

MEPAL PARISH COUNCIL



Tel: 01353 741066
Email: clerk@mepalparish.org
Website: www.mepalparish.org

MEMORANDUM OF UNDERSTANDING BETWEEN MEPAL PARISH COUNCIL AND XX

1. As a Parish Council we are only able to consider annual seasonal block bookings for football due to the equipment and maintenance requirements.
2. This memorandum of understanding should be read in conjunction with the published general terms and conditions of facilities hire.
3. The Community Pavilion, incorporating sports changing facilities, on the Recreation Ground is operated by Mepal Parish Council and is available for annual hire after acceptance by the Parish Council of a seasonal proposal from a football club and receipt of this signed memorandum of understanding.
4. Grass cutting of any of the pitch areas is the responsibility of the hiring football club and must be approved by the Parish Council.
5. The Recreation Field is a Community facility.
6. The Parish Council will cut the grass on the perimeter of the field and around the Pavilion building, car park and paths at regular intervals, for the use of the community at large.
7. The Parish Council do not own goalposts, nets or flags, or any other sporting equipment. It is the responsibility of the football club to provide such as necessary.
8. Pegs used to tie down nets must be 'counted out' and counted in' as they can cause injury to staff and other field users along with considerable damage to equipment.
9. The Parish Council will not meet the costs of maintenance as may be required resulting from regular use of the field for football matches.
10. Mepal Parish Council would prefer football clubs to use movable goal posts, however where this is not possible, fixed posts are acceptable, but socket covers must be provided and used at all times when the posts are not erected. Changing the location of the sockets is subject to Parish Council approval before relocation.
11. Any team hiring the pitch will also be expected to use their best endeavours to ensure that any litter is collected, and that damage is prevented or rectified after each match.
12. Mepal Parish Council is willing to sign a Landlord and Tenant Security of Tenure (SoT) form (template provided by the Football Foundation) to enable a club to apply for the Maintenance Fund stating that we know of no current reason why the current SoT would not be extended beyond the current season and no current reason or intention not to extend the tenure for subsequent seasons.
13. Any Football Club should ensure that the MoU is signed and returned by 1st July each year so that any necessary maintenance of the facilities can be completed in the short window before the start of a season as late receipt of the MoU may cause delays in any annual maintenance work required for the Pavilion and changing rooms.

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14. Any Football Club should submit as soon as possible after the receipt of the fixture list from the Cambridgeshire Football Association, a copy of the fixture lists, with 'home' matches clearly indicated, and a list of training sessions.
15. Payment for the season's use should be made in two instalments: before 1st September and before 1st January.
16. The Football Club will continue to be responsible for all aspects of Health and Safety and all liability to players, officials, spectators and other third parties in their use of the Field, making available to the Parish Council upon request their policies and related documents.
17. Car parking is the responsibility of the Football Club.
18. Teams should be aware that the recreation field may be regularly used by young children and is bordered on one side by Parish Council residents, so please use appropriate language. It is the responsibility of the team granted the pitch to ensure this is complied with in respect of all players and those supporting/visiting.
19. Teams must ensure players and visitors do not leave any litter and that any dogs are kept on leads. Boots are not allowed in the pavilion building and must be taken away and cleaned elsewhere.
20. No modification to the existing structure or surroundings is permitted without prior permission from the Parish Council.
21. Any damage to the pitch areas as a result of match use should be rectified by the football club promptly.
22. So that essential maintenance can be undertaken on the pitches, games should not be played between 1st June and 1st September unless on an official fixture list.
23. Failure to comply with any of these conditions may result in permission to use a pitch being withdrawn. In signing this application, you agree, on your team's behalf, to these conditions.
24. The Parish Council hold the right to terminate the agreement should they feel or have reports from member of the public or staff that any of the conditions above are being breached.

Signature of the
representative of
the Parish Council

Name

Position

Date

Signature of the
representative of
the Sports Club

Name

Position

Date