

Venue Hire Process – Sporting Location

We appreciate your interest in hiring one of London Metropolitan University's sporting spaces. This document aims to provide you with all the necessary information you require to start your application. Furthermore, it outlines the process you can expect to follow and the steps that will be taken once your application has been accepted.

There are 4 stages to the application process:

1. Application Stage
2. Assessment Stage
3. Availability
4. Health & Safety Compliance

1) Application Stage

All applications should be made to the Fitness and Wellbeing team via email, fitness@londonmet.ac.uk the application should include the following information:

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- a. Organisation overview
- b. What is the activity that is taking place
- c. Who will be partaking the activity
- d. When will the activity take place
- e. Any other activity details

2) Assessment Stage

An inclusive and diverse panel will review all applications monthly. The following criteria will be used to review each application which will be scored by each panel member.

Criteria*

- a. Organisation sharing London Metropolitan University Values
- b. Ability to provide partnering opportunities with London Metropolitan University
- c. Local community sports projects or clubs
- d. Youth development projects supported by Councils, NGB's, Government or Educational Establishments

- e. Affiliated Colleges, Schools, Universities or Clubs
- f. Positive and collaborative working relationships
- g. Provide a list of Health & Safety Compliance, which include Safeguarding, Qualifications, Insurance and Risk Assessments

**These criteria will be scored out of five*

3) Availability

The Sports facilities are available for approximately 5% of the time throughout the year and applications will be considered alongside timetabling availability.

Each request will have a follow up email informing them of availability.

4) Health & Safety Compliance

Each successful application will be contacted, once availability has been confirmed, with a request for proof of their health and safety compliance as detailed in the criteria.

Steps after application has been approved

Contract

Each hire request will be issued a contract following completion of Health & Safety checks.

Contracts will be issued to the booking party, detailing the following:

- Dates
- Areas
- Key Contacts
- Times
- Hire Rate

Payment / Invoices

Each event will be invoiced prior to their event taking place. Full payment will be required before the event.

Logistics

Prior to the event taking place pre-planning will commence this will include:

- Completion of an event specific risk assessment to be signed off by the Fitness & Wellbeing Manager and saved in the Risk Assessment folder for Sports

- Contact details of the instructor with evidence of Health & Safety documentation
- List of attendees
- Detailed specific equipment required

Hire Day

On the day of the hire request the key contact will meet with Fitness & Wellbeing team for a site induction including fire evacuation processes and an overview of the Code of Conduct.

The Fitness & Wellbeing team will on site to ensure compliance of the hire

Review

Unless the event is a one off each Organisation will be reviewed annually.