarise themselves with notices related to health, safety and fire precautions displayed around the school premises. Please note that there is a fenced off Rain Attenuation area at the eastern side of the sports field (just behind the MUGA). This is strictly out of bounds as it is likely to be full of water. All users must incorporate this within their Risk Assessments.
- 4.6 No portable electrical equipment supplied by the hirer must be connected to the fixed electrical supply unless it has undergone periodic testing and certification for electrical safety at least annually by a competent person, in accordance with the Electricity at Work Act 1989. The school reserves the right to inspect the documents at any time.
- 4.7 The user shall ensure that the school premises are left in a clean and tidy condition. Failure to do so will result in an additional charge being made.
- 4.8 No person under the age of 18 may make a booking for use of school premises.
- 4.9 No bookings will be accepted from groups known to have aims and objectives that conflict with the school's commitment to equal opportunities; this includes aims and objectives that discriminate on the grounds of disability, gender, sexuality, race or religion.
- 4.10 Car parking, where available, is at owner's risk. The user must ensure that entrance roads are kept free and access for emergency vehicles is not obstructed.
- 4.11 No permanent furniture shall be introduced onto the premises without the prior permission of the school or governing body.
- 4.12 The user will make arrangements for:

- (i) The acceptance onto the premises and the removal of any property required for the user's own purposes;
  - (ii) The removal unless otherwise agreed on the expiry of the hire period of such property, or the hiring fee will be continued on a daily basis and no responsibility will be taken by the school, governing body or Local Authority for its security or removal.
- 4.13 Hire of school premises does not include use of equipment or materials, unless stated in the booking confirmation. A charge will be made for such items if their use is requested. Where the equipment is specialised, a suitable person must be present to supervise its use. No equipment or fittings must be removed or adjusted without the previous approval of the school.
- 4.14 Sole hirers (individuals as opposed to clubs/ groups) of school facilities must be the sole instructor for all activities undertaken and always present during booked time.
- 4.15 The start and finish times of bookings must be strictly adhered to.
- 4.16 The school reserve the right to cancel any pre-booked allocations in case of bad weather/ pitch condition. It is the responsibility of the school to notify in advance to all clubs/individual.
5. Child Protection
- 5.1 Where activities involve children, users are responsible for ensuring that their staff / volunteers have and continue to hold a current and satisfactory Disclosure from the Criminal Records Bureau.
- 5.2 The school requires written confirmation that satisfactory Disclosures have been obtained.
- 5.3 The school requires a copy of the group/clubs Safeguarding Policy prior to commencement of letting for activities involving children, young people and vulnerable adults. You must also have or be working towards approval of your safeguarding policy by the Hull Safeguarding Board (the Board can assist and work with any groups to do this, please contact [hscb@hullcc.gov.uk](mailto:hscb@hullcc.gov.uk))
- 6 First Aid and Emergencies
- 6.1 The Third Party should arrange for first aid qualified personnel to attend medical emergencies during the Hire Period. For tournaments, competitions or other large events, the Third Party shall, where required by the Governors, contact the British Red Cross or St John's Ambulance Brigade and arrange, at the Third Party's sole cost, to have a qualified person from such an organisation in attendance at all times during the Hire Period. There is no access to Site First Aiders, however the school's premises staff are able to contact the emergency services.
- 6.2 In the event of a fire the Third Party must ensure that Third Party Users evacuate the site premises by the nearest exit and assemble in the designated muster point on the multi use games area, please see Appendix 3 for location of the muster point. The school's premises manager must be informed by the Third Party in advance of any particular Third Party User who may require assistance in the event of an emergency.

- 6.3 It is the hirer's responsibility to take a register of all their delegates at the beginning of their session to act as a fire register in the case of 6.2 above or for any other evacuation or emergency procedures.
- 6.4 All accidents and incidents must be reported to the school's Site Facilities Manager. Copies of the relevant report should be sent in writing no more than 7 days after the event to the address below.

Newland School for Girls  
Site Facilities Manager  
Cottingham Road  
HULL  
HU6 7RU

## 7. Risk Assessment

- 7.1. Risk assessments, which take the school's risk assessments and policies into account where relevant, must be lodged with the school for information prior to the commencement of any activities. The school may comment on the risk assessment (although it is under no obligation to do so) and any concerns raised by the school must be addressed before the activity takes place. The hirer/user group is responsible for carrying out any necessary actions identified or required as a result of the risk assessment.

## 8. Public Entertainment

- 8.1 Premises which are licensed for public entertainment are subject to the conditions of appropriate licences, which must be complied with by the user.
- 8.2 Where premises are not licensed, the promoters of any entertainment which requires a licence is responsible for ensuring it is obtained before use of facilities.
- 8.2.1 When facilities are hired for public entertainment or meetings, the user shall ensure that sufficient stewards are available at exits and entrances to maintain order. Maintaining order is the sole responsibility of the user.
- 8.3 No dramatic, musical or other work in which a copyright subsists shall be performed on the premises unless the consent of the owner of the copyright has been obtained. The USER shall indemnify the school against all claims made against them for breach of copyright.
- 8.4 The consumption of alcohol will only be allowed in the course of functions organised by responsible bodies, with the prior approval of school and subject to normal licensing arrangements. It is the responsibility of the user to make enquiries of the Clerk to the Licensing Justices to ascertain licensing arrangements and to ensure that all the relevant licensing requirements are met and observed before the use of facility.

## 9 Martial Arts

Organisers and instructors shall be members of a body recognised by Sport England (where there is a recognised body). Applications and re-applications for use of premises must include the name of the organisation of which they are a member.



## 10 Sports Groups

Sports groups or their instructors must be members of OR registered with the appropriate sporting National Governing Body and comply with that body's policy on coaching.

- 10.1 If appropriate, to establish a community hub in the school to support voluntary sector groups to help raise standards of coaching, education and training, administration, volunteering and performance pathways in the Hull area.
- 10.2 Allow affiliated organisations to manage and administer junior and senior leagues.
- 10.3 When groups are working with young people the group must have or be working towards (Achieving within 12 months) the appropriate National Governing Body accreditation (e.g. Club Mark/Charter Standard).
- 10.4 Sports groups or their instructors must be members of, or registered with the appropriate sporting National Governing Body and comply with that body's policy on coaching.
- 10.5. National Governing Body sports programmes may be promoted through forward planning of developmental activities at times which best suit the priority groups to cater for eligibility of use during the Community Use Period. These programmes may include:
  - (i) opportunities for beginners, for people wishing to improve their skills via programmes of coaching and competition and training for players, coaches and officials.
  - (ii) specific activities aimed at attracting new participants to form the following priority groups:
    - 16 and under;
    - 45 and over;
    - girls and women;
    - lower socio economic groups;
    - black and ethnic minorities;
    - people with disabilities;
    - other specified target groups agreed between the parties to this agreement.
  - (iii) a balanced programme of use which satisfies school needs and provides for a wide range of community sport including provision for:
    - development initiatives;
    - casual use;
    - league and tournament competition from junior to senior levels
    - organised club sessions;
    - coaching and officiating courses.

## 11 School Management Responsibilities

The Headteacher of the school will be responsible for community use and lettings of the school's facilities in line with this community use agreement. The Headteacher

may chose to delegate responsibility for the detailed day to day management of this policy to a designated member of staff, whilst still retaining overall responsibility. If there is a specific concern about any particular letting or activity, the Headteacher will consult with the Chair of Governors (or appropriate alternative) who is empowered to make decisions on behalf of Governors. Booking requests should be made via the school's Site Facilities Manager.

#### 11.1 The school shall:

- (i) Be responsible for the facility and will resource manage and routinely maintain it in a manner that will allow achievement of the aims and objectives set out in section 1 above.
- (ii) Make available the sports facilities on the occasions and times herein specified for school use and use by the community.
- (iii) Provide lights and such other amenities as required for the facility and its intended use.
- (iv) Insure and keep insured the school against all usual commercial risks including public liability in its full reinstatement value.
- (v) Effect repairs and make good accidental damage arising out of or occasioned by the use of the school premises and sports facilities or in the event of damage by an insured risk. The user would have the responsibility to pay costs incurred.
- (vi) Establish with Governors a practical policy framework for managing and operating the Facility during periods allocated for community use and for use by the School. Within the financial constraints imposed by Part 2 Chapter VI of the Education Act 1996 as amended and the Governing Body's Instrument of Government this framework should seek to enable:
  - a policy of affordable pricing which clearly demonstrates the capability of achieving the targets for community use defined above (this would be subject to affordability for the school). Please see FAQ 4 on page 18.
  - the promotion and forward planning of developmental activities at times which best suit the Priority Groups;
  - equal opportunities of access for the principal use groups;
  - flexibility to extend access beyond the defined Community Use Period provided that this does not adversely affect the school's curriculum requirements and conversely to relinquish control temporarily on reasonable request and notice given by the Governing Body;
  - easy and accessible booking arrangements for Casual Use.
  - regular review of the programme bookings during the first three years of operations of the Facility under this Agreement.
  - allow affiliated organisations to manage and administer junior and senior leagues.

## 12 Mechanism for Review

Newland School for Girls reserves the right to change the terms and conditions associated with this Community Use Scheme (including the prices levied) to suit prevailing market conditions.

A formal review of the scheme, including the pricing policy contained in Appendix 1, will be undertaken by Governors during the summer term. Any changes will be notified to users before the start of the summer term and will take effect from the 1<sup>st</sup> September of the next academic year.

13. Duration of Agreement

13.1 This Agreement will remain in force for a period of three years from September 2017.

13.2 There will be a regular review of the programme bookings during the first three years of operations of the facility under this Agreement

## SECTION TWO

### Booking Form

1. Booking Details (*Please complete full details of lead person making the booking*)

<b>Surname</b>	
<b>Initials</b>	
<b>Title (eg Mr, Mrs, Ms)</b>	
<b>Address and Postcode</b>	
<b>Daytime Telephone No</b>	
<b>Evening Telephone No</b>	

2. Booking Information (*Please complete fully*)

<b>Name of User</b> (Organisation, Team, Individual)						
<b>Name and contact details</b> of person with lead responsibility throughout all bookings.						
<b>Purpose or activity</b> for which booking is required.						
<b>Facilities Required</b> Please consult schedule of charges for details of facilities available and charges; please specify all facilities required. <i>Please see Appendix 1</i>						
<b>Dates Required</b>		From :		To :		
Day(s) of the week required, please tick and complete times and frequency.	Day	Tick days required	Time including preparation and clearing up.		Frequency ie Weekly, fortnightly, four weekly, monthly.	Other Comments
			From	To		
	Mon					
	Tues					
	Wed					
	Thurs					
Fri						

<b>Category Of Use</b> <i>Please See Appendix 2</i>			<i>*Please complete category of booking here.</i>					
<b>Numbers involved</b>	Estimated Total Number Attending		of which Age 0 – 16		of which Age 17 – 24		of which Age 24 +	
	Male	Female	Male	Female	Male	Female	Male	Female
Total number of people attending and break down of age group								
Of those attending, approximately how many:	live in Hull?		are children who attend this school?		are parents/carer/ guardian of children who attend this school?		are disabled?	

*\*Evidence may be required.*

### Booking Declaration

I hereby declare that I am over 18 years of age. I have read, understand, agree and hereby accept on behalf of the aforementioned organisation the school's 'Conditions for Lettings' detailed in Section One.

I agree to pay the appropriate fee on receipt of an invoice (if applicable).

I confirm that:

- I have an adequate public liability insurance policy (see Insurance Statement and Questionnaire)
- I have attached a copy of the risk assessment for the activity.
- All staff/volunteers working with children have and continue to hold a current satisfactory Disclosure from the Criminal Records Bureau.
- I have attached a copy of the safeguarding policy where a booking is for children, young people activity and/or vulnerable adults.
- If a sport children/young people booking: we have obtained / are working towards the sport Governing Body relevant accreditation scheme.
- We are working towards achieving Accreditation within One Year of this agreement.

**Name of Organisation, Team or Individual:** .....

**Authorised Signature:** .....

**Printed Name:** .....

**Date:** .....

## SECTION THREE

### Insurance Statement and Questionnaire

#### Statement

The Importance of Public Liability Insurance to any organisation or person hiring school premises is that their Insurers undertake to protect them against their legal liability to pay compensation for death, bodily injury or disease to third parties or loss of or damage to their property. It is not unusual nowadays to see Courts award settlements well in excess of £1million following serious injury to single individuals. Obviously, the risk of a catastrophe on this scale is remote but clearly it is essential that every hirer of school premises is adequately insured because few will have the financial resources to meet their liabilities without appropriate insurance.

- Newland School for Girls carries its own liability insurance but this cannot deal with claims for injury to third parties or loss of or damage to their property caused by the organiser, team or any individual hiring school premises.
- The organisation, team or individual hiring school premises must therefore arrange their own insurance as clearly stated in the Hire Conditions. In this respect, the limit of indemnity under their Public Liability Policy must not be less than £5million.

#### Questionnaire

It is necessary for you to have your own Public Liability insurance as the School's insurance cannot protect you as the hirer against your legal liability to pay compensation for accidental death of, or bodily injury to, third parties or accidental loss of, or accidental damage caused to their property. You will appreciate that this is a risk which must be avoided in everyone's interests.

**IF YOU DO NOT HAVE PUBLIC LIABILITY INSURANCE, YOU MUST NOT USE THE SCHOOL'S FACILITIES**

Name of the organisation, team or individual insured. <i>(Must be the same as Name of user on Page 12)</i>	
Insurer and branch	
Policy Number	
Renewal Date	
Limit of Indemnity	
Does the policy include Club Member to Club Member Insurance (If appropriate)?	Yes/No
Does the policy include Damage to Premises?	Yes/No

The school needs evidence of continuity of Public Liability Insurance cover and requires you to provide a written statement to this effect on each renewal date. You must also notify the school immediately if cover is changed, lapsed or cancelled.

**Name of Organisation, Team or Individual:** .....

**Authorised Signature:** .....

**Printed Name:** .....

**Date:** .....

After fully completing both parts the Community use of Newland School for Girls Booking Form and Insurance Statement and Questionnaire, please send to:

Newland School for Girls  
Site Facilities Manager  
Cottingham Road  
HULL  
HU6 7RU

Email: [admin@newland.hull.sch.uk](mailto:admin@newland.hull.sch.uk)  
Tel: (01482) 343098  
Fax: (01482) 441416

#### DETAILS TO BE CONFIRMED

- 1 If your application is accepted a letter of confirmation will be sent to you.
- 2 The booking has not been confirmed until you receive this confirmation in writing.
- 3 Please note: It is essential that any sole hirer must be the sole instructor for all activities undertaken and always present during the booked times.

## SECTION FOUR

### Frequently asked Questions

Question	Answer
How do I book school facilities?	Complete the booking form, Insurance statement and Questionnaire on pages 12-15 of this document and send completed booking form and copies of supporting documents to the address detailed on page 15. Once your booking has been accepted a confirmation letter will be issued within five working days.
How much will I have to pay?	Details of costs can be found at Appendix 1. These costs are per hour from the first hour onwards. Bookings for more the one hour but less then full hours thereafter should be discussed with the Premises Manager (full contact details on page 15) who will give an accurate rate for use of part hours after the first hour. <b>When planning use, please remember to add into your booking time, time for setting up and clearing up after use.</b>
How do I pay for the sessions I use?	The school will invoice you on a regular period. Invoices should be paid promptly in full. Please discuss with the school if arrangements other then an invoicing system are preferred.
Why do I have to pay?	Any use of the school building outside of school core times carries a cost. School core times are from 8.00 to 1730 hours Monday to Friday in term time only. Any use of school facilities outside of these times carries a cost to the school. Legally the school cannot use a budget that is for the education of children at that school for any other activity. Therefore, activity in a school outside of core school hours must be paid for separately and not out of the school budget. This cost therefore, must be passed onto any group or organisation wishing to use school facilities outside of core school times.
How do I know that my booking is accepted?	The school will write to you confirming your booking within five working days of receiving your booking form.
What do I need to do if I no longer need the booking?	You must inform the school immediately if your booking or any elements of your booking is no longer required. You must give at least five working days notice. Once your booking has been accepted you will be charged for the full booking and invoiced on a regular basis. If you fail to give at least five days notice to cancel all or elements of your booking you will still be charged.
What should I do when I arrive at the school?	When you arrive at the school, inform the Site Facilities Manager at the Reception that you have arrived and complete the attendance sheet. This is the official record of your attendance and use of the site. You should then ensure that risk assessments are fully completed and do a check of the facilities under your risk assessment processes. Bring any concerns to the attention of the Site Facilities Manager. Deliver your activity as normal and before you leave the site, ensure that you have left it in the condition that you found it in. Tidy up and clear away any debris. Please inform the Site Facilities Officer when you are leaving the site.
Who is my school contact in relation to my booking?	Your school contact in relation to all Community use Bookings is the Site Facilities Manager, full contact details on page 15.



## SCHEDULE OF CHARGES

*(All Prices are for 1 Hour use only or stated otherwise)*

Facility	Commercial Rate	Discounted Rate
Basic Classroom	£15	£15
Specialist classroom (including use of equipment)	£50	£25
	Weekends £70	£50
Sports Hall including use of changing rooms (per hour including warm up and use of pre and post match changing)	£35	£18
	Weekends £45	£23
Sports pitches including use of changing rooms per match (not exceeding 2 hours) including warm up and use of pre and post match changing)	£35	£18
	Weekends £45	£23
Athletics (summer) including use of changing rooms	£20	£15
	Weekends £25	£20
MUGA for tennis, netball, hockey, five aside including use of changing rooms and showers (per hour including warm up and use of pre and post match changing)	£20	£15
	Weekends £25	£20
Fitness Suite (full suite booking) including use of changing rooms	£25	£20
	Weekends £35	£25
Main Hall	£50	£37
	Weekends £75	£56
Drama studio	£25	£15
	Weekends £28	£20
Dance Studio and changing room	£25	£15
	Weekends £28	£20
Dining Hall ( <u>not</u> including kitchen)	£20	£15
	Weekends £30	£22
Setting out chairs/tables (minimum one hour)	£13	£9
	Weekends £18	£13
Technician support (minimum two hours)	£25	£18
	Weekends £37	£28

*Hospitality may be available upon request.*

**Car parking/Cycle Stand**

The school will provide free car parking in the main site car park, along with access to cycle parking where and when required by the facility users.

**NB - See Appendix 2 to determine the correct rate for your booking.**

Vat will be added where a sports facility (sports hall, fitness suite or pitch) is used for a sporting activity and is a one off booking. Non-sporting activities and block bookings for sporting activities are VAT exempt. Lettings with more than basic facilities provided (eg visual aids, music/PA systems and stages) are standard rated for VAT.

## DEFINITION OF USER GROUPS &amp; CATEGORY OF CHARGE

Description	Definition	Category
<b>Area Committees</b>	Area committee meetings or other Local Authority area meetings.	Discounted Rate
<b>Childcare - Private</b>	Childcare provisions organised and managed by a private organisation/ business. Profit making and paying salaries to staff.	Commercial Rate
<b>Childcare - School</b>	Childcare provision organised and managed by the school. Childcare within the school linked to extended school provision.	Discounted Rate
<b>Childcare - VolCom</b>	Childcare provision organised and managed by the Voluntary/ Community sector. None profit making.	Discounted Rate
<b>Councillor Surgery</b>	Councillors Surgery.	Commercial Rate
<b>Education - HCC</b>	Education organised and managed City Councils Adult Education Department.	Discounted Rate
<b>Education - Other</b>	All other education not connected to the Local Authority.	Commercial Rate
<b>Other</b>	Any other group that does not fit into another definition.	Commercial Rate
<b>Private Group - Non Profit Making</b>	Private groups that are non profit making. This would include things like Neighbourhood Watch.	Discounted Rate
<b>Private Group - Profit Making</b>	All other private groups that are profit making. This would include things like Slimming Clubs, Weight Watchers etc.	Commercial Rate
<b>Registered Charity</b>	Registered Charities.	Discounted Rate
<b>Scouts / Guides</b>	Scouts, Guides, Brownies etc	Discounted Rate
<b>Sports Fitness - Private Group</b>	Sports and fitness activities such as Dance, Gymnastics, Judo, Martial Arts where the group is organised and managed by an individual or a company as a business. This would include those groups where the children pay for the training and the manager of the activity is paid a salary to deliver the training. Many dance groups, Martial Arts; boxing etc might fall into this group.	Commercial Rate
<b>Sports Fitness - VolCom</b>	Sports and fitness where the activity is delivered on a non-profit making basis. This should only include those activities where the person delivering the training is not paid a salary but works purely on a voluntary basis. This might include things like Senior Citizens fitness group.	Discounted Rate

<b>Sports Team</b>	Team sports such as Football and Netball for children and young people up to 17 years old.	Discounted Rate
<b>Sports Team - Adults</b>	Team sports such as Football and Netball for adults and young people over 18.	Commercial Rate
<b>Youth Group - HCC</b>	Youth groups run by Hull City Council	Discounted Rate
<b>Youth Group – VolCom</b>	Youth groups run by the Voluntary Community sector.	Discounted Rate



