

INVICTUS

Education Trust

LETTINGS POLICY
Terms & Conditions of Use

To be approved by Board of Trustees
30th November 2020

To be reviewed by Board of Trustees
November 2021

Lettings Policy and Terms & Conditions of Use

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.

Charges for a Letting

The Trust is responsible for setting the letting charges that apply across the school's in the Trust, as set out in Appendix 2

VAT

The Trust is not currently registered for VAT and therefore all school premises lettings charges will be exclusive of VAT at the current HMRC rate: 20%. However, the Trust reviews this position on a monthly basis and in the event that the Trust's taxable turnover exceeds the HMRC VAT threshold of £85,000 then there will be a requirement to register immediately. In this event 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 possibly without notice. It is important therefore that the information you provide the Trust 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

Applying to Use the School Facilities

Persons/organisations wanting to book facilities for use must complete the Facilities Booking Form which is supplied on request from the school, for hire of facilities see Appendix 1

Completed forms should then be sent 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 Trust. The Headteacher has the right to refuse an application, and no letting should be 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 'Conditions of Use' this should be retained by hirers for reference. (Appendix 3)

Ordinarily, facilities are block booked for a period of 10 sessions for which payment is required in advance. 28 days cancellation notice is required if a 10-week letting is not going to be renewed. Payments and invoice queries are to be made via the school's Finance Officer.

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.

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.

Safeguarding

It may be necessary for the hirer to undergo a criminal records check, via the Disclosure & Barring Service (DBS), particularly, if the letting involves contact with children and young people. It is the responsibility of the hirer, as advised by the Facilities & Operations Manager to ensure that they have complied with the DBS Code of Practice.

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.

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
- Fire – fighting 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
- 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 fire-fighting 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 shall be subject to regular PAT testing 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/pupil 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.

Intoxicating Liquor

Intoxicating liquor shall not be brought into nor consumed on school premises without the prior consent of the Trust. Where such consent is given the hirer must comply with the Licensing Laws 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.

Smoking

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

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. The 'Letting Accident Report Form' must be completed in an event of an incident. The Duty Caretaker/Lettings Manager must also be made aware of the incident. Your attention is drawn to the document 'Fire Evacuation Procedure – Lettings' issued with receipt of your booking. This procedure must be followed at all times.

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.

Animals

No animals, except guides dogs are permitted on the School premises.

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.

Performances

Permission shall not be granted for the use of the school for the production of plays or music unless the promoters have given proof the school 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.

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.

Swimming Pools

Swimming Pool Hirers - must adhere to the document 'Pool Safety Operating Procedure' (PSOP – NOP & EAP) 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.

Hiring of School Playing Fields/3G 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 3g pitch, 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 1st 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.

Weekend Availability

Some facilities are available all weekend. However, in some school 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.

Staff Use

All Invictus Education Employees are encouraged to use the Trust's Sport Facilities as part of the Trust's wellbeing strategy. Employees will be offered a discounted price when making a booking and should contact the school directly.

Duty Caretaker/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 and are not insulted, abused or threatened.

INVICTUS

Education Trust

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.

Insurance

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

The hirer shall insure, with a reputable insurance office, against such funds as the hirer may become liable to pay as compensation, arising out of bodily injury or illness (fatal or otherwise) to any person and/or costs, fees, expenses, loss or damage caused to property or the premises by any act or neglect of himself, his servants, agents, or any person resorting to the premises by reason of the use of the premises by the hirer.

Unless specifically agreed by the Trust/School, the insurance cover shall provide a limit indemnity of not less than £2,000,000 (two million pounds) in respect of any one incident and to include liability for the premises including liability for fire and explosion risks arising from the let of the premises.

The hirer shall produce the policy of insurance and receipts for the current premium or premiums upon request by the Facilities & Operations Manager within seven days of a request.

Neither the Trust/School shall be responsible for any injury to persons or damage to property arising out of the letting of the premises.

Safeguarding/Child Protection

The user must produce a DBS clearance form if the School is to be hired for use with children, which will be checked prior to the hiring date.

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 5.00pm 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.

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.

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. *We have some samples of these so if you have not done one before, please ask for help.*

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 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.

Bookings Not Permitted

Use of the School premises for political or religious meetings is not permitted, committee rooms for candidates at elections, Livestock shows.

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 you need to know:

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

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 6pm 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 Caretaker/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.

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Education Trust

Facilities Booking Form

School Name/Site			
Name of Person responsible for the booking			
Address of Hirer			
Telephone Number			
Mobile Number			
Email Address			
Name of other Coaches/Instructors			
Qualifications of other Coaches/Instructors		Date Obtained:	
If you are using the facility for a Sporting Activity are you:	Yes	No	
An individual hiring the Sports Facility			
A Group or non-profit making Club hiring the Sports Facility			
A Commercial entity for profit hiring the Sports Facility			
Name of Club/Organisation			
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:	

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		School Hall	
Sports Hall Whole		School Theatre	
Sports Hall Half		Dining Room	
Sports Hall Quarter		Games Hall	
Sports Hall Badminton Courts			
Sports Hall Tennis Courts		Specialist Rooms	
Sports Hall Cricket Nets		Library	
3G Pitches Whole Pitch		ICT Room	
3G Pitches Half Pitch		Textile Room	
3G Single Pitch (Ellowes)		Food Tech Room	
Astro Turf Full Pitch		Art Room	
Astro Turf Quarter Pitch		Design & Tech Room	
Grass Football Pitch 9 Aside		Sixth Form Centre	
Grass Football Pitch 11 Aside		Mezzanine (Leasowes)	
Grass Cricket Pitch			
Badminton Court		Other Rooms	
Tennis Court		Classroom	
Gymnasium		Meeting Room	
Fitness Suite		Gallery (Leasowes)	
Dance Studio			
Drama Studio			
Table Tennis			
MUGA			
Play Grounds			
Sports Fields, <i>please specify use</i>			
Other, <i>please specify</i>			

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

SAFEGUARDING		
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.		
I confirm that my booking does include children and that I have a current DBS which I will bring to school prior to my letting start date	<input type="checkbox"/>	<input type="checkbox"/>
I can confirm that my booking does not involve children	<input type="checkbox"/>	<input type="checkbox"/>
Office Use: Evidence of DBS Clearance has been submitted	YES	NO
Evidence of ID	Driving Licence	Passport
Other ID		
Name of Office Staff:		

INSURANCE COVER
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			
Office Use: Evidence of Insurance Cover has been submitted			YES
			NO
Name of Staff:			

DECLARATION	
<p>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.</p> <p>Any licences necessary have been/will be observed and any requirements of the Licensing Justices, where necessary, have been/will be met.</p> <p>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.</p> <p>I am over 18 years of age and I make this declaration conscientiously believing it to be true.</p>	
Signature of Hirer:	
Print Name:	Date:
Office Staff Signature:	
Print Name:	Date:

Facility Letting Charges 1st November 2020 - 31st November 2021

Facility	Location	Conditions of Hire	Hourly Charge	Session Charge
Swimming Pool	Crestwood	No Staff	£40.00	
	Ellowes			
	Pedmore			
For the Hire of Invictus Trust Lifeguards there is an hourly charge of £10.00				
For the Hire of Invictus Swim Teachers there is an hourly charge of £15.00				
For individual child or adult swimming lessons please contact the school directly for hourly rate				
Sports Hall	Crestwood	Whole Hall	£40.00	
	Kinver			
	Ellowes	Whole Hall	£65.00	
	Leasowes			
	Crestwood	Half Hall	£20.00	
	Ellowes		£40.00	
Leasowes	£32.50			
Games Hall	Pedmore		£20.00	
	Kinver			
Gymnasium	Crestwood		£25.00	
	Ellowes			
	Wombourne			
	Pedmore			
	Leasowes			
3G Pitches	Leasowes	Quarter Pitch	£45.00	Block of 10 £36.00
		Half Pitch	£90.00	Block of 10 £72.00
		Full Pitch	£180.00	Block of 10 £144.00
	Ellowes	Per Pitch	£30.00	
	Crestwood	Half Pitch	£30.00	
		Whole Pitch	£50.00	
Grass Football Pitches	Crestwood	5 Aside	£20.00	
		7 Aside	£25.00	
		9 Aside	£30.00	
		11 Aside	£35.00	
	Leasowes	9 Aside	£40.00	
		11 Aside	£50.00	
	Ellowes, Kinver, Pedmore	9 Aside Junior	£45.00	
		9Aside Adult	£65.00	
		11 Aside Junior	£60.00	
		11 Aside Adult	£80.00	

Facility	Location	Conditions of Hire	Hourly Charge	Session Charge
Grass Football Pitches	Crestwood	Training Sessions	£25.00	
	Ellowes			
	Kinver			
	Pedmore			
	Leasowes	Training Sessions	£40.00	
Grass Cricket Pitch	Ellowes	No Facilities just pitch		£50.00 per match
	Kinver			
	Wombourne			
	Ellowes	With use of Sports Hall Facilities		£80.00 per match
	Kinver			
Outdoor Tennis Court	All School		£7.50	
Indoor Badminton Court	Ellowes		£10.00	
	Kinver			
	Leasowes			
Dance/Drama Studio	Ellowes		£20.00	
	Kinver			
	Leasowes			
	Wombourne			
School Hall	Crestwood		£30.00	
	Ellowes			
	Kinver			
	Leasowes			
	Pedmore			
	Wombourne			
School Theatre	Kinver	Price on application depends on use of Theatre and whether technical support is needed		
	Leasowes			
Specialist Rooms (Library, ICT Suite, Mezzanine, Dining Rooms, D&T Classrooms)	Various Rooms at all School		£20.00	
Classroom, Meeting Rooms, Gallery	Various Rooms at all School		£15.00	
Other facilities	All Schools		Contact school for other facilities for hire	
<i>Please speak to school regarding the specific times when the faculties above are available for hire</i>				