



## **LETTINGS POLICY**

**Lead**

Facilities Manager

**Approved by Governors**

17<sup>th</sup> March 2026

**Full Review**

Spring 2027



## 1. Introduction

Riddlesdown Collegiate is a large school with a wide range of facilities that are regularly let out to the local community. The income generated from these lettings is an important source of revenue and helps support the high quality of education delivered by the school. In August 2025, Riddlesdown Collegiate appointed LRSO to manage the lettings of its facilities. LRSO is an experienced lettings company that manages school facilities across Croydon and throughout the UK. Prior to this, all lettings were managed by the Facilities Team. This change was introduced to increase revenue from lettings while enabling the Facilities Team to focus more fully on their core responsibilities.

## 2. Aims and Scope

We aim to:

- Ensure the school's premises and facilities are available, where appropriate, to support community and commercial organisations.
- Allow the hiring of the premises without subsidising these activities from the school's delegated budget.
- Charge for the use of facilities at a level that covers the costs of hire and, where appropriate, generates additional income for the school.
- Ensure that lettings do not interfere with the school's primary purpose of providing education to its pupils.
- Hire out facilities in a safe and responsible manner, in line with government guidance and the school's risk assessments.

## 3. Facilities Available to hire

The facilities available for hire and the maximum capacity of each is set out below.

AREA	CAPACITY
AstroTurf Pitch	60
Classrooms	30
Dance Studio	20
Dinner Hall	150
Drama Studio 1	25
Drama Studio 2	25
Fitness Suite	25
Gymnasium	70
Main Hall	360
MUGA (Netball/Tennis)	30
Sports Hall	250
Tennis/Netball Court	Will accommodate the maximum number required for each sport
Theatre	150

#### **4. Charging Rates and Principles**

- 4.1 The rates for hiring different areas of the school can be found on the LRSO website (<https://lrso.co.uk>). In certain circumstances, and in agreement with LRSO and Riddlesdown Collegiate, reduced rates or free use of the premises may be granted where an organisation or activity supports the core aims of the school. The school reserves the right to apply an additional cleaning charge where necessary.
- 4.2 Riddlesdown Collegiate and LRSO reserve the right to cancel any confirmed hire with a minimum of one day's notice. In such circumstances, a full refund will be issued. The school will not be liable for any indirect or consequential losses arising from the cancellation, including (without limitation) loss of profits, loss of business, or loss of revenue. The hirer may cancel a booking by providing a minimum of one week's notice. Where less than one week's notice is given, the hirer will not be entitled to a refund.
- 4.3 Income generated from lettings will be reviewed by the Principal and included within the school's financial reporting to ensure that best value is achieved.

#### **5. Application Process**

All enquiries and bookings must be made through LRSO website. Hirers are required to complete a hire request form as part of the booking process. All bookings are subject to approval by the Facilities Manager. Once approved, the hirer will receive confirmation of the booking, including the agreed date and time, payment instructions, and relevant health and safety information, including emergency evacuation procedures. Hirers must provide evidence of valid public liability insurance prior to the hire taking place.

Riddlesdown Collegiate and LRSO reserve the right to refuse any application at their absolute discretion, particularly where the organisation or activity does not align with the values of the school or may present a reputational risk. All payments must be made online through LRSO.

#### **6. Terms and conditions of hire**

The following terms and conditions must be adhered to in the hiring of the school premises. Any breach of these terms will result in cancellation of future hires without refund.

1. "Hirer" means the person or entity identified in the LRSO terms and conditions.
2. The hirer shall pay the full amount as stipulated by the LRSO and shall not be entitled to set off any amount owing to the school against any liability, whether past or future, of the school to the licensee.
3. The hirer shall occupy the part(s) of the premises agreed upon as a non-exclusive contract and no relationship of landlord and tenant is created between the hirer and the school by this licence.
4. The hirer shall not sub-licence any of the premises under the licence.
5. The hirer shall not use the premises for any purpose other than that agreed upon in the contract, as set out in the hire request form.
6. Any additional uses of the premises not agreed in writing by LRSO and Riddlesdown will result in the immediate termination of the licence.
7. The school shall retain control, possession and management of the premises and the hirer has no right to exclude the school from the premises.
8. The hirer shall be responsible for all matters relating to health and safety and shall be responsible for those in attendance during the specified time.
9. The hirer must take out its own public liability insurance with a reputable insurer approved by LRSO and Riddlesdown and, where requested by LRSO and

Riddlesdown, shall provide a copy of the relevant insurance certificate no less than 10 days before the start date of the licence.

10. The hirer shall not conduct, nor permit or suffer any other person to conduct, any illegal or immoral act on the premises, nor any act that may invalidate any insurance policy taken out by the school in relation to the premises.
11. The hirer shall indemnify and keep indemnified the school from and against:
  - a. Any damage to the premises or school equipment.
  - b. Any claim by any third party against the school; and
  - c. All losses, claims, demands, fines, expenses, costs (including legal costs) and liabilities, arising directly or indirectly out of any breach by the hirer of the licence or any act or omission of the hirer or any person allowed by the hirer to enter the premises
12. Save that nothing in the licence shall exclude or limit either party's liability for personal injury or death arising from the negligence of either party or any other liability that cannot be excluded by law, the school shall not be responsible for any losses of a direct or indirect nature, and its maximum liability to the hirer shall not exceed the total fees paid or to be paid to LRSO by the hirer under the contract.
13. Any cancellations by LRSO or Riddlesdown made with at least 1 days' notice will be refunded.
14. Any cancellations by the hirer received with less than one weeks' notice will not be refunded.
15. The hirer will read the emergency evacuation procedures and be ready to follow them in the event of a fire or other similar emergency, under the instruction from LRSO staff
16. The hirer will leave the premises in the condition it was found in, leaving the area clean and tidy and not leaving any of their own equipment behind.
17. The hirer is expected to clean all areas they use, with the exception of toilets. These will be cleaned by the school's staff.
18. The hirer shall not display any advertisement, signage, banners, posters or other such notices on the premises without prior written agreement from the school.
19. If the hirer breaches any of the terms and conditions, the school reserves the right to terminate the licence and retain any fees already paid to the school, without affecting any other right or remedy available to the school under the licence or otherwise.
20. The hirer shall observe the maximum capacity rules of the part(s) of the premises being hired and not allow this to be breached.
21. The hirer will acquire all appropriate additional licences for any activities they are running, including those required for use of any third party intellectual property.
22. The hirer is responsible for carrying out any risk assessments of the premises relating to the activities it is running.
23. The hirer shall comply with all applicable laws and regulations relating to its use of the premises.
24. This licence shall be governed, construed and interpreted in accordance with the laws of England and Wales.
25. The school 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.

## **7. Safeguarding**

The school is committed to safeguarding and promoting the welfare of its pupils at all times. All hirers must comply with the school's safeguarding requirements as a condition of hire. Failure to do so may result in the immediate termination of the booking. Hirers are responsible for ensuring that appropriate safeguarding arrangements are in place for the duration of their use of the premises. Where there is a possibility that hirers may come into contact with students (for example during the school day or when pupils are on site for clubs or extra-curricular activities), the school may require confirmation that appropriate Disclosure and Barring Service (DBS) checks have been completed.

Hirers must have appropriate safeguarding and child protection policies in place and must provide copies of these policies to LRSO or the school upon request. Any safeguarding concerns arising during the hire period must be reported to LRSO as soon as reasonably practicable. The Facilities Manager will report the concern to the school's Designated Safeguarding Lead through the school's safeguarding reporting system, CPOMS.

## **8. Monitoring Arrangements**

We will review and update this policy when the guidance on which it is based changes or when this version of the policy otherwise stops being applicable. Any updates to this policy will be shared with the Local Governing Body.