



Lettings Policy

The Success For All Educational Trust has 3 schools within its Trust all of which have a number of multi-purpose facilities available to hire. As a Trust this enables us to generate some income by offering an affordable and competitive provision, letting part(s) of the premises and related equipment for public use outside normal school hours. These lettings may be short or long term and generally charged on an hourly basis.

The premises available for hire at each school are:

The Sports Hall

The sports hall offers a spacious area that can be used for a range of activities including:

- Football Training
- Basketball
- Badminton
- Zumba
- Fitness Classes
- Karate
- Indoor sports competitions
- Cricket nets (only at The Royal Liberty School)

Adjacent to the sports hall there are changing rooms (at The Royal Liberty School – male only), toilets and shower facilities.

Gymnasium (Sanders School)

The gymnasium offers a spacious area that can be used for a range of activities as above. The gym also has a sprung floor.

School Field

The field is home to a football and rugby pitch (The Royal Liberty School and Sanders only) and in the summer a running track.

The Royal Liberty School also has an Astroturf cricket pitch and a 3 lane Astroturf outdoor cricket net facility as well as an on-site pavilion.

Redden Court School also has a rubber long jump/triple jump run up with sand pit.



Netball Courts (Redden Court School)

There are 2 external netball courts available for hire.

Drama Studio (The Royal Liberty School and Sanders School)

Suitable for dance classes or keep fit/exercise classes.

Dance Studio (Redden Court School)

Redden Court has a dance studio complete with sprung floor, barre and mirrors. This is suitable for dance classes or keep fit/exercise classes. This area is divided into 2 separate areas which are connected by a dividing door. The area can be hired as 1 large area or 2 smaller areas.

Classrooms

Classrooms are available to hire. If you are interested in hiring a classroom for Adult Learning, private tuition or to deliver Language classes or refresher learning then we have a range of classrooms available. Each classroom comfortably holds up to 25-30 learners.

Food Technology Classroom

The rooms have electric ovens and hobs with sinks and large surface areas.

The School Hall

The School hall is a space that can be hired for performances and parties. It has a staging area that can be used for both purposes and again a further space to offer fitness classes.

Tables and chairs are available on request and the space will comfortably hold up to 350 people seated in rows (assembly style)

The Royal Liberty School has a balcony which can hold an additional 50 people.

New Hall (Redden Court School)

The New Hall is a space that can be hired for performances and parties.

Tables and chairs are available on request and the space will comfortably hold up to 150 people seated in rows (assembly style) or 110 people seated around tables.

Adjacent to this is an outside canopy area with picnic benches.

Conference Room (The Royal Liberty School)



This large room offers seating for 20 people around a large conference style table. ICT facilities including a large whiteboard/screen is available on request.

ARP (Redden Court School)

This standalone meeting facility space offers a large central area with 2 classrooms and a separate meeting room. The building also has its own small kitchen and accessible toilets.

Terms & Conditions of Hiring School Accommodation

Application

The Hirer must be [over 18 years of age](#).

All applications for hire should be addressed to Mrs T. Barrett, Trust Business Manager.

The Trust will hold provisional bookings for a period of [5 working days](#).

The Hirer must complete the Lettings Application Form, [6 weeks](#) before the proposed hire or at the time of booking if less than six weeks to the event. .

The hirer must state the purpose for the hire.

The Trust may take a 20% deposit for all bookings.

The Hirer must pay the full fee for the booking [no later than 6 weeks](#) prior to the date of use.

If the hire is [less than 6 weeks away](#) from the date of application, the full fee will be payable.

For block bookings, the Trust will invoice on a monthly basis.

The Trust reserves the right to refuse any application or cancel the booking at any point up to the time of the event.

The Trust reserves the right to take a £200 cash refundable damage deposit for one off lettings/parties.

Conditions

The Trust has a no smoking policy and as such all events must conform to this policy. Smoking is not permitted within the boundary of the schools.



Times and duration of hire vary with the accommodation hired. However, all lets must cease by midnight and, as such all activities must cease by 11.00pm to allow sufficient time for clearing up.

The Hirer or a nominated responsible person must be in attendance throughout the duration of the hire.

The hirer is responsible for maintaining order throughout the period of hire and shall ensure that events are properly supervised, with sufficient stewards if so required.

The Hirer will ensure that the event or its guests do not cause a nuisance to the local community.

The Hirer will not sub-let or assign any part of the accommodation and shall not use it for any other purpose than that for which it has been hired.

The Hirer will at all times allow access to the premises and services to school or Trust staff to perform any duties other than participate in the activity taking place.

No items likely to cause damage to floors, walls and equipment must be brought into the school without the hirer having taken adequate protective measures. In case of doubt, the school must be informed at the point of hire, the items should only be brought into the school once permission is granted. The Hirer will be responsible for any damage caused to floors, walls even if protective action had been taken.

The Hirer shall, upon request, provide a copy of the programme of any entertainment given by the hirer. Once approved, the entertainment provided must conform to the programme.

The school premises are not licensed for public entertainment. For certain types of events an occasional licence must be obtained from the Council's Environmental Health and Consumer Services Division. Hirers are responsible for ensuring the conditions adhered to the licence is fully observed.

No copyright dramatic or musical work shall be performed without licence from the owner of the copyright and all such licences shall be produced on demand to the school or any duly authorised officer of the council. The Hirer shall indemnify the school against any infringement of copyright that may occur during the hire. As a rule, all Performing Rights Society conditions must be adhered to when musical works are being performed.

No Alcohol is to be consumed on school premises without express permission from the Trust Business Manager. Such requests must be made at the point of application. The Trust will delegate decisions on alcohol consumption to the Trust Business Manager.



The Trust will not allow the sale of alcohol within its boundaries, unless the appropriate licence is applied for and the original provided to the Trust.

The Hirer will ensure that the number of people attending a function /activity does not exceed the maximum permitted on the hired accommodation.

The Hirer shall provide, at his own expense, items of furniture or equipment that is not available for use in the school.

Where school furniture or equipment is used, the hirer will ensure that all items are returned back to the to the storage areas.

The hirer is not permitted to use any form of fixings, such as nails, tacks, bolts, that damages the fabric of the building.

The hirer is not permitted to make any alterations or additions to the fabric of the building.

The wearing of metallic heels is not allowed in any area without carpeted floors.

Any damage to any of the premises will result in loss of the damage deposit. This includes damage to floors, curtains, walls, toilets and any part of the infrastructure of the building, furniture or equipment. If the cost of the damage is in excess of the deposit you will be asked to pay for the balance and by signing this contract you agree to this responsibility. All payments must be made within 14 days of receipt of invoice for any additional damage costs.

Failure to leave the premises in the same state as they were found will result in loss of deposit. This includes all areas hired including kitchen, halls, classrooms, changing facilities, drama studio, playground, any outside area, toilets and hallway entrance areas. This list is not exhaustive based on areas used by the hirer.

Should the hirer not vacate the premises within the agreed timescale then loss of deposit will occur as follows.

If you do not vacate the premises at the agreed time of your booking you will lose 25% of your deposit

If you are 30 minutes over time you will lose 50% of your deposit

If you are 45 minutes over your time you will lose 75% of your deposit and

If you are over 1 hour after your time you will lose all of your deposit and the police may be called to remove you from the premises. The hirer will also be invoiced for any time after this.



You are required to leave the premises exactly as they are found so as the hirer you are responsible for tidying and cleaning all areas used.

You are charged for this time as our site keepers will be in attendance. The site keeper can provide you with bin bags, cleaning equipment, mops and brooms etc. There is a stockade for all rubbish to be disposed of.

There is strictly no smoking or use of any flammable items due to safety and fire regulations covered by insurance.

Any glass breakages within the quad area are to be reported immediately to the site keeper. There is strictly no glass allowed on the sports field or playground as any broken glass could cause a major injury to our students if not seen or cleaned.

The hirer will be responsible to ensure adequate third party liability insurance is in place and a copy provided to the school.

The Trust is not responsible for any loss or damage to personal possessions whilst on any of its school premises.

Termination & Cancellation

The Trust may, at any time, cancel any booking, in which case the hirer will be reimbursed the full amount paid for the booking. The Trust will not be held responsible for the loss of any estimated income or actual expenses arising from the cancellation.

Cancellations by the hirer will be accepted but will incur the charges based on the length of notice given. Refunds of booking fees will be as follows:

- **More than 4 weeks notice - One third of the fees paid.**
- **Less than 4 weeks - No refund**

The Trust can at any time during the hire, or the period building up to the hire, terminate the hire without notice if the hirer is in breach of the conditions of hire.



Hire of School Accommodation Form

To be completed by the person responsible for payment in respect of hire.

Redden Court School/The Royal Liberty School/Sanders School (please delete as appropriate)

DATE(S)	Set Up Time From - To	Time of Event From - To	Clear Away time From - To the end of time is when the school will be locked	AREA REQUIRE D	PURPOS E OF HIRE	NO. OF TABLES/ CHAIRS REQUIRE D	WILL ALCOHO L BE CONSU MED
FURTHER INFORMATION/DETAILS							

I hereby make application for the use of the accommodation and facilities stated above and upon such application being approved, I undertake to pay in advance the charges and to comply with the Conditions of Hire which are available for issue or inspection from the Trust.

Full Name (in block letters)

Society or Organisation (if applicable)

Address

.....
.....
.....

Tel. No.

Email address

Please reply to:

Mrs T. Barrett, Trust Business Manager, SFAET Ltd C/O The Royal Liberty School, Upper Brentwood Road, Romford, Essex, RM2 6HJ
Payment can be made by cheque addressed to SFAET Ltd, Cash, or Bank transfer to Lloyds Bank, 30-14-24, 28715460



Please note: If recorded music is to be played it is the Hirer's responsibility to obtain a licence for the public use of sound recordings. Under the Copyright, Designs and Patents Act 1988, it is a legal requirement to obtain a licence for sound recordings. A licence can be obtained by contacting PPL (Phonographic Performance Ltd) on 0207 534 1000. Once a licence has been obtained, please forward a copy to the Trust. Failure to do so will result in cancellation of the hire of the facility.

The Hirer shall indemnify the Trust against all costs claims actions and proceedings however arising in respect of the Hirers liabilities to third parties for personal injury and damage to or loss of property at or on the premises [except insofar as such costs claims actions and proceedings arise from the negligence or deliberate acts of the Academy or their servants or agents] and shall maintain a third party insurance policy with a limit of indemnity for any one accident of not less than £2 million. **A copy of the Public Liability insurance must be returned with this booking form or a fee equalling the higher of £15 or 10% of the letting will be levied for use of the Academy's Public Liability Insurance.**

CONDITIONS FOR THE HIRE OF TRUST ACCOMMODATION

These conditions refer throughout to the 'Trust', but in all such instances the word 'Academy' also applies.

1. All applications for the hire of accommodation should be addressed to SFAET Ltd and made on the standard booking form which will be issued on request.
2. The Trust reserves the right to refuse any application.
3. The Trust reserves the right to vary the hiring fee at any time up to six weeks before the date of the event for which the accommodation has been hired, whether the previously notified fee has been paid or not. Any additional fee involved must be paid before the hire takes place.
4. Provisional bookings will be reserved for 5 working days from the receipt of the enquiry.
5. The hirer, who must be over 18 years of age, will be required to pay the full fee no later than six weeks before the letting takes place. For block, i.e. regular, bookings the fee must be paid. On receipt of invoice where this is prohibitive for the Hirer, the Trust Business Manager can use discretion to negotiate a payment plan.



6. The Trust may, at any time, cancel any booking, in which case the hirer will be reimbursed the full amount paid. The Trust will not be held responsible for the loss of any estimated income or actual expenses arising from such cancellations.
7. Cancellations by hirers will be accepted on the basis that if 28 calendar days or more notice is given then one-third of the full fee will be payable, and if less than 28 calendar days notice is given then the full fee will be payable.
8. If recorded music is to be played it is the hirer's responsibility to obtain a licence for the public use of sound recordings. Under the Copyright, Designs and Patents Act 1988, it is a legal requirement to obtain a licence for sound recordings. A licence can be obtained by contacting PPL [Phonographic Performance Ltd] on 0207-534 1000. Once a licence has been obtained, please forward a copy to the Trust. Failure to do so will result in cancellation of the hire of the facility.
9. No items likely to cause damage to the floors, walls or other finishes, such as barrels, bottles, cases etc. shall be brought into school accommodation without the hirer having taken adequate protective measures.
10. The Trust will not be responsible for any loss of property, injury to persons or any other claim sustained during the period of hire, except insofar as any loss or injury may be caused by, or any claim result from, any act or default of the Trust or of any employee of the Academy acting in the performance of his duties as such employee. The Hirer shall indemnify the Academy against all costs claims actions and proceedings however arising in respect of the Hirers liabilities to third parties for personal injury and damage to or loss of property at or on the premises (except insofar as such costs claims actions and proceedings arise from the negligence or deliberate acts of the Academy or their servants or agents) and shall maintain a third party insurance policy with a limit of indemnity for any one accident of not less than £2 million. **A copy of the Public Liability insurance must be returned with the booking form.**
11. The hirer is responsible for the preservation of good order and shall fully compensate the Trust for any damage howsoever occasioned except insofar as he satisfies the Trust that such damage or loss was caused by any act of default of the Trust or of any employee of the Academy acting in the performance of his duties as such employee. It is recommended that the hirer have adequate third party insurance cover.
12. The hirer shall at all times permit access to the premises and services by the staff of the Academy/Trust. Access must also be given at all



times to police officers, and Environmental and Consumer Services Officers if the premises are in use for a licensed event.

13. The Trust will not be responsible for any loss to the hirer due to any breakdown of machinery, failure of supply of gas, water or electricity, leakage of water or fire (except insofar as any such loss may be caused by any act or default of the Trust or any employee) or due to any Government restrictions or act of God, which may cause the premises to be closed or the hiring to be interrupted or cancelled.
14. The hirer shall not sub-let or assign any part of the accommodation and shall not use it for any other purpose than that for which it has been hired.
15. No copyright dramatic or musical work shall be performed without the licence of the owner of the copyright and all such licences shall be produced on demand to the Trust or any duly authorised officer of the Academy. The hirer shall indemnify the Trust against any infringement of copyright which may occur during the hiring. All Performing Rights Society conditions must be adhered to where musical works are being performed.
16. The hirer shall, upon request, provide for approval a copy of the programme of any entertainment to be given by the hirer. Once approved, the entertainment provided must conform to the programme. If the programme is not approved, and cannot subsequently be varied as necessary, the hirer will be allowed to cancel the hiring on payment of the appropriate fees as set out above.
17. The hirer or the responsible person, whose name and address must have been supplied to the Trust before the date of the hiring, must be in attendance at the premises throughout the period of the hire.
18. The hirer shall be responsible for maintaining order throughout the period of the hire and shall ensure that events are properly supervised, with sufficient stewards if so required.
19. The hirer should ensure that the use of the premises does not cause a nuisance to local inhabitants.
20. The Trust will normally have a representative in attendance during the period of a letting to ensure compliance with these conditions and that person will be invested with the power to terminate a use immediately if circumstances so demand.
21. The Trusts' representative will also have the authority to control the volume of sound caused by musical equipment.



22. In the event of a hire being terminated because of failure to comply with any of these conditions all sums paid by the hirer will be retained and the Trust reserve the right not to accept any further requests to hire accommodation.
23. School premises are not licensed for public entertainment. For certain types of events an occasional licence must be obtained from the Council's Environmental Health and Consumer Services Division. Separate advice is available on those uses/events which would require a licence. The initial approach on such matters should be made to the school.
24. Hirers are responsible for ensuring that the conditions attached to any granting of a licence are fully observed.
25. No alcohol shall be consumed on school premises without the express permission of the Trust Business Manager. In addition no alcohol shall be sold on the premises unless an occasional licence has been obtained from the Local Authority or an existing license holder supplies the alcohol. Hirers must give sufficient notice for these procedures to be followed and, if approved, the hirer will be responsible for the opening and closing of the bar as required by the Conditions of the Licence. [An occasional licence is not required for the supply or consumption of alcohol, providing that it is supplied free of charge. The use of tokens or tickets for purchasing alcohol is not permissible].
26. The hirer must ensure that setting out and clearing up is completed within the specified times of hire. The premises must be completely vacated by your final allocated time.
27. The hirer shall ensure that the number of people admitted to a function does not exceed the maximum number for that type of use as laid down by the Trust or in an occasional licence.
28. When booking use of the premises the hirer should indicate the number of chairs or any other special requirements, which will be met if possible. If sufficient chairs, etc. up to the maximum number cannot be provided by the school, consideration will be given to permission for the hirer to provide, at his own expense, such additional items. It would normally be the role of the hirer to arrange, set out and put back furniture used in conjunction with a letting.
29. No bolts, nails, tacks, screws etc. shall be used on the school premises, nor shall notices or bills be displayed without express permission. The wearing of metal heeled shoes is not permitted under any circumstances.



30. No alterations or additions shall be made to the school premises or services [e.g. additional lighting] without express prior written approval.
31. It will be expected of hirers that they leave the accommodation in a reasonable and tidy condition after use. If additional cleaning beyond that which would normally be required has to be undertaken a further charge may be made against the hirer.
32. The Trust will not be held responsible for the loss or damage to cars parked on its premises.
33. Should these conditions not cover a specific circumstance arising out of a particular request from a hirer then due consideration will be given to that at the time of booking and any necessary special conditions will be set out in writing. Hirers should ensure that sufficient notice is given of such needs to enable them to be considered before the hire takes place.
34. Where a letting is not cost effective for the Trust then the Trust reserves the right to cancel the booking. In which case the hirer will be reimbursed the full amount paid. The Trust will not be held responsible for the loss of any estimated income or actual expenses arising from such cancellations



Letting charges as at June 2019 (to be reviewed in January 2020)

Facility	Charge Rate Monday-Friday, 6pm-8pm (per hour)	Weekdays after 8pm - Saturday (per hour)	Sunday (per hour)
Main Hall/Dining Hall/New Hall	£35.00 ph	£50.00 ph	£60.00 ph
Sports Hall/Gymnasium	£35.00 ph	£50.00 ph	£60.00 ph
Classrooms *	£15.00 ph	£30.00 ph	£40.00 ph
Football Pitch	per match price of £45.00	per match price of £45.00	per match price of £60.00
Outdoor Cricket Nets/Outdoor Cricket Wicket	£25.00 ph	£35.00 ph	£40.00 ph
Drama Studio/Dance Studio 1 or 2	£35.00 ph	£50.00ph	£60.00 ph
Dance Studio 1 & 2	£50.00 ph	£75.00 ph	£100.00 ph
Food Technology Classroom	£35.00 ph	£50.00 ph	£60.00 ph
Conference Room		<u>£50.00 ph (weekends only)</u>	<u>£60 ph (weekends only)</u>
Netball Courts	£25.00 ph	£35.00 ph	£50.00 ph
Athletics Track/Long Jump	£25.00 ph	£50.00 ph	£60.00 ph

Deposit £200

PC, Projector and AV equipment £50 per hire

*Classrooms will only be hired where other lets ensure that it is cost effective to the school.



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Any letting must be cost effective and ensure that the Trust does not make a loss. Where there is any potential for the Trust to have higher costs than income gained from the letting, the letting will be cancelled.

Discounts available to staff or organisations associated with the Academy/Trust (i.e. PTA) is at the discretion of the Trust Business Manager, however any letting must be cost effective and must not make a loss.