



Lettings Policy

This Lettings policy will be reviewed annually by the Principal and shared with the finance and resources committee of the Academy Advisory Body.

Date of last review: Autumn 2024

Date of next review: Summer 2025

Introduction

Lettings arrangements relate to the use of the premises, accommodation and facilities outside of the normal school day. The principal accepts responsibility for the letting of the premises, for lettings arrangements and for setting letting charges. The academy has priority use of the property.

Accommodation and Facilities available for hire

- 3G artificial football pitch and changing pavilion
- Grass football pitches and changing rooms
- Cricket nets (indoor and outdoor) and changing rooms
- Netball courts
- Athletics track and jumping pit
- Barn, Gym, Hall
- Hall with stage
- Classrooms
- Music and Drama Theatre

Carlton le Willows Table Tennis Centre

The centre is let exclusively to RS Sport and Leisure Ltd in partnership with Nottingham Table Tennis Club and Sycamore Table Tennis Academy, who manage an extensive programme of table tennis. The programmed sessions are varied and include juniors, talent development, family nights, open play and singles leagues. All members of the local community are welcome. More information can be found by contacting RS Sport and Leisure Ltd through Carlton le Willows.

RS Sport and Leisure Ltd are authorised to sub-let the facilities where appropriate. Sub-lets are governed by the same controls detailed below.

General provisions for lettings arrangements

The principal recognises that it would be impossible for them to personally vet every applicant or organisation who wishes to make use of the academy premises. Accordingly they have delegated the authority to accept applications for hire to the academy finance manager. All applications will be considered on their merits, taking into consideration the suitability of the activity. The academy reserves the right to: refuse applications, have a representative present at any function and terminate any activity not properly conducted. Only official lettings will be undertaken.

All lettings involving children or vulnerable adults will be required to provide evidence of a current full Disclosure and Barring Service check. If available, a valid public liability insurance policy will be obtained from the hirer.

Please refer to the terms and conditions (Appendix 1) which forms part of this policy.

Conditions of Hire

All hirers are given a site induction in advance of their first booking. The induction includes access arrangements, defibrillator locations, emergency evacuation procedures and emergency vehicle access routes. Hirers are responsible for the provision of their own first aid when on-site.

Hirers have a responsibility to ensure that all activities are safe and that any equipment brought to site is safe and suitable for use.

Lettings – charging structure

Barn, Gym or Hall	£28.00 per hour
Adult football match	£67.00
Under 16s football match (11v11)	£50.00
Under 12s football match (9v9)	£39.00
Under 10s football match (7v7)	£33.50
Under 8s football match (5v5)	£28.00
Cricket nets indoor	£28.00 per hour
Netball courts	£28.00 per hour
Athletics track and jumping pit	£28.00 per hour
Classrooms and Music and Drama theatre	POA

3G artificial football pitch and changing pavilion:

	Peak (September to April)			Off Peak (May to August)*		
Hirer	Full Pitch	Half Pitch	Quarter Pitch	Full Pitch	Half Pitch	Quarter Pitch
Key Partner Clubs	£77	£44	£26	£67	£33.50	£16.75
Pro Clubs	£72	£39	£22.50	£67	£33.50	£16.75
Charter Standard Clubs	£89	£50	£28.50	£67	£33.50	£16.75
Non Charter Standard Clubs	£110	£67	£40	£67	£33.50	£16.75
Pay and Play	£110	£67	£40	£110	£67	£40
Other hire	£110	£67	£40	£110	£67	£40

*Only clubs booking all-year round slots will benefit from the discounted 'off-peak' rate.

Match Type	Pitch	Duration	Cost
5v5 (mini soccer)	Quarter	1 hour	£28
7v7	Half	1 hour	£33.50
9v9	Full	1 hour 30 minutes	£39
11v11	Full	2 hours	Jnr £50, Snr £67

benchmarked against Gedling Borough Council facilities including Redhill Academy 3G Facility which is a recent Football Foundation project.

The academy is encouraging community use and aiming to increase the use of the facilities. Therefore a discount may be offered to any community users making a block booking. The academy reserves the right to require a deposit over and above the hiring charge as a surety against damage to the premises (including any equipment) or the premises being left in an unacceptable condition necessitating their incurring additional cost for cleaning, caretaking or other expenses.

Invoices are issued monthly and are payable within 14 days. Late payment may result in the booking being suspended until the account is brought up to date. Persistent late payers will be required to pay in advance to secure bookings.

An online booking platform, Schoolhire, is used to take payment in advance for bookings made by casual or unestablished groups.

VAT

The use of facilities closely linked and essential to sport or physical education are exempt for VAT purposes.

Cancellations

The academy reserves the right to cancel both designated and private users hire agreements should it be found that the hirer or persons associated with the hirer are found to be bringing the school into disrepute or by jeopardising the school's integrity or ethos in any manner.

Wherever possible the academy will endeavour to give as much notice as reasonably practicable under the circumstances should the premises become unavailable for hire. The academy will not be responsible for any costs that may be incurred as a result of this cancellation of use.

Bad Weather - The lettings team will assess outdoor facilities when necessary. If the facility is deemed unsuitable for play the hirers will be contacted as soon as possible. Please note that the academy sports barn is used for exam sessions each summer and will be out of use for approximately ten weeks throughout the year.

Hirers wishing to cancel or amend a booking should give at least seven days notice. Failure to do so will result in the full cost being charged.

Emergency provisions for lettings arrangements

The academy emergency plan covers the whole school site and all activities taking place there, both in and out of school hours. Prior to agreeing the letting, the person(s) making the letting are made aware of the relevant school procedures as part of their induction. It is the responsibility of the person(s) letting the particular part of the premises to ensure that their clients are made fully aware of the emergency evacuation procedure in accordance with the school emergency plan and to adhere to the plan in entirety.

Respect

The academy site is a no smoking area.

The academy site is a dog free site, except for assistance dogs. Please do not bring dogs or other animals on to the school premises. This includes dogs or animals left in vehicles.

Please do not drop litter. We have provided a number of bins around the site for your convenience.

Please respect our lettings team. Violence or intimidation will not be tolerated and the individual(s) involved will be asked to leave site and will be permanently barred from the school premises.

Security

Areas of the academy not in use will be secured and alarmed where possible.