



Lettings Policy

This Lettings policy will be reviewed annually by the finance and general purposes committee of the governing body.

Date of last review: Summer 2018

Date of next review: Summer 2019

Introduction

Lettings arrangements relate to the use of the premises, accommodation and facilities outside of the normal school day. The governing body 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

- Football pitches and changing rooms
- Cricket field, 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 Zenith Sports Ltd in partnership with Sycamore Table Tennis Academy (STTA) 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 Zenith Sports Ltd through Carlton le Willows.

Zenith Sports 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 governors recognise 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 business 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 will be required to provide a current (within 3 years) full Disclosure and Barring Service check and a valid public liability insurance policy.

Please refer to the terms and conditions in the lettings booking document (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, 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	£25 per hour
Adult football match	£60
Under 16s football match (11v11)	£45
Under 12s football match (9v9)	£35
Under 10s football match (7v7)	£30
Under 8s football match (5v5)	£25
Cricket nets indoor	£25 per hour
Cricket nets outdoor	£10 per hour per net or £20 per hour for all four nets
Netball courts	£15 per hour per court
Athletics track and jumping pit	£25 per hour
Cricket fields, classrooms and Music and Drama theatre	POA

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.

VAT

The academy is not VAT registered.

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 six weeks.

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. 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.