



## **OAKLEY & DEANE PARISH COUNCIL – SPORTS PITCH HIRE RULES**

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The purpose of this draft document is to put on the table proposed rules for the hire and use of sports pitches and facilities at Newfound and Peter Houseman sites owned and operated by Oakley and Deane Parish Council (O&DPC) for use by Sports Club Organisations (SCOs).

O&DPC with this document sets out the principles, intends to work collaboratively and co-operatively with all SCOs who wish to use the facilities named and sets out parameters for a successful partnership operation.

O&DPC will provide:

- Marked pitches as agreed on a season by season basis
- Facilities for training sessions
- Rental of the facilities for special events such as football tournaments
- Pavilion facilities including utilities
- Limited storage facilities at the pavilions and shared storage at the compound at Newfound based on separate storage agreements with each SCO
- Other facilities owned and operated by O&DPC
- Limited Car Parking on site

SCOs must accept the following conditions:

1. The fields and facilities at the Newfound and Peter Houseman sports grounds are publicly owned and the use of these facilities by SCO are heavily subsidised by public money.
2. O&DPC, representing the community of the Parish of Oakley and Deane, is the controlling authority and operator for said sports fields and facilities.
3. SCO must not sublet any of the subject facilities to any other organisation.
4. Serious and/or repeated failure to observe the conditions as laid out in this document or other unreasonable behaviour may lead O&DPC deciding to withhold the use of any or all of the facilities from a SCO.
5. The Sports Grounds and facilities can and will be made available by O&DPC for other Oakley Community/Charity/commercial events which may from time to time conflict with SCO season/match fixtures and other SCO normal desired use. In the event of conflicting use by SCO and other groups, O&DPC will endeavour to:
  - a. Minimise disruption to SCOs and other groups by facilitating mutually acceptable arrangements where possible.
  - b. Providing as much notice as possible of such events.
  - c. Normally consider Community/Charity Events arranged by a genuine registered Oakley and Deane based organisation taking into account the level of disruption caused to SCO and the importance of the planned event to the Community.

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6. Arrangements with SCO do not include use of the Newfound facility when late or over-lapping football or cricket matches become apparent to the SCO. In such circumstances the SCO should notify the Parish Clerk as early as possible so that suitable alternative arrangements can be decided to the mutual satisfaction of all groups concerned. Any additional pitch marking fees outside the agreed season (Football 01/08 to 30/04, Cricket 01/05 to 31/08) will be set against the relevant SCO account. O&DPC recognises that the only full size marked football pitches are at the Newfound site and SCO that wishes to extend or begin the use of one pitch in any over-lapping period needs to provide O&DPC with adequate notice so that the retention of the markings or new markings are provided; however any remarking or new marking required outside the normal dates, the cost will be to the account of the requesting SCO.
7. SCO are to provide as far a possible the breakdown of the next season planned teams and their league and cup competitions entered, making it clear to the Parish Clerk of O&DPC if the expected use is anticipated to increase or decrease compared to the previous season. In addition each SCO is to provide the Parish Clerk a contact list of responsible SCO persons for the forthcoming season.
8. The day to day contact with O&DPC for all administration relating to normal SCO users of the facilities will be with the Parish Clerk or nominated Parish Councillor.
9. Each SCO (Football) must assist and provide all information required to complete the twice annual Football Foundation survey documents which were a condition of the financial assistance provided for the building of the Newfound Pavilion.
10. The Newfound Pavilion is regularly used by O&DPC for monthly evening Council Meetings (first, second and third Thursdays in the month). On exceptional occasions O&DPC may require the use of the facilities for Public or other Parish Council related meetings. No SCO use of the Newfound Pavilion and parking facilities will be allowed during the evenings of these Thursdays after 7pm of every month (reference paragraph 5). O&DPC will provide as much notice as possible for other Public or Parish Council related meetings.
11. SCO should pay the required fee to the Parish Council, 7 days in advance of the event (not refundable), unless an alternative arrangement has been made with the Parish Clerk or a Parish Councillor for paying the Parish Council's current fees at the beginning of the financial year or an alternative arrangement agreed with the Parish Council has been made.
12. SCO users of the facilities at both sites are responsible when closing up the pavilions, to close all doors, switch off all lights, ensure all roller shutters are down and locked, the security alarm is set, external pavilion doors and site access gate and height barrier are closed and locked.
13. It is important that any SCO users of the facilities report promptly to the Parish Clerk any damage or problems with any of the facilities.
14. SCO users of the facilities should respect the facilities provided by O&DPC and any damage will be the responsibility of the SCO and costs of repair born by the SCO after consultation with the Parish Clerk.