



Fairfield Community Sports Hub Lettings Policy

1. Purpose The purpose of this policy is to ensure the effective and fair management of all bookings and lettings at Fairfield Community Sports Hub (FCSH). The studio and 3G pitch facilities are available for hire by local groups, individuals, and organisations, supporting recreational, educational, and community activities.

2. General Booking Information

- **Availability:** The studio and 3G pitch are available for hire between 9am - 9pm Mon-Fri and 9am - 5pm on weekends, subject to availability.
 - **Booking Process:** All bookings must be made in advance through the FCSH Booking System. Online bookings can be made via pitchboooking.com. Telephone and in-person bookings are available during opening hours.
 - **Confirmation:** A booking is only considered confirmed once the payment has been received or the booking agreement signed.
 - **Payment:** Payment for hire is due upon confirmation of the booking. Accepted methods of payment are made through [pitchbooking](http://pitchbooking.com) or bank transfer
 - **Cancellations:** Cancellations made less than 1 days before the scheduled hire will incur a cancellation fee of 100% of the total hire fee. Cancellations made more than 2 days in advance will receive a full refund.
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3. Studio Hire

- **Capacity:** The studio is available for hire for activities such as fitness classes, meetings, workshops, or events or parties. The maximum capacity is 20 people. Birthday parties also require the party room to be booked at an additional £20 for an hour for food and drink
- **Facilities:** The studio is equipped with mirrors, sound system, lighting, heating, etc. Users are responsible for ensuring that the space is used appropriately and that all equipment is used safely.
- **Restrictions:**
 - No food or drink is permitted in the studio unless otherwise agreed in advance.

- The studio must be left in the same condition it was found, including cleaning any mess and returning furniture to its original position.
 - No smoking or vaping is allowed in the studio or within the premises of the sports hub.
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4. 3G Pitch Hire

- **Capacity:** The 3G pitch is suitable for football.
 - It can accommodate up to 40 players depending on the type of activity.
 - **Equipment:** The hire of the pitch includes basic goals and markings for football. Any additional equipment (e.g., cones, nets, or special requirements) must be arranged and agreed upon in advance.
 - **Use:** The pitch is a **3G synthetic surface**, and users must wear appropriate footwear (e.g., moulded studs or flat-soled shoes). Metal studs, blades, or boots with cleats are strictly prohibited to prevent damage to the surface.
 - **Restrictions:**
 - No food or drink is permitted on the pitch. Water is allowed but must be in non-glass containers.
 - Users must ensure the pitch is clear of litter, equipment, and personal belongings after use.
 - Children under the age of 14 must be supervised by an adult while on the pitch.
 - No unauthorised vehicles are allowed on or near the pitch area.
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5. Terms of Use and Conduct

- **Liability:** All users must accept responsibility for the safety and well-being of participants during their booking. FCSH will not be held liable for injuries or accidents that occur during the hire period.
 - **Insurance:** Hirers must hold appropriate insurance for their activities. FCSH recommends that hirers take out public liability insurance if their activity involves a large number of people or high-risk activities.
 - **Code of Conduct:** All users of FCSH must adhere to our Code of Conduct, which includes:
 - Respecting other users and staff members
 - Maintaining good behavior at all times
 - Using the facilities safely and responsibly
 - Ensuring no damage is done to the facilities
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6. Health and Safety

- **Emergency Procedures:** All hirers must familiarize themselves with the emergency procedures for the venue, including fire exits, assembly points, and first aid kit locations.
 - **First Aid:** A basic first aid kit is available on-site. If additional medical support is required, please contact staff immediately. Hirers are responsible for ensuring that first aid procedures are followed if needed.
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7. Equal Opportunities

Fairfield Community Sports Hub is committed to providing an inclusive and welcoming environment. We encourage participation from all members of the community, regardless of age, gender, disability, race, or background. All users must comply with equal opportunities principles during their bookings.

8. Complaints and Feedback

If you have any complaints or would like to provide feedback on your experience at Fairfield Community Sports Hub, please contact the management team at fcsh.finance@gmail.com . We value your input and strive to improve our services.

9. Amendments to the Policy

This policy may be reviewed and amended from time to time. All changes will be communicated to hirers in advance.

10. Contact Information

For all bookings or further inquiries, please contact:

Fairfield Community Sports Hub
Drumgeith Road, Dundee, DD4 0JX
Phone: 01382 397232
Email: fcsh.finance@gmail.com
Website: fairfieldcommunityhub.co.uk

Acknowledgment and Agreement:

By signing below, you acknowledge that you have read and understood the Lettings Policy and agree to adhere to its terms and conditions:

Signature of Hirer: _____

Date: _____