

**TREVIGLAS COMMUNITY COLLEGE****Lettings Policy**

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**1. Aims**

- To use the college facilities to the full by developing joint use with the community
- To offer facilities which conform to Health and Safety laws and guidelines
- To act as a focal point for community organisations

**2. Health and Safety**

It is our policy to conform not only to the Health and Safety laws but to carry out, wherever possible, the "good practice" recommended by the relevant organisations. The Site Supervisor, and the Caretakers all play a vital role in monitoring the health and safety of the college. The Hirers are responsible for their Health & Safety and that of their attendees.

Due to a planning condition there must be NO playing of amplified music in the Dome, hirers must adhere to this condition.

The college reserves the right to cancel the let should the group be seen not adhering to current Health and Safety laws, Booking Terms and Conditions and policies.

**3. Child Protection**

All groups who let the college facilities must conform to their own child protection and safeguarding policies and to current child protection laws.

The college safeguarding policies do not apply to lettings and each let must ensure they have the correct policies in place to safeguard their attendees.

#### **4. Single Equality**

We strive for all members of the 'college community' to be treated equally and adhere to the college's 'Single Equality' Policy.

#### **5. Charging**

There are different rates of charges which apply dependent upon group and letting status. Bona fide community groups and approved youth groups pay a set rate which ensures that the college conforms to the law and does not subsidise any letting. Commercial or personal lettings pay a higher rate which reflects the "market". Charges may be varied only with the authorisation of the Director of Business and Finance or the Headteacher. Charges are reviewed regularly by the Director of Business and Finance and any changes recommended to the governing body for approval. Income generated from letting is used to ensure that the necessary additions and/or repairs are carried out to conform to health and safety laws and guidelines; and that the college's facilities are further enhanced to the benefit of the school and the community.

#### **6. Insurance Policy**

A copy of the group's relevant insurance policies must be provided.

#### **7. Order of Lettings**

The Master copy of the lettings Calendar is kept on the whole college calendar and is updated by the Finance Officer. It also shows room bookings / areas outside the normal college day that have been allocated for hire. All lettings (internal and external) must be booked using a Bookings Form. Once the Bookings form is submitted along with all relevant paperwork, the Finance Officer will review it and advise whether the booking can be accommodated and whether or not the booking can be confirmed. The Finance Officer will then ensure that the calendar is updated, key staff members of the college view the calendar to ensure that the site is ready to accommodate the booking.

However, due to the small amount of time that the college is not used for lettings, the order of lettings is usually a compromise negotiated with the relevant parties by the Finance Officer, Director of Business and Finance and Site Supervisor to ensure that there is a caretaker available to cover the letting.

Sometimes regular lettings may have to be cancelled due to college events taking place or room requirements. The Finance Officer will try to give as much notice as possible.

#### **8. Important - Before Lettings Start**

Until all the relevant paperwork has been received, checked and confirmed it will not be possible for the activity to take place.

#### **9. Bad Debt**

The college will pursue unpaid lettings invoices as per our Debt Recovery and Bad Debt Policy.

The college reserves the right to refuse access to the premises hired if the whole of the fees have not been paid or if the letting regulations have not been complied with.

**10. Right to Refuse**

The right is reserved to cancel any hiring, without notice, where the college or its representatives consider it necessary for any cause outside their control. In the event of hiring being cancelled, the amount of the scale or other fee payable hereunder will be refunded to the hirer, but the college shall not be held liable or required to pay compensation for any loss sustained as a result of or in any way arising out of the cancellation of the hiring.