



**INVICTUS**

The logo for Invictus Education Trust features the word "INVICTUS" in a bold, black, sans-serif font. It is flanked by two horizontal yellow lines, one above and one below. Below the word, the words "Education Trust" are written in a smaller, black, serif font. A yellow brushstroke underline is positioned beneath the text.

Education Trust

# Lettings Policy

## Document Control and Version Control

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V 1.0	Head of Estates	July 2023	New policy
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V2.1	Trust Estates Asset Manager	May 2025	Insurance information for single ad hoc bookings.

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# 1. Our Mission, Vision and Values



## Mission

'Excellence every day, unlimited ambition and transforming lives'



## Vision

'To create a community of inclusive schools where people choose to learn with us, work with us and belong with us, so that everyone succeeds'



## Values

- Respect
- Resilience
- Relationships

## 2. Introduction

The school will make every reasonable effort to ensure the school premises are available for community use. However, the overriding aim of the Trust is to provide the best possible education for its students. Any lettings of the premises to outside organisations will be considered with this in mind.

## 3. Bookings and Hire Charges

Schools are required to promote the British Values of Democracy, Rule of Law, Individual Liberty, Mutual Respect and Tolerance of different faiths and beliefs. Therefore, requests to hire school premises are also required to promote these British Values. Requests to hire facilities may be declined by the headteacher if they are concerned that they do not promote British values. For example, a request to hire for party political purposes, that does not provide the balance of alternatives views and opinions may be declined, whereas an election hustings or polling station could be accepted.

The Individual School is responsible for setting the letting charges that apply, with an example set out in Appendix 2. Different rates may be negotiated for longer term bookings, exclusive use and multiple facility bookings across the school site. Schools will review their charges periodically, in relation to inflation of costs, local market conditions and investments into the facilities. Changes to lettings prices will be communicated to regular users of facilities at least 6 weeks in advance of the changes.

All financial transactions, and relationships between Trust staff, schools and hirers, must conform to the Nolan Principles of public life. Therefore, this policy works in conjunction with the Trust bribery policy and any conflicts of interest must be declared and registered under the Invictus Education Trust bribery policy.

Payment for individual lettings must be made prior to the commencement of the booking. Clubs / organisations will be invoiced if payment is not made prior to the commencement of the booking.

All payments must be via debit/credit card or BACS transfer. Invictus Education Trust is now a cashless organisation.

## 4. Vat

From 1<sup>st</sup> April 2023 Invictus Education Trust is now a VAT registered organisation, therefore from this date some hirers using the Trust's premises, either for Sport or for Room Hire, will be liable for VAT and this will be added to their lettings charge. It is important therefore that the information you provide on the Facilities Booking Form regarding the category of hirer is accurate. If you require further information then please contact the finance team via email: [financestaff@invictus.education](mailto:financestaff@invictus.education)

## 5. Applying to Use the School Facilities

Persons and organisations wanting to book facilities for use must complete the Facilities Booking Form which is supplied on request from the school.

Completed forms should then be returned to the school for the attention of the Facilities & Operations Manager for approval and acknowledgement. If the Facilities & Operations Manager has any concerns about the appropriateness of a particular request for a letting, he/she will consult with the Headteacher who has the authority to determine the issue on behalf of the School. The Headteacher has the right to refuse an application, and no letting should be

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considered 'booked' until approval has been given in writing. No public announcement of any activity/function taking place should be made by the hirer/organisation until the booking has been confirmed.

Your attention is drawn to the document 'Terms and Conditions of Use'. A copy of this should be retained by hirers for reference.

Ad hoc booking of facilities on a one off or temporary basis is possible subject to the availability of resources. The Facilities & Operations Manager can assist with this type of request.

## 6. School Calendar

A school calendar of events and closures will also be issued to assist you with forward planning of activities. Whilst it is our intention to honour bookings at all times, we may have to cancel the use of facilities due to extenuating circumstances at short notice. In which case we will endeavour to inform you as soon as possible. We will reimburse the hire costs only or where possible extend the letting period.

Any queries, complaints or requests should be made to the on-duty Caretaker/Lettings Manager at first instance or in writing to the Facilities & Operations Manager.

## 7. Safeguarding

In line with Keeping Children Safe in Education 2024, the school is dedicated to ensuring the safeguarding of children and young people at all times. It is a requirement of hire that hirers abide by the schools' requirements in respect of safeguarding. It is the responsibility of the hirers to ensure that safeguarding measures are in place while hiring out the space. **Any failure from the hirer in this respect will result in the hire being terminated.**

### Of Invictus Students

If the hire of facilities occurs during school hours, or when students may be present in the school such as after school clubs or extra-curricular activities, it will be necessary for the hirer to undergo a criminal records check, via the Disclosure & Barring Service (DBS), proof of DBS clearance will need to be provided to the school prior to the letting date.

### Of the Wider Community

Paragraphs 169-170 of Keeping Children Safe in Education 2024 states:

"169. Where governing bodies or proprietors hire or rent out school or college facilities/premises to organisations or individuals (for example to community groups, sports associations, and service providers to run community or extracurricular activities) they should ensure that appropriate arrangements are in place to keep children safe.

170. When services or activities are provided by the governing body or proprietor, under the direct supervision or management of their school or college staff, their arrangements for child protection will apply. However, where services or activities are provided separately by another body this is not necessarily the case. The governing body or proprietor should therefore seek assurance that the provider concerned has appropriate safeguarding and child protection policies and procedures in place (including inspecting these as needed); and ensure that there are arrangements in place for the provider to liaise with the school or college on these matters where appropriate. This applies regardless of whether or not the children who attend any of these services or activities are children on the school roll or attend the college. The governing body or proprietor should also ensure safeguarding requirements are included in any transfer of control agreement (i.e. lease or hire agreement), as a condition of use and occupation of the premises; and that failure to comply with this would lead to termination of the agreement. "

In order to comply with the above guidance, if school premises are let to organisations whose activities involves contact with children and young people, it will be necessary for the hirer to undergo a criminal records check, via the Disclosure & Barring Service (DBS). It is the responsibility of the hirer, as advised by the Facilities & Operations

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Manager to ensure that they have complied with the DBS Code of Practice. The school will require the hirer to produce proof of DBS clearance prior to the letting date.

The hirer will be required to have appropriate policies in place, including safeguarding and child protection, and shall provide copies of these policies on request to the school.

Should any safeguarding concerns present themselves during the hire of the school premises, the hirer shall contact the school as soon as reasonably practicable. Details of the school Designated Safeguarding Lead and the schools' Child Protection/Safeguarding Policies can be found on the schools' websites.

All hirers are also required to provide the school with proof of identity in the form of photographic ID such as a current driving licence or passport.

## 8. Site Security

Security on site is the responsibility of the Duty Caretaker/Lettings Manager. Organisations/persons that hire the facilities share the responsibility for security and should report any breaches to the Duty Caretaker/Lettings Manager.

## 9. Public Safety/Health & Safety

All conditions attached to the granting of the licence, stage play, or other licences and the Trust's Health & Safety Policy shall be strictly observed. Nothing shall be done that endangers the users of the school premises, or invalidate the policies of insurance relating to it and its contents. In particular:

- Obstructions must not be placed in gangways or exits, nor in front of emergency exits, which must be available for free public access and exit at all times
- Firefighting apparatus shall be kept in its proper place and only used for its intended purpose
- The fire brigade shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to the Facilities & Operations Manager. Your attention is drawn to the document 'Fire Evacuation Procedure' issued with receipt of your booking. This procedure must be followed at all times.
- The hirer is responsible for familiarising themselves with the procedure for evacuation of the premises, the escape routes, assembly points, and shall be familiar with the firefighting equipment available
- Performances involving danger to the public shall not be permitted
- 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, candles, fireworks etc) shall be allowed on school site.
- No unauthorised heating appliances shall be used on the premises
- All electrical equipment brought into the building must have been subject to a Portable Appliance Test (PAT) within the past 12 months and certification provided in evidence. The intention to use any electrical equipment must be notified on the hire application form. The Trust disclaim all responsibility for all claims and costs arising out of or in any way relating to such equipment
- Adequate supervision must be provided to maintain order and good conduct, and, where applicable, the hirer must adhere to the correct adult/student ratios at all times when these are specified for particular activities.
- Members of the public should not attempt to handle or set up any facility equipment unless they are suitably trained. Trampolines should only be manoeuvred by approved coaches and sports centre staff.
- The hirer is responsible for carrying out any risk assessments of the premises relating to the activities it is running.
- Documents titled Normal Operating Procedures and Emergency Action Plan will be issued to the hirers of leisure facilities on confirmation of your booking. These must be read and understood and adhered to at all times.

## 10. Intoxicating Liquor

Intoxicating liquor shall not be brought into nor consumed on school premises without the prior consent of the Trust, consent will be issued via the Facilities and Operations Manager or Headteacher. Where such consent is given the hirer must comply with the Licensing Act 2003 and provide evidence of such to the Trust.

Hirers using the Theatre who wish to sell alcohol must obtain a Temporary Event Notice for the event from the Local Authority Dudley MBC/Staffordshire CC, and supply a copy to School.

## 11. Smoking

There shall be no smoking, including electronic cigarettes, on the school premises. It is a **COMPLETELY** no smoking/e-cigarette/vape site.

## 12. First Aid

Organisations/persons hiring facilities have a duty of care to their party. First Aiders are provided by the school, but large group hirers should bring their own qualified First Aider and First Aid Kit with contents to satisfy the needs of the letting / activity. **In the event of an incident or near miss the on-duty Lettings Officer/ Site Team must be notified immediately and an 'Accident Report Form' must be completed by the notified member of staff.** Hirers should also keep records of incidents and near misses.

## 13. Banned Substances

Banned substances are not permitted, on discovery of anyone using or handling banned substances the booking will be cancelled with immediate effect and police informed.

## 14. Animals

No animals, except support animals, for example guide dogs are permitted on the school premises. The welfare of the support animal is wholly the responsibility of the hirer. The school or trust do not take any responsibility for loss or injury to any support animals brought onto a school site.

## 15. Noise Disturbance

Permission to use the premises will not be granted if, in the opinion of the School, it is likely that the let would create unreasonable disturbance or inconvenience to the residents in the neighbourhood or would interfere with any school activity. Hirers are requested to respect the school's neighbours' rights.

## 16. Performances

Permission shall not be granted for the use of the school for the production of plays or music unless the promoters have provided the school with proof that all royalties or fees for performing rights have been paid.

The promoters of entertainment and similar functions to which the public are admitted shall be responsible for completing to the satisfaction of the Facilities & Operations Managers all formalities in connection with the use of the premises for that purpose.

No lecture, play or opera, drama, musical or other work in which copyright subsists shall be delivered or performed on the premises unless the consent of the owner of the copyright has been previously obtained. No performance of any recording no disc or tape etc., in which any copyright subsists shall be given on the premises unless the previous consent of Phonographic Performance Ltd has been obtained by the Hirer. The Hirer must make his/her own enquiries as to the existence of any copyright.

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Where the Chief Fire Officer or Licensing Officer require additional facilities for the purpose of letting which are not already installed (i.e. "Exit" sign or emergency lighting), it shall be the responsibility of the Hirer to provide such of an approved type and methods of installation.

Payment for admission shall be deemed to include admission by ticket or programme or by any other method, by which the making of a payment entitles the person to admission.

## 17. Swimming Pools

Swimming Pool hirers must adhere to the document 'Pool Safety Operating Procedure' (PSOP) at all times without deviation. This document will be provided with the booking form at the start of the booking and annually when the procedure is reviewed. Swimming Pool hirers must complete the PSOP-acknowledgement form and return back to the Facilities & Operations Manager before booking can commence. Swimming clubs who provide their own lifeguards must ensure the Lifeguards have a in date recognised Lifeguarding qualification, attend regular staff training and provide copies of qualification to the Facilities & Operations Manager for inspection. These documents must be presented to the Facilities & Operations Manager before the agreement can start for the hire of the swimming pool.

## 18. Hiring of School Playing Fields/Artificial Pitches

The use of school playing fields by outside organisations must be entirely compatible with the normal school use of the playing fields, i.e. they must be properly organised games.

Please check with individual schools for any licensing restrictions for conditions of use on weekend

Hirers should follow the guidelines for the use of artificial pitches, specifically regarding suitable footwear to avoid depreciation of the turf.

Hirers should not handle, move or damage free standing goals or nets

The hiring authority/club will be required to indemnify the school against accidents and also to reimburse the school in respect of damage to school property or injury to persons which may be incurred as a result of the hiring.

Any part of the school building, such as lavatories, changing rooms etc, required in connection with the hiring will be subject to the appropriate charges. Special consideration has to be given to applications for the hire of playing fields on Sundays, Bank Holidays and School Holidays because of caretaking arrangements.

Except for fixed apparatus and equipment e.g. goal posts, prior permission is required before any other apparatus and equipment belonging to the school can be used.

Block pitch/turf bookings shall be reset annually from 1<sup>st</sup> September, meaning clubs and teams will need to complete the required booking forms, hire agreements and pay a deposit to secure pitches for the forthcoming session. Slots allocated are not indefinite.

The hiring may be cancelled without notice by the Facilities & Operations Managers or an authorised officer of the school if weather conditions or the state of the ground make it probable that unreasonable wear may result from use. The school will reimburse for the hire costs only or where possible extend the letting period.

## 19. Weekend Availability

Some facilities are available all weekend. However, in some schools the facilities can be made available on request, but will be subject to the availability of staffing resources and a surcharge depending on the nature of the booking. Please speak to the Facilities & Operations Manager for further information.



## **20. Staff Use**

All Invictus Education Employees are encouraged to use the Trust's Sport Facilities as part of the Trust's wellbeing strategy. Employees wanting individual use of the facilities will be offered a 10% discounted price when making a booking.

## **21. Duty Site Team/Lettings Manager Supervisor Responsibilities**

The Duty Caretaker/Lettings Manager is the School's representative and is responsible for ensuring that, before, during and at the end of the letting, the following are adhered to:

- That the premises are unlocked at the agreed time as stated on the Application for Hire Form and subsequently agreed by the School.
- That the premises are in a safe and satisfactory condition for the Hirer.
- That the premises are checked before and at the end of the let (with the Hirer or representative of the Hirer) for damage and to ensure that they have been left in a neat, clean and tidy condition after the letting.
- That, where more than one group hires the same accommodation on the same day, the accommodation is checked between each letting.
- That, as far as practical, users of the site do not behave in a manner likely to cause injury to themselves and/or others, or to result in damage to the school or its contents.
- That, in the event of an emergency, appropriate assistance – police, ambulance, fire service is summoned.
- In the event of a fire alarm being triggered, ensuring that all persons follow the fire instructions in clearing the building.
- Duty Site Supervisors cannot change any aspect of these Conditions of Hire.
- Duty Supervisors will do their best to ensure your event runs smoothly. On rare occasions, things can go wrong. If they do, we will do our best to put things right in a friendly and helpful manner.
- Our staff will treat you with respect and courtesy. In return we ask that our staff are treated the same way no form of abuse or threatening behaviour against employees will be condoned, Invictus reserves the right to terminate bookings and deny access to the school facilities.

## **22. School Use as a Polling Station**

Local returning officers have the power to require a school to act as a polling venue for local and national elections or referendums, and may choose to do so where no suitable alternative accommodation is available. Where an Invictus School is required to act as a polling station, the school reserves the right to cancel lettings on the day of the poll if it is not reasonably practicable to make alternative arrangements

## **23. Terms & Conditions of Use**

### **Applications**

All correspondence and applications for the hire must be made directly to School. All applications are subject to approval by the Facilities & Operations Manager and must be submitted 14 days in advance.

Lettings are made on the condition that the Trust is indemnified by the hirer against any loss, damage, costs, or expenses incurred during the use of the school premises, except where such loss, damage, costs, or expenses are directly attributable to the negligence of Trust employees.

The hirer must take out insurance, with a reputable insurance provider, against any amounts the hirer may become liable to pay as compensation. This includes liability arising from bodily injury or illness (fatal or otherwise) to any person, and/or loss of or damage to property or the premises, caused by any act or negligence of the hirer, their employees, agents, or any person attending the premises as a result of the hirer's use.

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Unless specifically agreed otherwise by the Trust or School, the insurance must provide a minimum indemnity limit of £2,000,000 (two million pounds) per incident. This must include public liability cover for the premises, including risks of fire and explosion arising from the use of the premises.

The Trust holds Third Party Public Liability insurance, which includes cover for individuals or informal groups who would not reasonably be expected to hold their own public liability insurance. However, where the hirer is a formal group, club, or organisation, they are expected to have appropriate public liability insurance in place.

The hirer must produce evidence of insurance – including the policy and current premium receipts – upon request by the Facilities & Operations Manager within seven days.

Neither the Trust nor the School accepts responsibility for injury to persons or damage to property arising from the use of the premises.

This licence shall be governed by and interpreted in accordance with the laws of England and Wales.

The Trust 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.

### **Safeguarding/Child Protection**

The hirer must produce a valid form of photographic proof of identity such as a current passport or driving license.

The hirer must produce proof of valid DBS clearance if the School is to be hired for use with children and young people, which will be checked prior to the hiring date, where applicable.

The hirer should provide the school with a copy of their organisations safeguarding policy and procedures where applicable.

Please refer to the paragraph on Safeguarding of the Lettings Policy for further information on requirements

### **Hirer**

The hirer must be over 18 years of age and shall be the person by whom the booking form for the hiring is signed. Such person shall be responsible for the payment of the fees payable in respect of the hiring and for the observance and performance in all respects of the conditions and stipulations contained in the hire agreement and the Trust's Letting Policy and Terms & Conditions of Use.

### **Fees and Charges**

Unless otherwise agreed, the hire fee shall be paid in full in advance of the letting, upon signing the Facilities Booking Form together with any returnable deposit required by the Trust.

### **Duration of the Letting**

The Trust shall determine in advance the duration of a letting. Hiring's may commence after the school day on weekdays and will terminate no later than 10.00pm unless the school have approved an extension. On Saturdays, lettings will be by agreement subject to minimum period of 1 hour. School premises will only be let on Sundays, Bank Holidays and School Holidays if caretaking arrangements can be made.

### **Cancelling of Hiring by Trust**

The Trust reserves the right to refuse any application without stating reasons for so doing. The right is reserved to cancel any hiring, without notice, where the Trust considers it necessary for any cause outside their control.

If the hirer breaches any of the terms and conditions, the Trust reserves the right to terminate the license and retain and fees paid to the school, without affecting any other right or remedy available to the school under the license or otherwise.

### **Cancellation or Postponement by Hirer**

Hirers will be allowed to cancel or postpone bookings. Refunds or fees payable are at the discretion of the Trust. Please note no refunds will be made unless at least 14 days-notice of cancellation is given.

### **Hired Area**

Access is strictly restricted to the hired area and any toilet facilities, entrances, exits and corridors as directed by the Trust.

The Trust reserve to themselves, and their officials, the right to enter the hired area at all times on producing evidence of their identity.

The hirer shall observe the maximum capacity rules of the part(s) of the premises being hired and not allow this to be breached.

### **Variation of Conditions**

There shall be no variation to the conditions of hire without the express consent of the Facilities & Operations Manager/delegated officers.

### **Risk Assessments**

Please attach to this form a full risk assessment for the activity you are running which you have signed and dated.

### **Accident Reporting**

In the event of an incident or near miss the on-duty Lettings Officer/Lettings Manager/Caretaker must be notified immediately and an 'Accident Report Form' must be completed by the notified member of staff.

### **Betting, Gaming & Lotteries**

Nothing shall be done on, or in relation to, the premises in contravention of the law relating to betting, gaming and lotteries, and the persons or organisations responsible for functions held in the premises shall ensure that the requirements of the relevant legislation are strictly observed.

### **Care of School Premises**

The hirer is responsible for everyone who is on the School's premises for the activities they are organising and, generally, for everyone who comes on to the parts of the School's premises which are under the hirers control at the stated times. The hirer is responsible for ensuring that they comply with all the terms of the hire agreement.

No notices or placards shall be affixed to, leant upon or be suspended from any part of the school premises.

No bolts, nails, tacks, screws, pins or other similar objects shall be driven into any of the walls, floors, ceilings, furniture or fittings. The hirer shall ensure that no persons using the permitted area use shoes with stiletto heels or other footwear that may in the opinion of the Facilities & Operations Manager be damaging to the floor surfaces of the hired facility.

The premises shall be left in a clean and tidy condition and any litter or rubbish removed. Any tables and chairs used must be cleared away and the room left as found.

Any damage arising from the hiring of school premises will be repaired by the school and charged against the party or persons engaging the school premises in question. Particular attention is drawn to the need for care of hall and gymnasium floors. All footwear should be suitable for these rooms.

### **Use of Equipment**

The hire area does not include the use of any equipment except where specifically agreed and subject to any fees deemed appropriate by the Trust. School furniture (other than chairs for use in halls) shall not be moved except by arrangement. The hirer must do everything reasonable to avoid loss, damage or breakage to the School's property

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whilst the School's premises are under the hirer's control. Any loss, damage or breakage must be reported as soon as practicable to the school. The Trust will be entitled to charge the hirer for any such loss, damage or breakage on terms to be approved by the school.

If the Hirer needs to use own equipment on school site, all electrical equipment brought onto school site from external parties is subject to Portable Appliance Testing. Evidence of certification of recent PAT testing (within 12 months) for equipment must be provided to Facilities & Operations Manager prior to the letting commencing.

### **Storage Ancillary to the Letting**

The permission of the Facilities & Operations Manager must be obtained before goods or equipment are left or stored on the premises, except that the Facilities & Operations Manager is authorised to grant permission for the overnight storage of goods and equipment brought to the school for a particular event. A weekly storage charge will apply.

### **Loss of Property**

The Trust/School cannot accept responsibility for damage to, or the loss or theft of, hirer's property and effects. It is the responsibility of the hirer to make his/her own insurance arrangements if required.

### **School Kitchens**

There is no access to School Kitchens, the school/catering contractor has sole use of the kitchens and equipment. None of the kitchen equipment must be used.

### **Refreshments**

No food and drink may be prepared or consumed on the property without the direct permission of the Facilities & Operations Manager in line with current food hygiene regulations.

### **Disposal of Waste**

The hirer must comply with the school's arrangements for disposal of any rubbish or waste materials.

### **Parking of Vehicles**

The parking of vehicles at the School's property shall be permitted in approved areas only on condition that persons bringing such vehicles on to the premises do so at their own risk and that they accept responsibility for any damage to the School's property or injury to any person whether connected with the establishment or not, caused by such vehicles or their presence on the School's premises.

The hirer will ensure that no cars block access that may be needed by Emergency Services.

### **Swimming Pool Bookings Only**

All swimming pool bookings must comply with school swimming pool operating procedures and ratios outlined in the operating procedures. All evidence of swimming teacher certification and insurance must be supplied along with Lifeguards qualifications and training records.

### **Fire Procedures**

In the event of a fire, the fire brigade will need you to know:

- That all persons accounted for.
- The location of the fire.
- The best route away from the fire.

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**If you detect a fire, do not put yourself at risk, but activate the alarm by breaking the glass. A continuous bell will sound and vacate the buildings to fire assembly point**

### Outside normal hours:

After normal school hours Monday to Friday, all day Saturday, all day Sunday and when the school is not in session during holidays.

### **Instructions:**

- All personnel must evacuate the building.
- Do not go through the building to the assembly point.
- Do not use the lifts.
- Do not re-enter the building until the all clear has been given by the fire brigade.

### **Organiser responsibilities:**

Each let should appoint a responsible person to be in charge in the event of any emergency. This responsible adult must ensure all members are registered and checked to be safe at the assembly point. **If any person is not accounted for, they are responsible for advising the Duty Site Team/Lettings Manager immediately.** Fire evacuation routes are displayed and must be followed. Organisers should ensure no fire exit or corridor is blocked.

Misuse of fire extinguishers is unacceptable; it is a criminal offence. Misuse is potentially dangerous and may threaten everyone's safety. Any person caught misusing fire-fighting equipment will be charged the cost to refill an extinguisher. Our community police officer will be informed and a meeting arranged with the offender.

### **Sub-Letting**

The hirer shall not sub-let the premises, underlet or share possession with any other parties

### **Vacation of Premises**

The hirer shall ensure that the premises are vacated promptly at the end of the letting session. The hirer is responsible for supervising any children taking part in an activity until they are collected by a responsible adult.

## **24. Appendices**

### **Appendix I – Club / Organisation/Commercial Facilities and walk-in bookings Booking Form**

School Name/Site		
Name of Person responsible for the booking <i>Note: must be over 18 years old</i>		
Address of Hirer		
Telephone Number Mobile Number		
Email Address		
If you are using the facility for a Sporting Activity are you:	Yes	No
A walk-in hiring the facility for personal leisure use		

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A Group or non-profit making Club hiring the Sports Facility			
A Commercial entity for profit hiring the Sports Facility			
Name of Club/Organisation NA if not applicable			
Name of Head Coach/Instructor			
Qualifications of Head Coach/Instructor		Date Obtained:	
Name of other Coaches/Instructors			
Qualifications of other Coaches/Instructors		Date Obtained:	
Name of First Aiders			
Qualifications of First Aiders		Date Obtained:	
The hirer will provide first aid equipment appropriate for the activities and number of spectators. Where applicable this will conform to guidelines issued by appropriate national bodies. For example, Football Association, Swim England, Basketball UK.	Yes	No	
If you are using the facility for other than Sporting Activity	Yes	No	
Hiring a bare room and no equipment at the school			
Hiring a bare room with equipment. Please specify what equipment you need for the letting:			
<i>Note; If the room has equipment but it is not required for the letting of the room, this is classed as a bare room letting</i>			

Facility	Tick	Facility	Tick
Swimming Pool		<b>Specialist Rooms</b>	
Sports Hall Whole		Library	
Sports Hall Half		ICT Room	
Sports Hall Quarter		Textile Room	
3G Pitch – Quarter Pitch		Food Tech Room	
3G Pitch - Whole Pitch		Art Room	
3G Pitch - Half Pitch		Design & Tech Room	
Grass Football Pitch 7 Aside		Sixth Form Centre	
Grass Football Pitch 9 Aside		Mezzanine (Leasowes)	
Grass Football Pitch 11 Aside			
Grass Football Pitch (For Training)		<b>Other Rooms</b>	
Grass Cricket Pitch Only		Classroom	
Grass Cricket Pitch with Facilities		Meeting Room	
Grass Football Pitch 11 Aside		Gallery (Leasowes)	

## Lettings Policy

Badminton Court			
Gymnasium/Old School Hall			
Dance Studio			
Drama Studio			
School Hall/Theatre			
Dining Room			
Sports Fields, <i>please specify use</i>			
Other, <i>please specify</i>			

<b>Nature of Activity:</b>							
<b>Period of Hire</b>	<b>Start Date:</b>			<b>End Date:</b>			
<b>Total number of weeks of Hire:</b>							
<b>Days of Week (please circle)</b>	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>	<b>Sat</b>	<b>Sun</b>
<b>Time of Sessions</b>	<b>Start Time:</b>			<b>End Time:</b>			
<b>Number Attending</b>			<b>Age Range of those attending</b>				
<b>Maximum Capacity</b>							
<b>Any other equipment or facility needs, please specify:</b>							
<b>Weekly cost of booking</b>							
<b>Add VAT where applicable</b>							
<b>Total cost of booking</b>							

<b>SAFEGUARDING</b>		
<b>The hirer agrees that systems are in place with regards to safeguarding measures as per the Lettings Policy and Terms and Conditions of Use. Please tick relevant statement below.</b>		
I confirm that my booking includes children and	Yes	No
I confirm that I have a current DBS which I will bring to school prior to my letting start date		
<b>Office Use:</b>	<b>YES</b>	<b>NO</b>
Evidence of DBS Clearance has been submitted		

## Lettings Policy

<b>Evidence of ID</b>	Driving Licence	Passport	Other ID
<b>Name of Office Staff:</b>			

### INSURANCE COVER If Applicable

In order to comply with the terms and conditions of use, I hereby confirm the club/organisation has public liability insurance with a minimum indemnity limit of £2m on any one claim and indemnify the school against any claims made against it arising from the use of hired premises.

In addition, I accept responsibility for any claims the school may have for any damages to its property arising from its use during my hire

I maintain a Public Liability Insurance Policy, the details of which are specified below

Name & Address of Insurance Company:

Policy Number	
Expiry Date	
Indemnity Limit	

<b>Office Use:</b>	<b>YES</b>	<b>NO</b>
Evidence of Insurance Cover has been submitted		

<b>Name of Staff:</b>
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### DOCUMENTS PROVIDED TO HIRER

Fire Evacuation Plan	YES / NA
Normal Operating Procedures	YES / NA
Emergency Action Plan	YES / NA
Pool Safety Operating Procedures	YES / NA

**I confirm that I have received the above documentation and agree to adhere to them at all times:**

<b>Signature of Hirer:</b>
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<b>Print Name:</b>	<b>Date:</b>
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### DECLARATION



## Lettings Policy

I have received a copy of the Lettings Policy and Terms & Conditions of Use for the lettings of the school premises, and agree to be bound by them.

Any licences necessary have been/will be observed and any requirements of the Licensing Justices, where necessary, have been/will be met.

I agree to pay the charges due as required and hereby certify that the premises and grounds will be used only for the purpose stated.

I have declared any conflict of interest to the school when making the booking. For example, a personal or financial relationship with a member of staff employed by Invictus Education Trust.

I am over 18 years of age and I make this declaration conscientiously believing it to be true.

Signature of Hirer:

Print Name:

Date:

Facilities and Operations Manager Signature:

Print Name:

Date:

## Appendix 2 – Lettings Charges

### Appendix 2a Rufford Primary School

Facility Letting Charges 1st September 2024 - 31st August 2025

Facility	Conditions of Hire	Hourly Charge	Session Charge
School Hall		£ 25.00	
Grass Football Pitches			£ 35.00
(Price per Match)			
Classroom, Meeting Rooms, Gallery		£ 16.00	
Other facilities		Contact school for other facilities for hire	
<i>Please speak to school regarding the specific times when the facilities above are available for hire</i>			

### Appendix 2b The Crestwood School

Facility Letting Charges 1st September 2024 - 31st August 2025

Facility	Conditions of Hire	Hourly Charge	Session Charge

## Lettings Policy

Swimming Pool	No Staff	£ 47	
Sports Hall	Whole Hall	£ 42	
	Half Hall	£ 21	
Gym/Old School Hall		£ 26	
3G Pitches	Half Pitch	£ 31	
	Whole Pitch	£ 53	
Grass Football Pitches	5 Aside		£ 28
(Price per Match)	7 Aside		£ 32
	9 Aside		£ 47
	11 Aside		£ 53
Grass Football Pitches	Training Sessions	£ 26	
Indoor Badminton Court		£ 11	
Dance/Drama Studio		£ 26	
School Hall/Theatre	Price on application depends on use and whether technical support is needed		0
Specialist Rooms		£ 22	
(Library, ICT Suite, Mezzanine, Dining Rooms, D&T Classrooms)			0
Classroom, Meeting Rooms, Gallery		£ 17	
Other facilities		Contact school for other facilities for hire	
<i>Please speak to school regarding the specific times when the facilities above are available for hire</i>			

## Appendix 2c Ellowes Hall Sports College

### Facility Letting Charges 1st September 2024 - 31st August 2025

Facility	Conditions of Hire	Hourly Charge	Session Charge
Swimming Pool	No Staff	£ 44	
Sports Hall		£ 68.00	
	Half Hall	£ 42.00	
3G Pitches	Per Pitch	£ 32.00	
Grass Football Pitches	7 Aside		£ 32.00
(Price per Match)	9 Aside		£ 47.00
	11 Aside		£ 52.00
Grass Football Pitches	Training Sessions	£ 26.00	
Grass Cricket Pitch	No facilities just pitch		£53.00 per match

## Lettings Policy

Indoor Badminton Court		£ 11	
Dance/Drama Studio		£ 22	
School Hall/Theatre	Price on application depends on use and whether technical support is needed		
Specialist Rooms		£ 22	
(Library, ICT Suite, Mezzanine, Dining Rooms, D&T Classrooms)			
Classroom, Meeting Rooms, Gallery		£ 17	
Other facilities		Contact school for other facilities for hire	
<i>Please speak to school regarding the specific times when the facilities above are available for hire</i>			

## Appendix 2d Kinver High School

Facility Letting Charges 1st September 2024 - 31st August 2025

Facility	Conditions of Hire	Hourly Charge	Session Charge
Fitness Suite		£5.50	
Sports Hall	Whole Hall	£ 42.00	
	Half Hall	£ 21.00	
Gym/Old School Hall		£ 26.00	
Grass Football Pitches	7 Aside		£ 32.00
(Price per Match)	9 Aside		£ 47.00
	11 Aside		£ 53.00
Grass Football Pitches	Training Sessions	£ 26.00	
Grass Cricket Pitch	No facilities just pitch		£53.00 per match
Indoor Badminton Court		£ 11	
Dance/Drama Studio		£ 22	
School Hall/Theatre	Price on application depends on use and whether technical support is needed		
Specialist Rooms		£ 22	
(Library, ICT Suite, Mezzanine, Dining Rooms, D&T Classrooms)			
Classroom, Meeting Rooms, Gallery		£ 17	

## Lettings Policy

Other facilities		Contact school for other facilities for hire	
<i>Please speak to school regarding the specific times when the facilities above are available for hire</i>			

## Appendix 2e Leasowes High School

Facility Letting Charges 1st September 2024 - 31st August 2025

Facility	Conditions of Hire	Hourly Charge	Session Charge
Sports Hall	Whole Hall	£ 57.00	
	Half Hall	£ 32.00	
Gym/Old School Hall		£ 28.00	
3G Pitches	Quarter Pitch	£ 40.00	
	Half Pitch	£ 80.00	
	Full Pitch (Training)	£ 160.00	
	Full Pitch 11 a side Game (90 Mins)		£ 118.00
Grass Football Pitches	9 Aside		£ 50.00
(Price per Match)	11 Aside		£ 60.00
Grass Football Pitches	Training Sessions	£ 60	
Indoor Badminton Court		£ 10	
Dance/Drama Studio		£ 20.00	
Fitness Suite		£ 20.00	
School Hall/Theatre	Price on application depends on use and whether technical support is needed		
Specialist Rooms		£ 13	
(Library, ICT Suite, Mezzanine, Dining Rooms, D&T Classrooms)			
Classroom, Meeting Rooms, Gallery		£ 15.00	
Other facilities		Contact school for other facilities for hire	
<i>Please speak to school regarding the specific times when the facilities above are available for hire</i>			

## Appendix 2f Pedmore High School

Facility Letting Charges 1st September 2024 - 31st August 2025

Facility	Conditions of Hire	Hourly Charge	Session Charge
Swimming Pool	No Staff	£ 44.00	
Gym/Old School Hall		£ 26.00	
Grass Football Pitches	7 Aside		£ 32.00
(Price per Match)	9 Aside		£ 47.00
	11 Aside		£ 53.00
Grass Football Pitches	Training Sessions	£ 26.00	
Netball Court		£ 19.00	
Dance/Drama Studio		£ 22.00	
School Hall/Theatre	Price on application depends on use and whether technical support is needed		
Specialist Rooms		£ 22.00	
(Library, ICT Suite, Mezzanine, Dining Rooms, D&T Classrooms)			
Classroom, Meeting Rooms, Gallery		£ 17.00	
Other facilities		Contact school for other facilities for hire	
<i>Please speak to school regarding the specific times when the facilities above are available for hire</i>			

## Appendix 2g Wombourne High School

Facility Letting Charges 1st September 2024 - 31st August 2025

Facility	Conditions of Hire	Hourly Charge	Session Charge
Gym/Old School Hall		£ 26.00	
Grass Cricket Pitch	No facilities just pitch		£53.00 per match
Dance/Drama Studio		£ 22.00	
School Hall/Theatre	Price on application depends on use and whether technical support is needed		
Specialist Rooms		£ 22.00	
(Library, ICT Suite, Mezzanine, Dining Rooms, D&T Classrooms)			
Classroom, Meeting Rooms, Gallery		£ 17.00	

## Lettings Policy

Other facilities		Contact school for other facilities for hire	
<i>Please speak to school regarding the specific times when the facilities above are available for hire</i>			