

**Welland Park Academy**

**Welland Park Road**

**Market Harborough**

**Leicestershire**

**LE16 9DR**

**Tel: 01858 464795**

**USER HANDBOOK**

**2023/2024**

**Welland Park Academy**

This user handbook has been produced to provide groups, clubs and users with a reference manual to help you in your day-to-day dealings with the Academy. Also to let you know what you should expect from your association with the Academy and conversely what we should expect of you.

If any items or procedures are unclear or you have any queries, please ask! We are here to help.

Within this handbook there is also a reply pack for you to return to the Academy. Completion of this will simplify the administrative process.

We hope that all our groups, new and old, have a very successful and enjoyable year in all their many and varied activities.

Nicki Burgess

PA to the Principal/Lettings Manager

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**HEALTH AND SAFETY**

It is the responsibility of both the Academy and user groups to ensure that the Academy facilities are used in a safe and appropriate manner. To this end could all users read the following section and ensure that all are aware of its content.

**FIRE ALARM**

If you discover a fire:

Immediately operate the nearest alarm call point

Fight the fire, if possible, with appliances provided but only if you are trained in their use and without taking personal risks

On hearing the fire alarm:

The staff in charge of the site will dial 999 and inform the Fire Brigade

All persons on the Academy site should move quickly to the Assembly Point (Astro Pitch) using the nearest, safe exit

Staff and group leaders should acquaint themselves with the situation of the alarm points and with the location of the fire extinguishers etc. The alarm signal is a continuous note on the Academy bell system.

All Fire Safety Notices are displayed by the door at each room and hall.

There should be a registration check to ensure that no-one is missing. Accordingly, it is essential that Group Leaders keep a register of attendance so we can be sure that all participants are accounted for.

The Academy Premises Officer will investigate the reason for the alarm – when they are satisfied that the buildings are safe for occupation the alarm will be silenced.

NB: Only the Premises Officers are authorised to silence the alarm system.

 Groups may return to their appropriate areas when the alarm is silenced.

**PUBLIC LIABILITY AND RISK ASSESSMENT**

All user groups are expected to carry Public Liability Insurance. The Academy Management reserves the right to request proof that this policy is in place. It is also expected that all groups have a written risk assessment for their activities. Should you have any questions about this, do not hesitate to contact the Lettings Manager.

**ACCIDENTS AND FIRST AID PROCEDURE**

It is expected that each user group has their own qualified First Aider in attendance at all times along with their own first aid equipment.

In the unfortunate event of an accident occurring in your group whilst meeting at the Academy and you require assistance, please report to the Duty Premises Officer.

Defibrillators are located in:

**Main Reception** – at the top of the ramp, turn left through the door, on wall to left

**Premises Officers Office** – 07968 424039 – opposite the Astro pitch

**Main Foyer of Sports Hall 2** – adjacent to Astro pitch (centre of the building)

Please ensure you familiarise yourself and all members of your group with these locations

**BOOKING AND PAYMENT**

Please complete the User Calendar attached to the Reply Pack highlighting the dates you wish to use the Academy facilities and return to the Lettings Manager. Please take notice of any dates that the facilities are not available – these will be marked on the User Calendar.

Upon receipt of your completed User Calendar we will endeavour to meet your booking requirements.

Your organisation will be invoiced on a regular basis and payment should be made within 14 days of date of invoice. Cheques should be made payable to Welland Park Academy. Payment can also be made by BACS – see your invoice for details. If payment is not made by the due dates then the Academy, acting through the Governors, reserve the right to cancel the booking of the facilities and if necessary, take further action to recover any monies owing to the Academy.

**CAR PARKING**

Enclosed is a plan of the Academy site indicating the car park areas which are found at the front and rear of the Academy. There is no parking in the school playground between the Octagonal Hall and the mains school buildings (unless prior permission has been obtained) as it is a pedestrian thoroughfare. Disabled parking areas are clearly marked out at the front of the Academy next to the main gates and at the rear car park next to the Dining Hall.

One Way System – evenings and weekends only

The one way system which is operational from 4pm in the evening and at weekends is also indicated on the Site Map. Entrance can be made by the main Gate C at the front of the Academy; turn left and follow the one way system to the rear of the Academy and exiting via Gate D onto Welland Park Road.

NB: Car parking can sometimes be very limited during productions and events held at the Academy – your consideration, patience and understanding would be appreciated during these busy times.

**ADMINISTRATION OFFICE**

Our Administrative staff are based in the main reception at the front of the Academy. Hours of opening: term time 9.00am to 4.00pm Monday to Friday.

If you have any queries relating to your booking, invoices etc please do not hesitate to contact the Lettings Manager, either by telephone 01858 464795 or email burgessn@wellandparkacademy.com

**DUTY STAFF**

If you have a problem during your booking, please consult the Duty Premises Officer on 07968 424039 who will then contact a member of the Management Team if necessary.

**DISABILITY ACCESS**

It is the Academy’s policy to support our users and the majority of our facilities and areas are DDA compliant. Please let us know if there are areas which either you or your members would need further support in this respect. Any difficulty gaining access to any of our facilities should be highlighted promptly.

**LOST PROPERTY**

All lost property should be handed into the Duty Premises Officer who will pass it to the front office from where it can be claimed.

Groups are reminded that the Academy cannot be held responsible for losses incurred by members and care should be taken at all times not to leave handbags, briefcases, mobile phones etc lying around. Particularly, groups are asked to remind their members that money and valuables should not be left in changing rooms.

**NORMAL SITE OPENING HOURS**

|  |  |
| --- | --- |
| Monday to Friday | 8.00am to 9.30pm |
| Saturday | 9.00am to 4.00pm |

If your booking request falls outside these opening times, please contact our Lettings Manager on 01858 464795 with your details.

**TREATMENT OF ACADEMY STAFF**

Our staff are here to help you and we expect them to be treated with respect. Verbal and physical abuse, aggressive, offensive, intimidatory or disrespectful behaviour will not be tolerated.

Any individuals who do not adhere to this will be asked to leave the premises and may be barred from returning. This could also lead to a ban for the whole group.

**PREMISES STAFF**

If you have requested in advance that the furniture of the room you have hired should be arranged in a particular way, our Premises Officers will do everything possible to ensure that it is done.

If you have a specific request or instruction, please notify the Lettings Manager beforehand so as the Premises Officers can be informed. For the security of the site and to ensure the safety of our users, we have to insist that the Premises Officers are not asked to perform any additional tasks.

**SETTING UP AND CLEARING AWAY**

The accommodation that you use will normally be set out for daytime use, it should be safe and clean. The furniture can be altered to suit your requirements but please ensure that everything is returned to its original position afterwards.

**PLEASE MAY WE REMIND YOU THAT THE TIME YOU BOOK SHOULD INCLUDE THE TIME IT WILL TAKE YOU TO SET UP AND CLEAR AWAY. THIS APPLIES TO ALL TIMES AND TO ALL AREAS. IT CAN CAUSE PARTICULAR PROBLEMS WHEN HIRERS REMAIN ON SITE OUTSIDE OF THEIR BOOKED AND ALLOCATED TIME SLOT. PLEASE REMEMBER THAT THE SITE IS VERY BUSY AND THAT THERE COULD BE OTHER USERS BOOKED INTO YOUR SPACE BEFORE AND AFTER YOU! eg if your booking is for example from 6pm to 8pm,nobody who is associated with your activity (including the organisers) should be on the Academy campus until 6pm and all should be off of the Academy campus by 8pm. If you need time to set up and clear down then this must be built into the timings of your booking. We will ask people to leave the campus until the correct time if necessary and also charge for any time taken after the end of the booked slot.**

**In the event of delayed departure, resulting in overtime for our Premises Officers or interrupted time for other hirers, your group will be charged for an additional hour.**

We hope this action will not be necessary so please ensure your group adhere to their booking times.

If you make a booking for any facilities and do not use it without giving at least 24 hours notice, you may still be charged.

**SMOKING & PETS**

Welland Park Academy operates a strict ‘No Smoking’ policy throughout the site. This includes vaping electronic cigarettes.

Smoking, vaping or electronic cigarettes are not permitted on any part of the Academy grounds.

No pets are allowed in any area of the campus.

**SOCIAL FACILITIES**

We do also have social facilities as well as the are you normally book. If you would like to take advantage of any of these, please contact the Lettings Manager burgessn@wellandparkacademy.com

**Octagonal Hall** – this hall offers raised seating for 300 people and a stage area. The seating can be retracted to give a large dance floor.

**SPORTS FACILITIES – GENERAL RULES**

The general rules outlined below apply to all sports facilities including both sports halls, the astro pitch, changing rooms and showers. Please report immediately any breakages, damage or incidents to the Duty Premises Officer.

**SPORTS HALL**

Clean, indoor footwear which do not leave black scuff marks, must be worn. All persons entering either of the sports halls, must change their footwear in the changing rooms. **This also applies to spectators.**

No food, drink or chewing gum to be consumed in either of the halls.

No smoking, vaping or electronic cigarettes.

All activities must be supervised by a responsible adult throughout the session

Any equipment stored in either of the sports halls that does not come under your agreement must not be used eg: crash mats, badminton posts etc

It is the responsibility of the user to ensure the security of all equipment and valuables. The Academy will accept no responsibility for the safety of users belongings

Cricket Clubs – please use the end stop nets and floor matting in the nets at all times and return them to their original place before leaving

**We also hire out the Sports Halls for children’s football parties, bouncy castles etc. Please ask for more details.**

**ASTRO PITCH**

We have a full size synthetic turf pitch situated at the rear of the site. This can be hired out either as a full pitch or half pitch. When using the Astro pitch please ensure your members wear the correct footwear to ensure the surface of the pitch is not damaged. **This also applies to spectators.**

Signage is prominent at the entrance to the Astro pitch.



**CAR PARKING AND ONE WAY SYSTEM**

**DAY TIME USE**

Entry to the Academy is via Gate C with all visitors reporting to Reception.

Exit is via Gate B.

Additional parking is available at the rear of the academy which is accessible via Gate D.

Entry through Gate D is only available through our Reception Office by use of the intercom sited next to the gate.

After 4.00pm Gate D will only be available to visitors exiting the site.

**Please note that due to the requirements for emergency access, the Dining Hall lay by is a No Parking Zone.**

**EVENING USE – Monday to Friday**

A one way system is operational between the hours of 4.00pm and 10.00pm.

Entry to the Academy is via Gate C after 4.00pm. When all car parking spaces are taken at the front of the Academy, visitors can proceed to the rear of the building via Gate A using the ring road at the side of the English/Maths block. **DO NOT** park along the fence line of the Astro pitch.

The front car park can be exited using Gate B and the rear car park via Gate D only. Please note that Gate D is automated and will open when you approach.

**Please be advised that there is a 5mph speed limit on the Academy site. If any drivers are seen exceeding this limit, they will be asked to park elsewhere.**



**WHO’S WHO**

|  |  |
| --- | --- |
| **Academy Principal** | **Mr Pete Leatherland** |
| **Operations Director** | **Mr Martin Towers** |
| **Lettings Manager** | **Mrs Nicki Burgess** |
| **Premises Officers** | **Mr Liam Baker****Mr Gavin Price****Mr Colin Scott** |
| **Chair of Academy Governors** | **Mrs Claire Parry** |
| **Contact Details:** |  |
| **Duty Premises Officer** | **07968 424039** |
| **Academy Administration Office** | **01858 464795** |
| **Email** | **burgessn@wellandparkacademy.com** |
|  |  |

**COMPLAINTS PROCEDURE**

**The Academy aims to act democratically and to ensure that its community policies reflect the majority interest.**

However, in the event of a dispute or complaint:

1. Contact the PA to the Principal/Lettings Manager
2. If still not satisfied, contact the Operations Director
3. If still not satisfied, contact the Principal
4. Where the complaint involves a matter of principle, policy or procedure, it should be referred to the Governing Body.

**WELLAND PARK ACADEMY**

**Clubs and Societies Terms and Conditions of Use 2023/24**

Community organisations and groups who conform to the general ethos of the Academy and support its policies are encouraged to use the Academy facilities. Fees are fixed annually by the Academy Governors and are based on required usage of the premises.

Organisations and groups have access to Academy premises according to the following terms and conditions:

* A calendar for the year September to August is circulated to all groups. This must be returned to the Academy by the end of August. Groups will be advised of their fees which are set from September annually. Any dates highlighted in yellow are unavailable for lettings.
* **Pay their invoices promptly.** Payment terms are 14 days from date of invoice. Cheques should be made payable to Welland Park Academy. Payment can also be made through BACs transfer – all account details are included on your invoice. If payment is not made by the due date then the Academy, acting through the Governors, reserve the right to cancel the booking of the premises.
* Sign and return the copy of the indemnity and conditions of letting.

The Academy seeks to ensure that facilities made available and general provision for all groups meet the highest possible standards.

* The accommodation that you use will be set out for daytime use; it should be safe and clean. This can be altered to your requirements, but please ensure that everything is left exactly how it was found.
* You must ensure you are familiar with the fire safety procedures.
* The same room or hall will be available for our use on a regular basis. If for some reason your regular booking of a room or hall has to be cancelled or changed, we will endeavour to notify you at least 7 days in advance. We aim to keep these cancellations to a minimum but sometimes they are out of our control.
* Any Academy equipment used on an occasional basis needs to be booked at least 7 days in advance.
* Any equipment brought onto the premises must be safe and you will be held responsible if it causes any damage.
* Premises Officers are available all day Monday to Friday until 9.45pm. All rooms must be vacated, unless by special arrangement, by 9.30pm.
* The Administration Office is open during term time from 9.00am to 4.00pm Monday to Friday.

**WELLAND PARK ACADEMY**

**PRICING POLICY**

**Effective from 1st September 2023**

**ASTRO PITCH**

|  |  |  |
| --- | --- | --- |
|  | **FULL PITCH** | **HALF PITCH** |
| **1.5 HOUR SESSION** | **£109.20** | **£54.60** |
| **1 HOUR SESSION** | **£72.45** | **£36.22** |

**All prices shown below are per hour**

|  |  |
| --- | --- |
|  |  |
| **OCTAGONAL HALL** | **£28.65** |
| **SPORTS HALLS** | **£28.70** |
| **SPORTS HALL (Cricket Nets)** | **£34.20** |
| **DINING HALL (Meeting)** | **£14.35** |
| **DRAMA STUDIO** | **£14.35** |
| **CLASSROOM** | **£14.35** |
| **SPECIALIST CLASSROOM** | **£28.65** |
| **SETTING UP AND CLEARING AWAY** | **£28.65** |
| **Full day rates by agreement** |  |
|  |  |

**THEATRE PRICING**

**Effective from 1st September 2023**

**PER SHOW DAY -** £500 - this includes full use of the Octagonal Hall and also the Drama Studio as a dressing room/green room. Any other facilities required will be charged at standard rater per hour.

The above cost is to include rehearsals and set building **one week** prior to the show.

**Set building** and/or rehearsals outside of the show week prior to show -

Monday – Friday 5.30pm - 9.45pm (term time) - £100

Saturday By arrangement

Any times required outside of these hours will be invoiced as below -

Monday – Friday £25.00 per hour (or part of)

Saturday £40.00 per hour (or part of)

NOTA: Please discuss your set building times with the Lettings Manager to minimise any extra costs you may inadvertently incur.

All litter generated by the theatre company and/or their patrons MUST be cleared after each session or a cleaning charge of £25 will be applied.

**INDEMNITY AND CONDITIONS OF LETTING**

It is essential that all sections of the application form are completed and that these terms and conditions of hire and indemnity clauses are read and signed.

This AGREEMENT is made by the GOVERNORS OF WELLAND PARK ACADEMY, Welland Park Road, Market Harborough, Leicestershire LE16 9DR of the one part and:

Name of Hirer ...................................................................................................................

Address of Hirer ................................................................................................................

...........................................................................................................................................

Telephone Number of Hirer …...........................................................................................

Email Address of Hirer ......................................................................................................

(the “HIRER”) of the other part whereby Welland Park Academy (WPA) agrees to the use by the Hirer of the premises detailed on the attached schedule (“The PREMISES”) on

..........................................................................................................................................

Between the hours of ...................................... and .........................................................

For the purpose of ............................................................................................................

on the terms and conditions following:

1. The person signing this agreement must be over 18 years of age and if not the Hirer, must be authorised to contract to use the Premises on the date and the times specified above and in default of such authorisation shall be personally liable.
2. If any part of the premises (including the grounds) is occupied in excess of the dispersal time specified on the booking form, the charge for this excess time will be the current rates as notified to the Hirer at the time of booking. The period for hire includes preparation and clearing up time. Maximum numbers of people attending a social event to be no more than 350. Party bookings are at the discretion of the Academy.
3. It is a condition of the hire that the Hirer’s liabilities are covered by either a) insurance with their own insurance company, or b) by way of an undertaking in respect of public liability, loss or damage to equipment or premises by fire or explosion or caused through negligence of the Hirer or persons attending the function for which the hiring is to take place.
4. All Health and Safety requirements/legislation must be adhered to at all times.

 The Hirer must provide the Academy with a copy of current P.A.T certification.

 All firefighting equipment, fire exits and call points must be kept clear and **clearly**

 **visible at all times.**  Covers are **not** to be placed over emergency exit signs or

 lighting.

 The use of items that fall into the category of “pyrotechnics” or other effects such as

 dry ice (CO2) and lasers or strobe lighting must be agreed with the Academy.

 Current regulations state that a warning is to be displayed either on advertising,

 tickets or at the venue if such items are being used.

1. The Hirer agrees to pay the hire fee and security deposit (where required) in accordance with any invoices presented to the Hirer by WPA and in the requirements of this agreement, by the payment date stated on the invoice. Cheques in payment of all charges should be made payable to Welland Park Academy. Payment can also be made by BACs transfer. WPA reserves the right to cancel the booking in the event of the Hirer’s failure to comply with any part of this clause and to retain all or part of any part of the hire fee paid in advance of the cancellation.
2. In the event of the Hirer cancelling or postponing the hire of the Premises under this agreement, no refund shall be made to the Hirer unless the Premises are hired by an alternative hirer for the same period and at the same rates as under this agreement in which case refunds shall be at the sole discretion of WPA and shall always be subject to an administration fee of 10% of the hire charge.
3. The Governors of WPA reserve the right to cancel this Agreement a) if reasons beyond its control make the Premises unavailable, of b) if, in its opinion, the presence on the Premises of the person(s) or organisation for whose purpose the Premises are hired might be the cause of disorder on or in the vicinity of the Academy, or might reasonably e held to be damaging to the reputation of the Academy, regardless of the stated reason for hiring the Premises. Welland Park Academy, acting through the Governors, may cancel any hiring if, in its opinion, the organisation for which the premises are hired has racist intent or policies, regardless of the stated reasons for hiring the premises. In such event WPA shall incur no liability to the Hirer whatsoever, other that the return of any fee or deposit paid by him in respect of such cancelled engagement.
4. It is the Hirers responsibility to ensure that vehicle access is maintained during the period of hire. This is to enable ambulances, fire engines, etc. unobstructed access should any emergency occur.
5. The Hirer shall obtain and present to a member of the Academy staff for inspection, if requested, any licence, insurance certificate, permit or permission required in respect of activity which the Hirer intends shall take place on the Premises during the period of the hire. The Hirer undertakes to indemnify WPA against the consequences of any activity undertaken without the Hirer being in possession of the relevant licence, insurance certificate, permit or permission and against any contravention of any statue, bylaw or regulation governing any such activity.
6. The Hirer shall:

 10.1 Comply with all the provisions of the Copyright, Designs and Patents Act 1988

 or any Act superseding or amending the same.

10.2 To indemnify Welland Park Academy against the consequences of any

 unauthorised performance of a copyright work during the period of the use of

 the Academy and to complete the returns required by the Performing Rights

 Society.

10.3 Nominate (if appropriate) from its group: a Catering Representative, a

 Cleaning Representative and a Car Parking Representative. Each

 Representative should be named on the booking form.

10.4 Make sure all amplified music is at a reasonable level.

10.5 Comply with all food legislation.

1. During the period of the hire, the Hirer shall be held responsible for all damages, losses, claims and costs arising out of the use of the Premises and shall indemnify WPA for any claims arising from accidents, whether fatal or otherwise, to any employee or agent of WPA, to any member of the public and to any third party caused as a result of the hiring, except where, due to the negligence of WPA, its servants or agents.
2. Any damage which is caused to the Premises or the equipment or facilities which arises from the hiring of the Premises other than that arising from a negligent act or omission of WPA or its staff, servants or agents, will be made good at the Hirers sole expense and the Hirer shall be deemed to have undertaken to pay the cost of such reparation by signing this hire agreement.
3. The Hirer shall not apply any preparation of any adhesive material to the floors, ceilings, wall or stage of the Premises or to any contents, fixtures or fittings thereof nor shall he use any mechanical fixings for the purpose of attaching any notices, coverings, decorations or any other items to any part of the Premises or its contents, fixtures or fittings. No decorations are to be erected without the Hirers having obtained specific permission in advance from a member of WPAs staff. Alternations to or extension of lighting, power and heating systems are not allowed unless previously agreed by the Academy.
4. It is the Hirers responsibility to ensure that vehicle access is maintained during the period of hire. This is to enable ambulances, fire engines etc unobstructed access should any emergency occur. Therefore, cars shall be parked only on authorised areas of the academy site and not on neighbouring roads. Please consider our neighbours when arriving and leaning. WPA will not accept liability for any loss or damage to the property of any persons arising out of the use of its car parks.
5. The Hirer accepts that any property which is brought on to any part of the Academy site and buildings by the Hirer is at the sole risk of the Hirer. WPA and its staff, servants or agents cannot be held responsible for the loss of personal possessions from any part of the Academy site and buildings.
6. At the end of the event the Hirer or his representative must inspect the premises and a written note should be made of any damage. A charge for reasonable cleaning costs is included in the hire fee. If the premises are left in such a condition that additional cleaning becomes necessary, the Hirer shall be liable to WPA for the cost of that additional cleaning.
7. During the period of the hire, WPA employees (usually a Premises Officer) shall be in attendance as detailed on the attached schedule to ensure the safe operation of WPAs equipment being used by the Hirer or his agents and the security of those parts of the Academy site and buildings which are not in use by the Hirer and to represent the interests of WPA. The Hirer, his representatives and agents and all members of his party shall co-operate fully with the employees of WPA and give them all assistance requested.
8. The Hirer is responsible for the supervision of all persons attending the Premises for the purpose of the hiring whilst they are on the Premises or on any part of the Academy site and for preserving good order. At any function to which members of the public are admitted, the Hirer shall provide an adequate number of stewards who shall be present during the hiring. If any unauthorised person obtains access to the premises the Hirer will immediately ensure the ejection of such persons from the premises and advise a representative of WPA of the incident as soon as possible.
9. The Hirer is responsible for (and providing the Academy with evidence if requested) ensuring all Safeguarding Children requirements are met ie: if appropriate to the hiring group/activity, satisfactory DBS checks have been made on any employee/member/volunteer that will have contact with children.
10. At any time during the period of hire, a representative of WPA shall, if they believe that good order is not being maintained, call upon the Hirer or their nominated representatives to restore order. If WPAs representative believes that good order cannot be restored, he shall use all means, including the assistance of the Police, to terminate the function and clear the premises. In the event of an early closure caused by the breakdown of good order, no part of the hire fee shall be deducted/refunded.
11. The Hirer shall not allow alcohol to be brough on, or consumed in, any part of the Academy site or buildings or grounds other than designated areas unless agreed with WPA and the relevant licence is acquired.
12. Smoking/vaping is not permitted anywhere on the Academy site. It is a condition of the hire that the Hirer shall ensure his guests comply with this rule at all times.

Please retain one copy of this form and return the other copy, signed, to the Lettings Manger, Welland Park Academy, Welland Park Road, Market Harborough, Leicestershire LE16 9DR

Signed (on behalf of the Hirer) .........................................................................................

Date .....................................................

Signed (on behalf of WPA) ...............................................................................................

Date .....................................................

**Welland Park Academy**

**2023 /2024 User Calendar**

**Name of Club/Group: ……………………………………….…………………………………………….………..…….............................**

**Contact Name : ………………………………………………………………………………………………………….…...............................**

**Address:……………………………………………………………………………………………………………………………...........................**

**.....................................................................................................................................................................**

**Telephone : ………………………….……………………... Email: ………………………………………...........................................**

**Day/Start Time/Finish Time:………………………………………………………………………………..…………............................**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| September 2023 |  | October 2023 |  | November 2023 |
| S | M | T | W | T | F | S |  | S | M | T | W | T | F | S |  | S | M | T | W | T | F | S |
|  |  |  |  |  | 1 | 2 |  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |  |  |  |  | 1 | 2 | 3 | 4 |
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| 17 | 18 | 19 | 20 | 21 | 22 | 23 |  | 22 | 23 | 24 | 25 | 26 | 27 | 28 |  | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |  | 29 | 30 | 31 |  |  |  |  |  | 26 | 27 | 28 | 29 | 30 |  |  |
| December 2023 |  | January 2024 |  | February 2024 |
| S | M | T | W | T | F | S |  | S | M | T | W | T | F | S |  | S | M | T | W | T | F | S |
|  |  |  |  |  | 1 | 2 |  |  | 1 | 2 | 3 | 4 | 5 | 6 |  |  |  |  |  | 1 | 2 | 3 |
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| 17 | 18 | 19 | 20 | 21 | 21 | 22 |  | 21 | 22 | 23 | 24 | 25 | 26 | 27 |  | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |  | 28 | 29 | 30 | 31 |  |  |  |  | 25 | 26 | 27 | 28 | 29 |  |  |
| 30 | 31 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| March 2024 |  | April 2024 |  | May 2024 |
| S | M | T | W | T | F | S |  | S | M | T | W | T | F | S |  | S | M | T | W | T | F | S |
|  |  |  |  |  | 1 | 2 |  |  | 1 | 2 | 3 | 4 | 5 | 6 |  |  |  |  | 1 | 2 | 3 | 4 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |  | 7 | 8 | 9 | 10 | 11 | 12 | 13 |  | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |  | 14 | 15 | 16 | 17 | 18 | 19 | 20 |  | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |  | 21 | 22 | 23 | 24 | 25 | 26 | 27 |  | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |  | 28 | 29 | 30 |  |  |  |  |  | 26 | 27 | 28 | 29 | 30 | 31 |  |
| 31 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| June 2024 |  | July 2024 |  | August 2024 |
| S | M | T | W | T | F | S |  | S | M | T | W | T | F | S |  | S | M | T | W | T | F | S |
|  |  |  |  |  |  | 1 |  |  | 1 | 2 | 3 | 4 | 5 | 6 |  |  |  |  |  | 1 | 2 | 3 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |  | 7 | 8 | 9 | 10 | 11 | 12 | 13 |  | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |  | 14 | 15 | 16 | 17 | 18 | 19 | 20 |  | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |  | 21 | 22 | 23 | 24 | 25 | 26 | 27 |  | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |  | 28 | 29 | 30 | 31 |  |  |  |  | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| 30 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

To: The Lettings Manager

 Welland Park Academy

 Welland Park Road

 Market Harborough

 Leicestershire

 LE16 9DR

**User Handbook 2023/24**

Dear Mrs Burgess

* I confirm that I have read the Welland Park Academy User Handbook and have read and understood its contents and that we agree to abide by the terms of the User Handbook for the 2023/24 period.
* I enclose a copy of the User Calendar which reflects our requirements for the 2023/24 period.
* I confirm that our Organisation has Public Liability Insurance.
* I enclose a copy of the Welland Park Academy Indemnity and Conditions of Letting.

Signed ...............................................................................

Print ..................................................................................

On behalf of ......................................................................

Date ..................................................................................