



Ravens Wood School
(Part of the Impact Multi Academy Trust)

Policy Document

Policy Name:	Lettings Policy – Managed Internally
Date of Last Review:	Autumn Term 2025
Date of Next Review:	Autumn Term 2026
SLT Responsible:	Estates Manager
Other staff:	Lettings Manager
Related Documents:	Appendix 1: Conditions of Use for Hire Appendix 2: Special Conditions of Use for 3G Hire Appendix 3: Charges for Facilities Hire



1. Introduction

This policy aims to provide an overview of regulation and guidance for the implementation of lettings and the hire of facilities at Ravens Wood School following the cessation of the school's agreement with our previous 3rd party provider for the outsourcing of lettings.

This document specifically aims to provide a framework for the operation of lettings 'in house' and without a 3rd party provider as a short term measure until such time where the school are able to properly review and evaluate longer term options.

School premises may be let out to provide a source of income. Provided that there is no interruption to, or curtailment of school use of the premises, part of the school buildings and grounds may be let to outside Hirers after the end of the school day, at weekends and during the holidays in order to:

- Raise income for the school
- Better integrate the school into the local community
- Satisfy some of the needs of local individuals, groups, and organisations.
- Provide additional opportunities which may be of benefit to members of the school community.

The Governing Body will determine how the school premises are used both during and outside school hours and must have regard to the desirability of making the premises, including sports facilities, available outside school hours to the local community. However, the school must always have priority use of the premises.

The Estates Manager is responsible for all lettings and will keep detailed records of each letting application.

2. Guidelines

- The Governing Body can apply to the Sports and Arts Councils for funding, including National Lottery funding, for sports and arts facilities which the community can use.
- Candidates in parliamentary and local elections have rights to use school rooms for public meetings when they are not being used for educational purposes, or if the premises are not under a lettings agreement. The Returning Officer may use school rooms at any time for an election rent free but must pay the school for any costs incurred.
- Lettings will not be made to persons under the age of 18, or to any person, organisation, or group with an unlawful or extremist background.
- The Governing Body can enter into Transfer of Control Agreements (TofCAs) by which it can share control of the school premises with another body or transfer control to it. The Governing Body must get the Secretary of State's consent before entering a TofCA which transfers control of the premises to another body during school hours.
- The letting agreement is personal to the Hirer only, and nothing in it is intended to have the effect of giving exclusive possession of any part of the school to them or of creating any tenancy between the school and the Hirer.



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- The scale of charges for lettings and/or for the use of facilities must be approved by the Governing Body.
- A damage retention charge may be made for certain events. This refundable charge is to be paid in addition to and at the same time as the letting charge.

3. Health and Safety

The requirements of the Health and Safety at Work Act 1974, and other legislation including, in particular, the Management of Health and Safety at Work Regulations 1999 and Occupiers Liability Acts 1957 and 1984 apply to lettings. It is important that any Hirers are made aware of this and of any relevant sections of the local health and safety policy and that they agree to comply with any safety and security requirements therein, and the conditions of use (see Appendix 1).

Nothing shall be done which will endanger the users of the buildings, or invalidate the policies of insurance relating to it and its contents in particular:

- a) Obstructions must not be placed in gangways or exits, nor in front of emergency exits, which must always be available for free public access and egress.
- b) Firefighting apparatus shall be kept in its proper place and only used for its intended purpose.
- c) The fire brigade shall be called to any activation of the fire alarm or potential outbreak of fire, however slight and details of the occurrence shall be given to the Lettings Manager.
- d) The Hirer is responsible for familiarising his/herself with the procedure for evacuation of the premises, the escape routes, assembly points and shall be familiar with the firefighting equipment available.
- e) Highly flammable substances shall not be brought into, or used, in any part of the premises. No internal decorations of a combustible nature (e.g. polystyrene, cotton, hay etc.) shall be undertaken or erected without previous consent. Neither should smoke or bubble machines be used without consent.
- f) No unauthorised heating appliances shall be used on the premises.
- g) All electrical equipment brought into the building shall be subject to regular PAT testing and certification proved in evidence at the Hirer's own cost.
- h) Adequate supervision must be provided to maintain good order and good conduct, and where applicable, the Hirer must adhere to the correct adult/pupil ratios at all times when these are specified for particular activities, e.g. by national governing bodies of sports, scouts etc.
- i) The Hirer must inform the school of any fault, damage or other problems with the premises or equipment encountered during the letting.
- j) No part of the premises requested is to be used for any unlawful purpose or in any unlawful way.

4. Safeguarding and Child Protection

The Impact Multi Academy Trust and its member schools are committed to our responsibilities to protect and safeguard our pupils and staff and promote their welfare. We expect all staff, volunteers, visitors, and contractors to share in this commitment and where the school facilities are being let to organisations providing activities for children and young people the school will require the following:

- Confirmation that the organisation has an appropriate child protection procedure and policy in place. A copy must be provided to the school prior to the commencement of hire of the premises.



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- Confirmation that individuals carrying out the work are suitable for working with children and young people. Organisations are responsible for and obliged to carry out all relevant checks on all individuals who are currently employed or volunteer to provide services to children and young people on the school premises or any employee or volunteer who is appointed in the future. (The organisation is required to keep and maintain records of checks carried out and to allow inspection of these records by the school)

5. Disclosure and Barring Service (DBS)

Hirers and Sports Coaches using school facilities for activities involving children and young people (including children not from Ravens Wood School) are required to supply the following on company headed paper for the person responsible for the hire of the premises and all employees or volunteers who are engaged in activity on the school site:

- Full Name(s)
- Date(s) of Birth
- DBS number(s)
- Date(s) of Clearance
- Confirmation that individuals are not barred or restricted from working with children or disqualified under the Childcare (Disqualification) Regulations 2009 and the Childcare Act 2006.

Organisations letting the facilities during the school day will always be required to sign in at Visitor Reception and to wear an ID badge/lanyard on site.

6. Licenses, Permissions and Approval of Hire

The school must be provided with a full breakdown of an event, listing any requirements, circumstance, or intention of the proposed hire at the time of enquiry. The school reserve the right to reject any hire request should the request not align with the best interests of the school, its premises, staff, students, reputation, or other public responsibilities.

The school will ensure that the purpose of individuals and organisations letting the school facilities is appropriate and does not compromise the ethos and values of the school or British values.

Any hiring party who wishes to provide alcohol at any event or letting must obtain prior consent from the school. The school reserves the right to deny a request for any event that provides alcohol whether sold or freely given.

Should approval for an event with specific requirements be granted:

- The Hirer shall be responsible for obtaining any public licenses necessary in connection with the booking and should provide copies to the school the licenses they hold.
- Permission or license must be obtained from the copyright owner, the owner of the sound recordings (if appropriate) and the publisher for any public performance of music, musical, operas or stage plays. The borrowing of music scores or plays from a library does not constitute permission to perform.



- Regulated entertainment, public music, singing and dancing can only take place on premises which have a Premises' License authorising entertainment or by applying for a Temporary Event Notice (TEN).

7. First Aid Facilities

It is the responsibility of the Hirer to make their own first aid arrangements, such as the provision of a first aid kit, and the provision of first aid training for supervising personnel, particularly in the case of sports lettings.

8. Animals

Except in the case of trained guide dogs for the blind or those with hearing difficulties, animals shall not be permitted on the school premises.

9. Complaints

Where the school facilities are being let to organisations providing activities for children and young people the school will require the following:

- Confirmation that the organisation has a complaints procedure and policy in place. A copy must be provided to the school prior to commencement of hire of the premises.
- A designated primary point of contact within the hiring organisation through who all complaints will be raised and addressed.

Complaints made regarding the school, its facilities or any other aspect of the hire shall be directed to the Estates Manager in the first instance and should be received from the hiring organisations designated primary contact.

10. Evaluation

The operation of all lettings will be monitored and evaluated regularly by the Lettings Manager, Estates Manager and Headteacher. The Lettings Policy will be reviewed annually by the Governors.

11. Facilities Hired and Times of Hire

Facilities which the school may consider suitable for hire include:

- The 3G Pitch
- The Main School Hall
- The Sports Hall
- The Gymnasium
- Classrooms
- The Drama Studio



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Times and dates the school will consider providing facilities for hire:

- Term Time only evenings between the hours of 6pm and 10pm.
- School Holiday/Half Term periods during the day between the hours of 9am and 4pm. There will be limited hiring of facilities during the evenings of periods of School Holiday/Half Terms for hire agreements under special consideration only.

12. Staffing

Members of the school's Site Team will be on site during lettings and will be responsible for the following:

- Inspecting facilities and signing clients in and out in a timely manner.
- The locking and unlocking of facilities at the correct times and in line with completion of the correct paperwork.
- Identifying the representatives/responsible persons from a hire group and ensuring familiarity with those persons.
- Briefing the representatives/responsible persons from a hire group on the Fire Alarm and Evacuation procedure, as necessary.
- Communicating and liaising with the Estates Manager with regards to concerns or incidents.
- Maintaining casual and periodic oversight of an event to ensure smooth operation.
- Passing instruction or information to the hiring parties' responsible persons/representative at the request of the Lettings Manager.
- Any other reasonable duty requested by, or approved by, the Estates Manager or the Headteacher.

Members of the school's Site Team will not be responsible for the following:

- Taking responsibility for clients of hire groups, or the continuation of a hire in the event of absence of the responsible persons/representative.
- Approving extended hire times during an event.
- Dealing with any contractual matters.
- Providing first aid, or acting as, the designated first aider for a hire event.
- Returning facilities to the state in which they were found unless, at their discretion, it is deemed prudent or beneficial to do so.

13. Hire Procedure – Enquiry and Approval

1. Initial enquires are routed to the Lettings Manager, who checks for availability of the school accommodation required and the suitability of the activity it is required for.
 - The Estates Manager will inform all prospective Hirers that they must have:
 - a complaints procedure to deal directly with any issues from participants/attendees. A copy must be provided to the school.
 - an appropriate child protection procedure and policy in place. A copy must be provided to the school.
 - an ability to provide confirmation that individuals carrying out the work are suitable for working with children and young people and hold the correct checks (DBS). See sections 4 and 5 of this policy.



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- d. a valid Public Liability Insurance policy with an indemnity limit of no less than £5,000,000.
- If the accommodation is available and the activity is suitable, a booking form, a list of hire charges and any other relevant documentation is sent to the enquirer with a covering letter from the Estates Manager requesting copies of the documents listed in point 2 and, if applicable, information about obtaining a Public Entertainment License.
- 2. On receipt of both the completed application and indemnity forms, the letting may progress at the discretion of the Lettings Manager. If the letting is not to take place the applicant should be advised in writing.
- If the letting is approved, the Estates Manager notifies the Finance Manager and passes over a copy of the letting form.
- 3. The Governing Body of Ravens Wood School reserve the right to withdraw use of the school facilities where regulations are not followed.

14. Hire Procedure - Invoicing

- Once a letting is approved, the Estates Manager notifies the Finance Manager and passes over a copy of the letting form which details fees associated with the hire for record purposes.
- 1. Invoicing shall, where possible, be carried out using the school's ParentPay platform. The designated primary contact for each hiring organisation shall be assigned an account with which they can login, make payments and collect receipts. For some more complex invoicing arrangements, invoicing shall be carried out directly by the school's Finance Team at the discretion of the Finance Manager.
- 2. Invoicing and payment may take place in advance of the hire or monthly, dependant on the nature of the hire and the agreement in place.
 - a. **Monthly (Paid in Arrears)** - At the end of each calendar month, a member of the school's Finance team will create and allocate a ParentPay payment item for the total number of hires completed within that month. Alternatively, at the discretion of the Finance Manager, a direct invoice may be raised if required. The total number of hires for that month will be known by referencing the 'Client Sign In Sheets' (see section 15. Hire Procedure – Operation of Lettings) and Hirers will be invoiced for both completed as well as cancelled hires for which the correct notice was not given. When paying monthly for regular hires, a damage retention charge may be levied and will be payable upfront. This will either be refunded in full at cessation of the hire agreement or subtracted from the final months invoice if there is no loss or damage during the hire period.
 - b. **Up Front (Paid in Advance)** – Should payment be required in advance, for example, in the case of a one off hire with a new client or for certain block bookings, a member of the school's Finance team will create, and allocate a ParentPay payment item for the total cost of the hire as well as cancelled hires for which the correct notice was not given. Alternatively, at the discretion of the Finance Manager, a direct invoice may be raised if required. This payment item may include the cost of a damage retention charge which will then be refunded upon completion of the hire if there is no loss or damage.
- 3. Hirers will be given 14 calendar days to make payment.
- 4. The Finance Manager will log and document all invoices, as necessary.
- 5. Outstanding payments are to be brought to the Lettings Manager's attention at the end of each month. A lettings agreement may be terminated in the event of non-payment.
- 6. Any write-offs must be authorised by the Headteacher.

15. Hire Procedure – Operation of Lettings



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1. The hiring of school facilities shall commence no earlier than 6pm and shall finish no later than 9.45pm on any given term time day.
2. There will be limited hiring of school facilities during the evenings of school holiday periods with any such letting having received special consideration and approval from the Lettings Manager. Hires during school holidays may take place during the day (9am – 4pm) so long as they do not impede the normal operations of the school and have the approval of the Lettings Manager.
3. Hiring organisations and their clients will not be permitted access to facilities any earlier than ten minutes before the scheduled start time of the hire. For example, 5.50pm for a 6pm hire.
 - a. Clients of hiring organisations should not enter the premises any earlier – those who do will be asked to leave and return at the correct time. Additionally, clients will not be permitted to arrive early and wait in vehicles.
 - b. Facilities will remain secured until this time.
4. The representative and responsible persons for the hire will be met at the facility by a member of the school's Site Team. They will be required to inspect the condition of the facility with the Site Team member and will then complete and sign the 'Client Sign In' sheet attesting to the facilities condition and affirming their responsibility for the event and its participants.
 - a. Once completed, the facility will be opened, and the hire allowed to take place.
 - b. Hires will not be allowed to continue without the presence of a hire group's representative and responsible persons who must also remain on site for the duration of the hire.
- The representative and responsible persons for the hire will have access to the contact number for the Estates Manager for use with enquiries or emergencies. At the discretion of the Site Team member on duty, their contact number may also be provided.
5. At the end of the hire, and no later than the finishing time, the Site Team member on duty will return to the facility and inspect its condition with the representative/responsible persons for the hire.
 - a. The hiring group will complete any required tidying or pack up, including, disposing of all litter.
 - b. The Site Team member on duty will note a satisfactory or unsatisfactory outcome on the 'Client Sign In' sheet along with any relevant comments.
6. The hiring group will vacate the premises swiftly and all persons will be off site no later than 15 minutes after completion of the hire. The representative and responsible persons for the hire will be responsible for ensuring this.
7. The Site Team member on duty will secure the facilities and complete any remaining 'lock up' of the site as required.
- Any concerns or incidents will be reported immediately to the Estates Manager who will address these with the hiring organisation's designated primary contact.

16. Hire Procedure – Cancellation and Amendments

The Hirer must accept that all School Activities take priority over any confirmed booking(s) and that the school may, without incurring any liability towards the Hirer, cancel a confirmed booking at any time whilst giving as much notice of the cancellation as possible. The Hirer shall not be charged for the hire of the facilities where the confirmed booking is cancelled and shall be reimbursed if payment has been made in advance.

Similarly, the Hirer accepts that, in the event of unforeseen circumstances/emergencies, lettings may be cancelled e.g. burst pipes, extreme weather conditions etc. The Hirer will be informed of these types of closures at the earliest convenience.



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The Hirer will be entitled to cancel bookings by giving the following notice as outlined below:

Cancellation of One-Off Booking or Cancellation of an Individual Booking Date within a “Block”

Booking: 7 Calendar Days’ Notice which must be provided to the school in writing. Where the correct 7 Day Notice is given in writing, the Hirer shall be reimbursed if payment has been made in advance or the balance may be carried forward to fund a later/rescheduled booking at the discretion of the Lettings Manager. For notice given that is less than 7 days, the full charge shall be payable.

Cancellation of the Whole, or a Series of, Regular “Block” Bookings: 21 Calendar Days’ Notice which must be provided to the school in writing. The Hirer will be expected to pay the full hire charges for the remaining bookings within the 21 Day period after submission of a cancellation notice from the Hirer. The Hirer may opt to make use of the hired facility for the hired dates and times as normal during the notice period of 21 Days.

Amendments to the planned and agreed date of a hire may be discussed with the school but notification must be made in writing 14 Calendar Days before the planned date of the event. If a change can be accommodated by the school, then the date will be changed and paperwork resubmitted, as necessary. If the change cannot be accommodated, then the Hirer will have the option to cancel the hire until 7 Calendar Days before the scheduled date and will be reimbursed if payment has been made in advance. If the Hirer does not cancel the event but chooses not to go ahead once the 7 Calendar Day notice period has passed, then the full hire charge shall be payable.



Appendix 1 – Terms and Conditions of Use for Hire

Interpretation and Definitions

1. “Hirer” and “Licensee” means the person or entity identified in the relevant Hire Request Form or as the person or entity responsible for a booking or hire event.
2. “Hire” or “Let” or “Booking” means an event, day, or time for which or during which School facilities have been hired for use by a “Hirer”.
3. “School” or “The School” means Ravens Wood School.

Application, Approval and Operation

1. All Hirers must apply on the official Application for Use of Premises form.
2. No public announcement of a function to be held at the School is to be made prior to the booking being confirmed in writing.
3. The School reserves the right to request additional information regarding the proposed letting or person(s) / organisation applying for the letting (Hirer). Further, the School additionally reserves the right to request additional information regarding the proposed letting or person(s) at any stage after application and before completion of a hire.
4. The School reserves the right to refuse any application if it does not believe it to be in the interests of the School or is believed to create any disturbance to the neighbourhood.
5. The School reserves the right to limit the number of people admitted to the Premises depending upon the type and size of accommodation hired and in line with Health and Safety requirements.
6. The School reserves the right to remove any person from the Premises whose behaviour, in the opinion of the School, is unacceptable or in breach of these Terms and Conditions.

Charges, Payment Terms and Legal

1. Hirers, for the most part, will pay the hire charge in advance. An arrangement for payment after an event may be approved at the discretion of the School and may, for example, be implemented for a long term, regular and repeated hire. The Hirer will likely pay a deposit to cover any additional charges that may be incurred because of the Let. This deposit will be returned to the Hirer if no additional charges are incurred.
2. The Hirer shall pay the full amount as stipulated by the School, and shall not be entitled to set off any amount owing to the School against any liability, whether past or future, of the School to the Hirer.
3. The Hirer will be responsible for all payments and charges in relation to the letting.



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4. The Hirer will be responsible for the adherence to these Terms and Conditions, and of all associated additional Special Conditions of use of the Premises and facilities. The Hirer is responsible for all people admitted to the premises associated with the letting.
5. We reserve the right to levy a reasonable charge for administration and loss of possible hire to any Hirer who cancels a booking once a firm booking has been received. This charge is outlined under the cancellation section of the school's Lettings Policy.
6. We reserve the right to levy a charge for any time that the Hirer occupies the premises over and above the time that has been booked and paid for. This charge will be double the standard hourly rate and will be payable immediately.
7. The School's premises hire policy, the relevant hire request form submitted by the Hirer and the relevant hire confirmation letter issued by the School shall apply to and are incorporated in the licence.
8. This licence shall be governed, construed, and interpreted in accordance with the laws of England and Wales.
9. The School and the Hirer irrevocably agree that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim arising from this licence.
10. VAT will be charged on top of standard facility hire charges where applicable.

The Hirer and the Hirer's Obligations

1. The Hirer must be 18 years of age or over and must be the person signing the application form. If the application is made on behalf of an organisation, the Hirer must have the authority to sign the form on behalf of the organisation.
2. Hirers/coaches are required to supply the following information on company headed paper for all individuals employed or voluntarily engaged in activity on School site:
 - Full name(s)
 - Date of Birth(s)
 - Disclosure and Barring Service Number(s)
 - Date(s) of clearance
 - Confirmation that individuals are not barred or restricted from working with children or disqualified under the Childcare Disqualification Regulations 2009 and the Children Act 2006.
3. Organisations involved in providing regular paid activities will be required to provide a copy of their complaints policy/procedure.
4. Organisations providing activities for children and young people will require an appropriate child protection policy/procedure and must provide a copy to the School.
5. The Hirer will ensure that they and any of their staff will be appropriately dressed and be mindful of modelling appropriate language and behaviour.
6. The Hirer will ensure that any activities must not incite hatred, violence or call for breaking the law.



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7. The Hirer shall not conduct, nor permit or suffer any other person to conduct, any illegal or immoral act on the premises, nor any act that may invalidate any insurance policy taken out by the School in relation to the premises.
8. The Hirer is not permitted to encourage, glorify, or promote acts of violence or terrorism, or individuals or groups involved in these acts.
9. The Hirer must not insult or denigrate any group, faith, or belief.
10. The Hirer shall not use the premises for any purpose other than that agreed upon in the licence, as set out in the hire request form.
11. All Hirers must leave the premises in a neat and clean condition. All rubbish must be cleared and removed from the site. Furniture/equipment moved by the Hirer must be returned to the correct place.
12. Hirers are responsible for the supervision and conduct of all persons attending the function. Use of areas and/or equipment other than those hired is not permitted.
13. The Hirer will read and ensure understanding of the emergency evacuation procedures and be ready to follow them in the event of a fire or other similar emergency. Procedure notices are located at strategic locations around the premises. The Hirer will assist with the orderly evacuation of those under their supervision and will be responsible for providing a roll call of those persons once at the designated rally point.
14. Ravens Wood School is a no-smoking premises. No smoking or vaping is allowed anywhere on the School premises, including the grounds. Hirers will ensure the compliance of their parties.
15. The Hirer shall not display any advertisement, signage, banners, posters, or other such notices on the premises without the prior written agreement from the School.
16. The Hirer shall observe the maximum capacity rules of the part(s) of the premises being hired and not allow this to be breached.
17. The Hirer shall comply with all applicable laws and regulations relating to its use of the premises.
18. All Hirers must adhere to the licensing laws – no alcohol may be sold or provided during a hire without permission from the School and a temporary events license having been previously obtained.
19. The Hirer will acquire all appropriate additional licences for any activities they are running, including those required for use of any third-party intellectual property.
20. The Hirer is responsible for ensuring only the agreed (in writing) areas of the site are accessed.
21. The Hirer shall observe all School rules and Health and Safety legislation and shall not carry out dangerous or hazardous activities or partake in any activity or omit to do anything that could cause harm or breach any statute, regulation or legal obligation.



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22. Parking is permitted on the Premises, in designated areas as agreed at the time of booking. The School is not liable for any loss or damage to cars parked on the Premises during the letting. All vehicles must be removed by the Hirer at the end of the letting time. The Hirer must provide adequate stewarding for controlling parking, as necessary. Any vehicles left on site at the end of the letting may be locked on site until the next working day. A charge of £50 may be levied to the Hirer upon collection of the vehicle.
23. The Hirer shall ensure that any equipment brought onto site is fit for purpose and in good condition. Electrical items must have a valid PAT test certificate.
24. No alterations to the fabric of the building including lighting or power are permitted. The use of glue, tacks, tapes etc. are not permitted to any walls, ceiling, doors, floors, windows.
25. The Hirer shall ensure that all those admitted have vacated the Premises (internal and external) by the end of the agreed letting period. The School Site Team member on duty should be informed at the end of the letting, to enable immediate securing of the Premises.
26. It is the responsibility of the Hirer to make their own first aid arrangements, such as the provision of a first aid kit, and the provision of first aid training for supervising personnel, particularly in the case of sports lettings.

Liability and Insurance

1. The Hirer shall indemnify and keep indemnified the School from and against:
 - a) any damage to the premises or School equipment
 - b) any claim by any third party against the School
 - c) all losses, claims, demands, fines, expenses, costs (including legal costs) and liabilities, arising directly or indirectly out of any breach by the Hirer of the licence or any act or omission of the Hirer or any person allowed by the Hirer to enter the premises
2. The personal possessions of the Hirer, and those members of the public attending the letting organised by the Hirer, are brought onto the Premises at the owners' risk. The School does not accept any responsibility for any articles left on the Premises by any member of the public following the hiring.
3. The Hirer shall be responsible for all matters relating to health and safety of the hire and shall be responsible for those in attendance during the hire.
4. Save that nothing in the licence shall exclude or limit either party's liability for personal injury or death arising from the negligence of either party or any other liability that cannot be excluded by law, the School shall not be responsible for any losses of a direct or indirect nature, and its maximum liability to the Hirer shall not exceed the total fees paid or to be paid to the School by the Hirer under the licence.



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5. The Hirer shall be liable for any loss or damage which occurs to the Premises arising as a result of or, during the letting. The Hirer will undertake to pay the School the costs arising from the loss or damage.
6. The Hirer is responsible and liable for any injury or loss to any person during the letting activity or any loss or damage to property.
7. Hirers are required to have Public Liability insurance cover for loss or damage to property and persons and must be able to provide proof of such to the School.
8. The Hirer is responsible for carrying out any risk assessments of the premises relating to the activities they are running. This includes a risk assessment for COVID-19.
- Any damage or breakage must be paid for by the Hirer. Any damage or breakage must be reported to the duty Site Team member or Estates Manager at the time of the incident.
9. Parking is permitted on the Premises, in designated areas as agreed at the time of booking. The School is not liable for any loss or damage to cars parked on the Premises during the letting. All vehicles must be removed by the Hirer at the end of the letting time. The Hirer must provide adequate stewarding for controlling parking, as necessary. Any vehicles left on site at the end of the letting may be locked on site until the next working day. A charge of £50 may be levied to the Hirer upon collection of the vehicle.

Assignment and Sub-Letting

1. The Hirer shall not sub-lodge, or sub-hire, any of the premises under the licence.
2. The Hirer shall occupy the part(s) of the premises agreed upon as a non-exclusive licensee and no relationship of landlord and tenant is created between the Hirer and the School by this licence.

Use of the 3G Pitch

1. The hire of the 3G Pitch is subject to additional Special Conditions of use. These Conditions are deemed to be incorporated in these Terms and Conditions.
2. Failure to adhere to the Special Conditions may result in immediate termination of the letting. Under these circumstances no refund will be paid for that or future bookings.

Termination

1. If the Hirer breaches any of the terms and conditions the School reserves the right to terminate the licence and retain any fees already paid to the School, without affecting any other right or remedy available to the School under the licence or otherwise.
2. Any additional uses of the premises not agreed in writing by the School will result in the immediate termination of the licence.



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3. The School has the right to terminate a hire or letting agreement at any time if payment of any charges relating to the letting is not received in full by the due date.
 4. The School has the right to terminate a hire or letting Agreement at any time if the letting event is believed to be against the School's ethical beliefs or could be deemed to be harmful to the School's reputation.

Appendix 2 – Special Terms and Conditions for Use and Hire of the 3G Pitch

See Document: *RWS Lettings Policy - Appendix 2 - 3G Pitch Special Terms and Conditions for Hire*

Appendix 3 – Charges for Facilities Hire

3G Pitch	£100 Per Hour
Sports Hall	£50 Per Hour
Gymnasium	£45 Per Hour
Main School Hall **	£60 Per Hour
Drama Studio *	£30 Per Hour
Classroom	£20 Per Hour

* Additional costs of £10 per hour may be charged for the use of theatre lighting and audio-visual equipment.

** Additional costs of £15 per hour may be charged for the provision of a Technician to operate theatre lighting and audio-visual equipment.

- Lettings charges may be paid in advance or by monthly invoice dependant on the nature of the hire agreement and at the sole discretion of the School.
- VAT will be charged on top of the standard hire charges listed above where applicable.
- An over-run of an event will be charged at double the standard hourly fee and payment will be due immediately. Note, the School do not favour over-running events and must insist that events finish on-time, at the agreed time.
- The maximum period for any Letting Contract / Hire Agreement shall be 12 months.
- A cancellation charge will be made in the event of inadequate notice being given (see Section 16)
- An additional cleaning cost may be charged depending upon the nature of the event.
- Any damage retention charge made is payable up front and this charge will either be refunded or deducted from the final invoice if there is no loss or damage incurred.



Ravens Wood School

(Part of the Impact Multi Academy Trust)

Lettings Policy

- The Estates Manager may reduce the above fees in special circumstances. The reason for any reduction is to be documented in the lettings record. The main reasons why reductions will be authorised fall into the following categories:
 - Reciprocal arrangements with local clubs
 - Lettings which promote good public relations and community links
 - Long established lettings with local clubs
 - Regular lettings, where annual fees are paid up-front