**ROPLEY PARISH COUNCIL RECREATION GROUND POLICY & ENQUIRY FORM**

**If you would like to enquire about holding an event at the recreation ground, please read the following information and complete the below enquiry form. Send this to;** [**clerk@ropleypc.org.uk**](mailto:clerk@ropleypc.org.uk)

**General Principles**

1. Ropley Parish Council owns and is responsible for the Ropley Recreation Ground, which comprises the main sports field (football and cricket pitches), the play park, MUGA and surrounding area, the tennis club area and the top playing field to the North of Hale Close. It is also the responsible authority for the Sports Pavilion, the Parish Hall car park and the top car park to the west of Hale Close.

2. The recreation ground is available to be a benefit to all parishioners with the priority for sport and recreation. Separate licence agreements will be held with the following sports bodies and an annual rental paid:

Ropley Sports Club

Ropley Cricket Club – also to include the cricket nets on the top playing field

Ropley Football Club

Ropley Tennis Club - also to cover the Multi-Use Games Area (MUGA)

These rental and licence terms to be reviewed by the PC every seven years

The Parish Council reserves the right to grant other licences compatible with existing licences.

3. Formal programmed village events will take priority over other sporting or casual events. Where a major village event (i.e. annual Pram Race, annual 10K Race, biennial village Fayre, or royal jubilee/coronation celebration) is proposed to take place on the recreation ground and has the formal approval of the Parish Council, the *Ropley Cricket* Club, having been given notice before 1st February in the relevant year and the arrangements for the approved event being incompatible with the playing of cricket on the relevant day(s), shall make alternative arrangements for that/those dates and at its own cost. Should the event fall within the football season, the same conditions shall apply except that the notice shall be given to the Ropley Football Club before the 1st July preceding the event.

4. A separate policy is in place for the Play Park (and is an Annex to this policy).

5. The Parish Council welcomes comment and advice from parishioners and others on the use and management of the recreation ground. These can be notified in writing to the Clerk (clerk@ropleypc.org)

6. The Parish Council reserves the right to act as it sees fit for the preservation of the Recreation Ground for the majority of parishioners.

**Limitations For Use**

7. The Recreation Ground shall not be used for the following:

* Motor vehicles or riding of motorcycles
* Golf practice
* Flying of model aircraft or drones
* Horse riding or exercising
* Shooting or archery
* Camping
* Parking other than in the carparks provided and only in connection with use of the Recreation Ground facilities or short term use in connection with Ropley Primary School. All motor vehicle so parked must be taxed, insured and tested as would be required for use on a road. All other vehicles must be in a condition that they would be legal for use on a road including a registration plate. The Parish Council reserves the right to remove any vehicle which is in contravention of this policy and to charge the owner for the cost of removal and storage.
* Bonfires or fireworks without express written authority of the Parish Council
* Bouncy castles unless use is approved in advance by the Parish Council and are supplied and operated in person by a fully insured professional provider whose insurance must be evidenced to the Parish Council with the detailed application form in addition to the event insurance
* Any illegal or offensive event, as defined by the Parish Council, which may be a nuisance to neighbours or other Recreation Ground users.

**Rules For Use – Sports Clubs**

8. Insurance. The sports clubs named at paragraph 2 above each have a licence with the Parish Council which articulates the rules and conditions of use by which their activities are to be governed.

Each Club at its own expense shall enter into and maintain an approved insurance policy to cover such items as laid down in their respective agreements. They will make these policies available for inspection by the Clerk at such times as required which shall be at least annually. The Clubs are encouraged to publish the policies on their respective websites if they have such. The PC reserves the right to publish the policies as it sees fit.

9. Risk assessment. The sports clubs are to conduct and maintain a risk assessment to cover the full range of the club’s activities. The assessment is to form a part of the licence and is to be agreed with the Parish Council. The risk assessment is to be reviewed annually, or more frequently if circumstances change. The Clubs are encouraged to publish the assessments on their respective websites if they have such. The PC reserves the right to publish the assessments as it sees fit.

10. Health and Safety. The sports clubs are to develop a health and safety instruction where required by law to ensure the safety of their members, other users and casual passers-by. The instruction is to include the storage, use and management of all club equipment and machinery. Any instruction so required is to be copied to the Parish Council. The Clubs are encouraged to publish the instructions on their respective websites if they have such. The PC reserves the right to publish the instructions as it sees fit.

11. Code of Conduct. The sports clubs are to develop their own code of conduct relating to activities on and off the sports field (or clubhouse in the case of the Ropley Sports Club); relationships with other recreation ground users and the wider public, including neighbouring properties and the highway (this to include, for example, loud and abusive language, clearance of rubbish and removal of equipment post matches).

**Rules for Use – Casual Users**

12. The following activities may take place on the Recreation Ground without consent, (but not to the detriment of other users including organised sports events):

* Ball games (except those at paragraph 7 above); the use of the MUGA is encouraged when not pre-booked and in accordance with its rules on the notice at the gates
* Picnics
* Children’s games
* Walking
* Dog walking – is permitted but dogs must be under control and all dog waste immediately removed or deposited in the dog waste bins provided. Best veterinary advice is that sticks should not be thrown for dogs due to the risk of serious or fatal internal injury. The Parish Council therefore encourages dog walkers to desist from such practice but, if they do not, all sticks must be removed from the playing areas as they create a risk of injury to users and damage to mowing equipment.
* Informal gatherings of less than 20 people
* Jogging

The Parish Council reserves the right to restrict or disallow casual use of any area of the recreation Ground, temporarily or permanently, acting reasonably in exercising this right.

13. No structure, marquee, tent, hoarding, banner, advertisement or similar may be erected without the permission of the Parish Council.

14. All users are to take home or put in the bins provided all litter.

**Grounds Maintenance and General Rules**

15. The Parish Council shall be responsible for the general maintenance of the Recreation Ground, including regular mowing, cutting back and repairs. It will engage contractors to do this. The Parish Council will take reasonable steps to ensure that the Recreation Ground is fit for the purpose intended.

16. Maintenance of sports pitches /courts undertaken by the respective clubs must meet Health and Safety requirements and be covered by the club’s risk assessment

17. Plastic pegs must be used for securing netting, gazebos, ground sheets etc. Metal pegs are prohibited because of the risk to Recreation Ground users and machinery from pegs inadvertently left in the ground. Lines for sporting events may be marked using an approved sports pitch marking liquid. Grass retardant may be added to the mixture at the manufacturer’s prescribed rate but under no circumstances may any weedkiller or other substance which will harm the grass be added to the mixture.

**Rules For Organised Events**

18. The following rules apply to organised events on the Recreation Ground

* An initial application to the Parish Council for use of the Recreation Ground should be made in the first instance to the Clerk [clerk@ropleypc.org](mailto:clerk@ropleypc.org) (see below).
* A detailed application for use (see below) must be submitted a minimum of eight weeks before the proposed event. A request made with less than eight weeks’ notice may be refused on grounds of insufficient notification. Proof of public liability insurance to cover the event and a written risk assessment will be required to accompany the application.
* Such applications will be considered by the Clerk who will take advice from members of the Recreation Ground sub-committee who will consult any affected sports club. If the application complies with the policy and the advice sought is that the event is acceptable, the Clerk may grant the application. If either the Clerk or the members consulted determine that the matter should be referred to the full council then it will be considered at the next meeting. The Parish Council reserves the right to make any further enquiries before granting or refusing the application and the Clerk will advise the applicant in writing of its decision at the earliest opportunity.
* Applicants may be required to provide a deposit of up to £250 at the time the application is made. This will be held as security against any damage and/or expenses caused by the event and will be returned within 14 days after the event provided the Parish Council is satisfied that the event organiser has complied with all obligations and no loss and/or damage has been occasioned as a result of the event.

* No charge may be made by an event organiser for entry to the Recreation Ground without prior permission of the Parish Council.
* Event applications from ‘For Profit/Commercial organisations and organisations from outside the Parish may be subject to a hire charge.
* Movement of lorries or heavy trailers on the Recreation Ground is not permitted. Other light vehicles required for the event must be specified on the application form. The PC reserves the right to restrict at short notice vehicle movement in the event of inclement weather. Organisers should have contingency plans for such an issue arising and the PC will not accept any liability for such a curtailment of the permission.
* The event organiser/users will return the Recreation Ground in the state in which it commenced use, in particular that all litter and detritus is removed immediately after the event and may not be placed in litter bins on the Recreation Ground or at the Parish Hall; any damage to the Recreation Ground will be made good or paid for such to be effected; such damage and/or repair must be reported to the Clerk.
* Items left on the Recreation Ground are the sole responsibility of the owner. The Parish Council is not responsible for loss of or any damage caused to or by the piece of equipment or item. Any third party using or tampering with the item/equipment without authority does so at no risk to the Parish Council.
* The Parish Council shall take all reasonable measures to ensure that the Recreation Ground is fit for the purpose intended.

**ROPLEY PARISH COUNCIL RECREATION GROUND**

**ENQUIRY FORM:**

**Proposal for Use for an organised gathering or event**

* Date and Time of Use: (Including anticipated setting up time required)

Click or tap to enter a date.

Start time until Finish time.

* Description of use (type of event):

Click or tap here to enter text.

* Number of people anticipated: Click or tap to enter text
* Number of vehicles anticipated requiring parking: Click or tap here to enter text.
* Number and description of light vehicles anticipated required to be on the grassed areas and reason:

Choose item

* Toilet facilities inside the pavilion may be available for use. Please advise if it is likely these will be needed; arrangement must be made directly to the Ropley Sports Club (which may charge for the facility):

Choose an item

* Contact person and correspondence address, email and telephone number:

Name, address, email & telephone number

* Name of any organising body/club: Click or tap here to enter

**Important:**

1. **Before submitting application, the Event Organiser must read the Rules of Use for Organised Events in item 18 of the above Recreation Ground Policy.**
2. **The Parish Council only holds Public Liability insurance for the Recreation Ground’s casual use by the public. The Event Organiser is responsible for the Public Liability of all matters and use connected with the event. The Parish Council requires proof of Public Liability insurance.**

***This form should be sent to the Clerk:*** [***clerk@ropleypc.org***](mailto:clerk@ropleypc.org)

***For some types of events the Parish Council will require a further detailed application form. Should this be deemed necessary the Clerk will send you the approriate form.***