Community Use Agreement

September 2026

Approved by:	Full Governing Body
Date of issue:	September 2026
Next review due by:	September 2027

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1. Introduction

This Community Use Agreement relates to the use of Coquet Community School's indoor and outdoor facilities including the 3G pitch at Acklington Road, Amble in connection with Planning Permission 25/10254/VARCCD. The land is owned by Northumberland County Council.

This agreement is made on 1 August 2025.

2. Parties

- The Governing Body of Coquet Community School
- Northumberland County Council

3. Recitals

Planning Permission was granted by Northumberland County Council for the Development subject to conditions. Condition 36 of the Planning Permission requires that an agreement shall be submitted to the local planning authority for approval to demonstrate how community access to the indoor and outdoor facilities will be managed for community use.

The Governing Body and Northumberland County Council wish to enter into this agreement to make the facilities available (when their use is not required by the Coquet Community School) for use by the local community to promote participation in community activities and encouraging provision of community facilities in compliance with the terms and conditions of this Agreement and Condition 36.

The Council is the owner of the land and Coquet Community School is responsible for their use.

4. Definitions and Interpretation

In this Agreement the following words or phrases have the corresponding meanings ascribed to them unless the context otherwise requires:

Casual Use	means availability for any individual(s) or groups to book the Facilities in advance for use on a pay-as-you-play basis, where space is available
Community Use	means use of the Facilities by the local community including organised sports clubs, organisations and for casual use.
Community Oversight Committee	means representatives key stakeholder groups, as defined in this agreement, to support with the oversight of the facilities
Development	means Facilities for which Planning Permission has been granted

Facilities	means all lettable indoor and outdoor facilities, unless otherwise stated
Governing Body	means the representatives of the school who sit on the management committee as defined in section 11
Management Committee	means the management committee as defined in Appendix 7 of this Agreement
Parties	means the parties to this Agreement
Partnership Clubs	means clubs with English FA accreditation
Planning Permission	means planning permission 25/01254/VARCCD granted by Northumberland County Council on 1st August 2025
Priority Groups	means those groups identified by the Parties as being under-represented for the particular activity engaged in
Review Committee	means representatives of each of the Parties to this Agreement or their nominees

5. Aims

The Parties agree to pursue the following aims to ensure:

- facilities are available for local community, sporting and other organisations outside of the school's core hours
- all facilities open to the public and other users are well managed and maintained and operating a safe fashion
- facilities are hired out in a way that is safe within current legislation and following government guidelines
- charges for the use of the premises cover the cost of hire and sustainability of high-quality Facilities and equipment
- the letting of the premises does not interfere with the school's primary purpose of providing education to its pupils.

6. Objectives

In accordance with the above aims the Parties agree to the following objectives:

- To maintain a balanced programme of use that satisfies the Coquet Community School’s needs and provides for a wide range of community provision

- To provide facilities at a cost to the user which is in line with local norms for other facilities under the control of Northumberland County Council or other schools who are subject to an agreement involving Northumberland County Council.

7. Areas available for hire

The school will permit the hire of the following areas:

- Sports hall
- Activity studio
- MUGA
- Grass pitches
- Assembly hall
- Meeting rooms
- Standard classrooms/seminar rooms
- Food technology classroom
- Performing arts studio
- Music practice room
- Library
- Floodlit 3G pitch (estimated from 2027)

8. Charging principles and rates

8.1 Principles

The rates for hiring out different areas are listed in the table in the section below.

Hirers will fall into one of two categories:

- Category 1: Personal use and charitable/non-profit making community groups
- Category 2: Commercial organisations or organisations that charge a fee for activities.

Charges will be determined by the school and agreed by the Governing Body. This will take into account operational and capital costs, local and regional benchmarking, and inflation. This will be enacted in accordance with and pricing obligations in any existing or future grant funding agreements.

Charges will be published on the school website. Appendix 1 shows the charges for the academic year 2026/27.

The school reserves right to amend pricing at any time typically this will be affected from September each year.

The school has discretion to reduce or waive letting fees if activities support the core aims of the school.

The school will apply a 10% discount to charges for block bookings of 10 sessions or more if booked at the same time.

8.2 Cancellations

We reserve the right to cancel any agreed hiring with a minimum of 72 hours' notice.

A full refund will be issued if the school cancels a hire. The school shall not be liable for any indirect or consequential losses, including (without limitation) any loss of profits, loss of business or the loss of any revenue arising out of the cancellation of any hire.

The hirer of the premises can cancel any hire, the amount of notice given will determine the cancellation fee:

- over 72 hours - no cancellation charge
- 48-72 hours - 50% charge
- less than 48 hours - 100% charge.

9. Availability

9.1 Community spaces and timings

During year 1 of community use of the new building the school will review community lettings' requests and timings.

The school facilities will be available from 4:30pm to 10:00pm during the week and there is availability during the school day, weekends and school holidays. See Appendix 2 for the availability for academic year 2026/27.

9.2 Car parking

There are two car parks at Coquet Community School. Community users may use either car park, leaving their car at their own risk.

10. Booking process

10.1 Facilities, excluding 3G pitch

Those wishing to hire the premises can email lettings@ccsamble.co.uk to express interest and request availability. Hirers should also read the terms and conditions of hire (Appendix 3).

The hirer will receive acknowledgement and will be asked to complete a booking form (Appendix 4) and return it along with any insurance and DBS certificates to lettings@ccsamble.co.uk, where appropriate. Casual users not affiliated with a specific group, club or organisation will be covered by school's third party insurance.

Once these are received, approval of the request will be determined by the Premises Manager. When approved, we will send out a booking agreement (Appendix 5) confirming the date and time; an invoice with details of how to submit payments will be included. We will also send on details of the emergency evacuation procedures and other relevant health and safety documents. At this time, the school will confirm the hirer's public liability insurance and DBS certificates are recorded as appropriate.

We ask that the hire fee shall be paid in full before the date of each hire.

We reserve the right to decline requests for hire, including where the organisation does not uphold the values of the school or reputational damage may occur.

10.2 3G pitch

The booking process will be confirmed prior to the opening of the 3G pitch.

11. Management

The Governing Body and Coquet Community School agree to split the management of the Facilities.

11.1 Facilities, excluding 3G pitch

All Facilities, excluding the 3G pitch, will be managed by the Governing Body. This will be supported by a Community Oversight Committee in accordance with the terms of reference of Appendix 6.

The Governing Body agrees to:

- make the Facilities available as per Section 9
- provide lights, heating and other amenities as required for the Facilities to be used properly
- maintain full reinstatement value insurance of the Facilities against all usual commercial risks including public liability
- keep the Facilities in good working order and repair accidental damage arising from damage by an insured risk
- implement recommendations received by the Community Oversight Committee wherever reasonably practicable

The Community Oversight Committee will meet once a year and produce an annual report linked to the Facilities for the Governing Body summarising matters of the past 12 months, including recommendations for future use.

11.2 3G pitch

The Governing Body and the Coquet Community School agree to:

- establish a management committee within nine months of the date of this Agreement to develop community use of the 3G pitch in accordance with the terms of reference and constitution of Appendix 6 to this Agreement
- be responsible for managing the 3G pitch to support the aims and objectives set out in this Agreement
- make the 3G pitch available as per Section 9
- develop specific agreements with Partnership Clubs that will regularly use the 3G pitch
- provide lights, heating and other amenities as required for the 3G pitch to be used properly
- maintain full reinstatement value insurance of the 3G pitch against all usual commercial risks including public liability
- keep the 3G pitch in good working order and repair accidental damage arising from damage by an insured risk

Under these terms of reference, the Management Committee will, in accordance with this Agreement, seek to establish a practical policy framework for the management and operation of the 3G pitch during agreed periods of Community Use.

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 include:

- agreement with user groups and clubs of an affordable pricing scheme which clearly assists the aims and objectives of this Agreement whilst seeking to recover the marginal costs and where possible make some provision for replacement of end-of-life assets, so that the use can be financially sustainable

- agreement with all parties regarding promotion, forward planning, take-up targets for activities and review of performance
- ensuring that the 3G pitch complies with all legislation and guidance in force of this Agreement relating to equal opportunities of access, where appropriate
- flexibility to extend access beyond the defined Community Use Period provided that this does not adversely affect the Coquet Community School's activities
- straightforward booking arrangements for partnership bookings
- regular reviews of the programme bookings during the first 12 months of operations of the 3G pitch, and on an annual cycle thereafter

Coquet Community School will liaise with the Management Committee to enforce the above as well as pricing, promotion, targets, performance review, targets for promotion of activities, and any other matter raised by signatories to this Agreement. The Management Committee shall include representatives from the Governing Body and the school's Executive Leadership Team.

The Management Committee will meet each school term (three times per year) and produce an annual report linked to the 3G pitch for all signatories and clubs summarising the financial and operational matters of the past 12 months.

12. Financial matters

Where the marginal costs of operating the Facilities for Community Use are recovered from users, the Governing Body and Northumberland County Council agree to use this money towards the development, ongoing support, improvement and upkeep of the Facilities, including:

- contribution to a contingency fund for major maintenance, repairs and ultimately renewal of fixed life elements of the Facilities
- increasing the use of the Facilities by staging special promotions or by offering discounted rates of hire
- improving and increasing the stock of sports equipment for use in connection with the Facilities
- staffing the facility to improve the service.

The operation of the Facility must be self-financing without impact or financial support from the Coquet Community School's budget.

13. Safeguarding

The school is dedicated to ensuring the safeguarding of its pupils at all times. It is a requirement of hire that hirers abide by the schools' requirements in respect of safeguarding. Any failure from the hirer in this respect will result in the hire being terminated.

It is the responsibility of the hirers to ensure that safeguarding measures are in place while hiring out the space.

If there is a chance that those hiring the premises will come into contact with pupils, for example if the hire occurs during school hours, or when pupils may be present in the school (during after-school clubs or extra-curricular activities), we will ask for confirmation that the hirers have had the appropriate level of DBS check.

The hirer will be required to have appropriate safeguarding policies in place, including safeguarding and child protection, and shall provide copies of these policies on request to the

school. The exception to this is where the hirer is a casual user and is not affiliated with a specific group, club or organisation; in these circumstances, the hirer will adhere to the school's safeguarding and child protection policies.

The hirer confirms that, should any safeguarding concerns present themselves during the hire of the school premises, they shall contact lettings@ccsamble.co.uk as soon as reasonably practicable.

The hirer understands that if our school receives an allegation relating to an incident where an individual or organisation is using our school premises for running an activity for children, we will follow our usual safeguarding procedures and inform our Local Authority Designated Officer (LADO).

14. Health and safety

Prior to any letting, the school will conduct a visual inspection of the hire space.

It is the responsibility of the hirer to ensure the space is safe to use prior to their activity and inform the school if there are any concerns. The Terms of Hire provides further guidance on insurance and liability – this includes first aid, accident reporting and qualification requirements.

15. Marketing and promotion

Coquet Community School will be responsible for marketing and promoting the Facilities in accordance with the agreed aims and targets.

16. Monitoring and review

16.1 Facilities, excluding 3G pitch

The Governing Body and Coquet Community School will review all elements of this policy linked to the Facilities, excluding the 3G pitch, annually.

The Community Oversight Committee will produce an annual report for the Governing Body summarising operational matters and recommendations for the future. This will be presented by the Chair of the Community Oversight Committee at an appropriately timed Governing Body meeting.

Any updates will be approved by the Governing Body.

16.2 3G pitch

Three months prior to the date on which the management committee produces its annual report linked to the 3G pitch, Coquet Community School shall make available to a review committee the details of all usage, bookings, maintenance and financial matters relating to the Community Use of the 3G pitch, to assist with the development and improvement of community provision.

The review committee shall include representatives from the school, the Governing Body, and Northumberland County Council Sports Development, or their representatives.

The review committee shall undertake the assessment of the adequacy of the implementation of this Agreement in relation to:

- hours of use of the 3G pitch
- the pricing policy
- compliance with aims and objectives of this Agreement
- advertising and marketing
- financial performance of the 3G pitch so far, and projected financial forecasts
- maintenance costs

The review panel shall prepare a report based on the above assessment and prepare recommendations as to how Community Use of the 3G pitch can be further developed and improved.

Coquet Community School shall implement all reasonable recommendations of the review panel as soon as reasonably practicable.

In the event any significant changes are required to this Agreement as a consequence of each or any annual review, prior written approval of each of the Parties to this Agreement shall be required.

Coquet Community School shall not materially reduce the level of community access to the 3G pitch without the prior written approval of Northumberland County Council.

17. Duration of agreement

This Agreement shall operate for so long as Coquet Community School Facilities are provided in accordance with the Planning Permission.

18. Authority

The Governing Body warrants that it has the full right and authority to enter into this Agreement.

19. No variations

This Agreement may only be varied in writing by a document executed by all the Parties hereto.

20. No agency

Nothing in this Agreement shall be construed as creating a partnership, a joint venture, a contract of employment or a relationship of principal and agent between the parties hereto.

21. Severability

If any term condition or provision contained in this Agreement shall be held to be invalid unlawful or unenforceable to any extent such term condition or provision shall (save where it goes to the root of this Agreement) not affect the validity, legality or enforceability of the remaining parts of this Agreement.

22. Waiver

No term or provision of this Agreement shall be considered as waived by any party to this Agreement unless a waiver is given in writing by that party.

23. Non-assignability

This Agreement is personal to the parties and none of them shall assign sub-contract or otherwise deal with their rights or obligations without the prior written consent of the others.

24. Governing law and jurisdiction

This Agreement shall be governed by the laws of England and Wales and the parties submit to the exclusive jurisdiction of the courts of England and Wales.

25. Appointment of sub-contractor

Coquet Community School shall have the right to appoint a sub-contractor to carry out the duties of the Council under this Agreement. The school will ensure that:

- any sub-contractor appointed is of adequate financial standing and has the necessary technical skills and competence
- the sub-contractor enters into an agreement with the Parties to this Agreement that they will be bound by all of the terms of this Agreement

26. A Party ceasing to exist

In the event that either the Governing Body or a club ceases to exist or is wound up this Agreement shall continue in force between the remaining Parties and the Council shall seek to continue to have the Facilities made available for community use in accordance with this Agreement.

27. Change of school category

The Governing Body and the Council both agree not to take any step to change the category of the School's pursuant to the provisions of the School Standards and Framework Act 1998 as amended without seeking to secure the continued community use of the Facilities in accordance with this Agreement

Appendix 1: Charging rates

The rates for hiring each area are as follows. A 10% discount will be applied to block bookings of 10 or more sessions when booked at the same time.

Sports Hall – per hour charge	FULL HALL	COURT
Category 1	£30	£12
Category 2	£36	£14
OUTDOOR MUGA – PER HOUR CHARGE	FULL MUGA	COURT
Category 1	£24	£12
Category 2	£29	£14
ACTIVITY STUDIO – PER HOUR CHARGE		
Category 1	£25	
Category 2	£30	
ASSEMBLY HALL	PER HOUR	
Category 1	£30	
Category 2	£36	
FOOD TECHNOLOGY CLASSROOM / PERFORMING ARTS STUDIO – PER HOUR CHARGE		
Category 1	£25	
Category 2	£30	
MUSIC PRACTICE ROOM – PER HOUR CHARGE		
Category 1	£10	
Category 2	£12	
Meeting room / CLASSROOM / seminar / library – per hour charge		
Category 1	£15	
Category 2	£18	

Sports Hall – per hour charge	FULL HALL	COURT

GRASS PITCHES	WEEKDAY - PER HOUR CHARGE MINIMUM 2 HOUR BOOKING	WEEKEND - SESSION CHARGE 9.00AM TO 12NOON OR 12NOON TO 3.00PM
Category 1	£30 (up to 2 pitches or 1 running track) £10 (additional pitches)	£100 (up to 2 pitches or 1 running track) £10 (additional pitches)
Category 2	£36 (up to 2 pitches or 1 running track) £12 (additional pitches)	£120 (up to 2 pitches or 1 running track) £12 (additional pitches)

3G*	PER HOUR CHARGE (ESTIMATED)					
	FULL PITCH 11V11		HALF PITCH 9V9		¼ PITCH 5V5	
	PEAK (SEP TO APR)	OFF PEAK (MAY TO AUG)	PEAK (SEP TO APR)	OFF PEAK (MAY TO AUG)	PEAK (SEP TO APR)	OFF PEAK (MAY TO AUG)
Category 1	£90	£60	£50	£35	£29	£20
Category 2	£108	£72	£60	£42	£35	£24

**Charges for the 3G pitch are currently estimated and are subject to change by Northumberland FA following their consultation linked to the 3G pitch development.*

The school reserves the right to increase prices in line with increases to operational costs (3G pitches will increase in line with inflation). Prices will be reviewed on an annual basis.

Appendix 2: Availability

Community space	Day	Evening	Weekend/Holiday
Sports hall	Monday 1.30pm to 3.30pm* Tuesday 9.00am to 12noon* Thursday 9.00am to 11.00am*	4.30pm to 10.00pm**	8.00am to 9.00pm**
Activity studio	Monday 1.30pm to 3.30pm* Tuesday 9.00am to 12noon* Thursday 9.00am to 11.00am*	4.30pm to 10.00pm**	8.00am to 9.00pm**
3G pitch (from 2027)	NA	4.30pm to 10.00pm**	8.00am to 9.00pm**
MUGA Grass pitches Assembly hall Meeting rooms Classrooms Seminar rooms Food classroom Performing arts studio Music practice room Library	NA	4.30pm to 10.00pm**	8.00am to 9.00pm**

*The sports hall is used for formal internal and external assessments for 29% of the calendar year. This is broken down into:

- 1 week mid-October
- 2 weeks early November
- 4 weeks end of February until end of March
- 8 weeks early May until late June

Specific dates will be provided to those wishing to book.

One court will be available in the sports hall for evening bookings during the assessment windows.

There is scope to book the activity studio for more hours during the school day (depending on the PE timetable), this can be discussed with the school.

**Subject to demand and availability.

Appendix 3: Terms and Conditions of Hire

The following terms and conditions must be adhered to in the hiring of the school premises. Any breach of these terms will result in cancellation of future hires without refund.

1. “Hirer” means the person or entity identified in the relevant hire request form.
2. The hirer shall pay the full amount as stipulated by the school, and shall not be entitled to set off any amount owing to the school against any liability, whether past or future, of the school to the licensee.
3. The hirer shall occupy the part(s) of the premises agreed upon as a non-exclusive licensee and no relationship of landlord and tenant is created between the hirer and the school by this licence.
4. The hirer shall not sub-licence any of the premises under the licence.
5. The hirer shall not use the premises for any purpose other than that agreed upon in the licence, as set out in the hire request form.
6. Any additional uses of the premises not agreed in writing by the school will result in the immediate termination of the licence.
7. The school shall retain control, possession and management of the premises and the hirer has no right to exclude the school from the premises.
8. The hirer shall be responsible for all matters relating to health and safety and shall be responsible for those in attendance during the specified time including providing appropriate first aid.
9. The hirer must take out its own public liability insurance with a reputable insurer approved by the school and, where requested by the school, shall provide a copy of the relevant insurance certificate no less than 10 days before the start date of the licence. Casual users not affiliated with a specific group, club or organisation will be covered by the school’s third party insurance.
10. The hirer shall not conduct, nor permit or suffer any other person to conduct, any illegal or immoral act on the premises, nor any act that may invalidate any insurance policy taken out by the school in relation to the premises.
11. The hirer shall indemnify and keep indemnified the school from and against:
    a. Any damage to the premises or school equipment;
    b. Any claim by any third party against the school; and
    c. All losses, claims, demands, fines, expenses, costs (including legal costs) and liabilities, arising directly or indirectly out of any breach by the hirer of the licence or any act or omission of the hirer or any person allowed by the hirer to enter the premises
12. Save that nothing in the licence shall exclude or limit either party’s liability for personal injury or death arising from the negligence of either party or any other liability that cannot be excluded by law, the school shall not be responsible for any losses of a direct or indirect nature, and its maximum liability to the hirer shall not exceed the total fees paid or to be paid to the school by the hirer under the licence.
13. Any cancellations by the school made with less than 72 hours’ notice will be refunded.
14. Any cancellations by the hirer received within 48 and 72 hours of hire will receive a 50% refund. Cancellations received with less than 48 hours’ notice will be charged the full fee.

15. The hirer will read the emergency evacuation procedures and be ready to follow them in the event of a fire or other similar emergency.
16. The hirer will leave the premises in the condition it was found in, leaving the area clean and tidy and not leaving any of their own equipment behind.
17. The hirer will report any defects and accidents or near misses to lettings@ccsamble.co.uk as soon as reasonably practicable.
18. The hirer will ensure suitable clothing is worn at all times and is appropriate for the activity. When using the 3G pitch, moulded football boots must be worn by those participating.
19. The hirer must provide evidence of qualifications relevant to the role they will undertake, where relevant.
20. The hirer must provide evidence of an appropriate DBS check where relevant.
21. The hirer shall not display any advertisement, signage, banners, posters or other such notices on the premises without prior written agreement from the school.
22. If the hirer breaches any of the terms and conditions, the school reserves the right to terminate the licence and retain any fees already paid to the school, without affecting any other right or remedy available to the school under the licence or otherwise.
23. The hirer will acquire all appropriate additional licences for any activities they are running, including those required for use of any third party intellectual property.
24. The hirer is responsible for carrying out any risk assessments of the premises relating to the activities it is running.
25. The hirer shall comply with all applicable laws and regulations relating to its use of the premises.
26. The school's premises hire policy, the relevant hire request form submitted by the hirer and the relevant hire confirmation letter issued by the school shall apply to and are incorporated in the licence.
27. This licence shall be governed, construed and interpreted in accordance with the laws of England and Wales.
28. The school and the hirer irrevocably agree that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim arising from this licence.

Appendix 4: Booking Form

Name of organisation / group / team	
Contact name	
Contact address	
Telephone number	
Email address	
Date(s) requested	
Start time	
Finish time	
Frequency	
Premises required e.g. sports hall / dance studio / pitch	
Description of activity	
Equipment required	
Maximum number of participants and age	
Any additional information or requests	
Public liability insurance (please provide a copy of your certificate of insurance)	

DBS (if working with children under 16) Membership No & Expiry Date. (We will need to see the certificate in advance of the initial booking)	
Relevant qualifications or affiliations	
Details of First Aider	

Safeguarding

Coquet Community School is committed to safeguarding and promoting the welfare of children and young people. The responsibility for ensuring that safeguarding measures are in place or being adhered to rests with the third party provider, (i.e. the Hirer) not the school. Hirers providing services to children must have policies, procedures and DBS in place to ensure children's safety and these must be supplied to us on request

All Hirers will need to read and comply with the Coquet Community School Child Protection and Safeguarding Policy. This policy is available on request or under the policies section on our website. Safeguarding concerns must be emailed to lettings@ccsamble.co.uk.

Declaration

I confirm that I have read and understood the CCS Community Use and Lettings Policy, including Terms and Conditions of Hire and agree to abide by the requirements and submit the appropriate documentation.

You will be issued with an invoice and booking agreement once this has been approved by the Premises Manager.

Name:

Signature:

Date:

Appendix 5: Booking Agreement

(insert name of hirer)

(insert Area of Hire) – (Insert Dates & Times)

Door access card number - (Insert Number)

We're pleased to say the area you've requested is available and we'd be happy to allow you to use the area for the purpose you have requested, subject to the linked Terms and Conditions of Hire.

Based on the length of time and area requested, the full amount for the hire will be:

[insert amount, and where relevant, explain that this includes an additional cleaning fee].

You can pay us directly by cash at reception or bank transfer. We request full payment of the fee prior to each hire date.

Door access card provided allows access to the sports hall, changing and toilet facilities.

We've linked the following documents, please make sure you're familiar with these before the date of hire:

- Details of emergency evacuation procedures in the event of a fire/similar emergency
- Child protection and safeguarding policy
- Health and safety policy
- Terms and conditions of hire

You can contact lettings@ccsamble.co.uk with any questions about hiring the premises.

Emergency contact details

Andy Dellbridge	07483103259
George Gordon	07483103258
Scott Keenan	07966221044 (Premises Manager)

Agreement

The hirer has adequate and appropriate insurance cover in place for the activity to be carried out and has forwarded a copy where necessary. The exception to this is where the hirer is a casual user and is not affiliated with a specific group, club or organisation; in these circumstances, the school will provide appropriate third party insurance cover.

The hirer is familiar with the policies and procedures outlined above.

The hirer agrees to all hire charges as outlined by the school and agrees to pay all lettings fees in advance of each hire date. If payment is not received in advance the building will not be opened for the letting and your 4 digit pin code will be inactive.

The hirer confirms that he/she is over 21 years of age, and that the information provided on this form is correct and accepts the hire cost stated below. Casual users not affiliated with a specific group, club or organisation must be 16 years of age.

Signed:

Date:

Appendix 6: Community Oversight Committee Terms of Reference and Constitution for the Facilities

1. Purpose

- To review progress against agreed aims and targets: programming and usage and to provide an annual report with recommendations for future use to the Governing Body of **Coquet Community School** on those topics
- To recommend strategies for future facility developments and community engagement at the School

Membership shall include from each of the following:-

a) Coquet Community School
b) Governing Body
c) Chair of Amble Town Council
d) Northumberland County Council

The Chair shall have the following roles:

Role of Chair:

- To direct and control the meetings of the committee.
- To cast a further vote if necessary to resolve any tied decision(s).
- To represent the committee at other meetings and functions as necessary.

A Secretary will be elected by the full committee at the first meeting of each financial year (September to August) and will serve for one full year.

Role of Secretary:

- To compile and maintain minutes of all meetings.
- To compile and issue agendas for meetings in a timely fashion.
- To take care of all communications to and from the committee.

2. Operation

a) The full committee will convene at least once per annum. Additional meetings will be held as considered necessary by a simple majority of members.
b) Day to day operation will be the responsibility of Coquet Community School.
c) The Governing Body have overall responsibility for implementing recommendations where reasonably practicable.

3. Reporting

a) Minutes of committee meetings will be maintained.
b) A formal annual report will be issued making recommendations linked to policy, programme, usage and future developments.

Appendix 7: Management Committee Terms of Reference and Constitution for the 3G pitch

1. Purpose

- To monitor progress against agreed aims and targets: programming, usage and financial and to provide regular reports for the stakeholders of **Coquet Community School** on those topics
- To decide on policy issues e.g. pricing, the framework of sports programmes and staffing
- To ensure effective partnership working between the School and organisations involved in Community Use
- To determine strategies for future developments at the School and timetables for their implementation

Membership shall include representative(s) (or their nominee) from each of the following:-

a) Coquet Community School
b) Governing Body
c) Northumberland Football Association
d) Northumberland County Council
e) All partner organisations (those with regular block bookings at the site)

The Chair shall have the following roles:

Role of Chair:

- To direct and control the meetings of the committee.
- To cast a further vote if necessary to resolve any tied decision(s).
- To represent the committee at other meetings and functions as necessary.

A Secretary will be elected by the full committee at the first meeting of each financial year (April to March) and will serve for one full year.

Role of Secretary:

- To compile and maintain minutes of all meetings.
- To compile and issue agendas for meetings in timely fashion.
- To take care of all communications to and from the committee.

2. Operation

a) The full committee will convene at least 3 per annum. Additional meetings will be held as considered necessary by a simple majority of members.
b) Coquet Community School will resolve day to day issues. Whilst Coquet Community School has full authority for any decisions, they must adhere to the policy framework established by the full committee.
c) Day to day operation will be the responsibility of Coquet Community School.
d) Sub-groups/committees may be formed by the management committee if considered necessary or desirable.

3. Reporting

a) Minutes of committee meetings will be maintained.
b) A formal annual report will be issued to cover policy, financial and sports development matters.

c) Other specific reports requested by other committee members when possible.

IN WITNESS whereof the hands of the parties or their duly authorised representatives the day and year first above written.



Signed by _____

Duly authorised by Coquet Community School

Signed by _____

Duly authorised by Northumberland County Council