

External Hire Process – Sports

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.

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

All applications will be made through [an online form](#).

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.

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.

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

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

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

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.

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