

Thurrock Adult Community College

Lettings Policy

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1. Introduction

- 1.1. The Governing body of Thurrock Adult Community College will make the College's facilities available to the local community, training organisations, Council departments and other appropriate interested parties.
- 1.2. The Governing Body delegates the responsibility for operating its letting policy to the Principal. A record of lettings will be kept and will include information on users, finances, incidents, accidents, enquiries and any lettings refused.

2. Scope

2.1. Definition of a letting:

A letting is defined as "any use of the college's building and grounds by parties other than the college". Use of the premises for activities such as staff meetings, Governing Body meetings or where learners are supervised by college staff, are considered college related and do not require a letting agreement.

2.2. Definition of Public Areas:

Public areas include the Prayer/Study room, Cyber Café, Coffee Bar/Social Area, foyers, car park and grounds.

3. Safeguarding including Preventing Terrorism and Radicalisation

- 3.1. The College's Safeguarding policy must be consulted and followed when dealing with external organisations that work with children or young people.
- 3.2. All hirers must state the purpose of the hire. The purpose of each application for hire will be checked and any concerns over the nature of the letting or gathering will be reported to the Principal before approval is given.
- 3.3. The duty caretaker will submit an incident report if he/she suspects that the letting or gathering has been used for political purposes not previously authorised by the Principal, the dissemination of inappropriate material or other purposes which could be reportable under the new statutory Prevent duties or which contravene current legislation in any way.

4. Considering applications for lettings

- 4.1. The Principal, or delegated officer, will decide on the approval of the application with consideration to:
 - a. Interference with college activities – priority at all times should be given to college functions
 - b. The availability of facilities
 - c. The availability of staff to open and close the premises
 - d. The college's safeguarding policy
 - e. Health and safety considerations in relation to the number of users, type of activity, qualifications of instructors, etc

- f. Type of activity and our duty with regard to the prevention of terrorism and radicalisation
 - g. Adequacy of management procedures in place during the hire
 - h. Appropriateness of the letting and whether it is deemed compatible with the ethos of the college
- 4.2. The College reserves the right to refuse any request that will disrupt the normal working of the College, or any request that would be in direct competition of its own programme, or that could damage the reputation of the College.
- 4.3. The College will not:
- a. open for Sunday lettings; this is in recognition of the urban location and our nearby residential neighbours
 - b. let any of its facilities for social events such as birthdays, anniversaries, wedding receptions, etc
- 4.4. The College has a strict "No Smoking" policy, which applies inside the building and the car park.
- 4.5. The College is available for hire from 8am to 10pm Monday to Wednesday and Friday, 8am to 6pm Thursday and 8am to 5pm Saturday.
- 4.6. When refusing an application for hire, the Principal will inform the Governors Resources Committee of his/her reasons. At the discretion of the Principal some lettings requests will be discussed with the Chair of the Governing Body before approval or refusal.
- 4.7. The prayer/study room and the cyber café are provided for individual use and will be monitored by the college on a regular basis to ensure learners are using them for the purpose provided. Only learners currently enrolled on a course are permitted to use the college facilities.

5. Charges

- 5.1. There will be no charge for the use of public areas. Learners wishing to print work in the cyber cafe will be charged for each copy.
- 5.2. The charges are regularly reviewed and include a charge for the cost of basic cleaning and caretaking, however the College reserves the right to add a premium for extra cleaning, or for any loss or damage incurred during, or as a result of, hiring. These charges will be reviewed annually. Interested parties are advised to discuss their requirement with College staff so that the most appropriate booking can be identified.
- 5.3. The Principal at his/her discretion, and in accordance with the Governors' policy, may waive, or adjust the lettings fee for a local worthy or charitable cause. Fees may also be adjusted to discount for regular or long term bookings.
- 5.4. The Governing Body is responsible for setting charges for each area available for hire. As a minimum, the college will achieve full cost recovery.

6. Insurance

- 6.1. The Council's Third Party Hirers Liability Policy covers the hirer against any claim made for injury and or damage to third parties as well as damage to the hired building as a direct result from the hire. This policy is designed to cover hirers for low risk one-off type hires such as a member of the public hiring the hall for a rehearsal or a regular meeting/gathering for discussion purposes.

Insurance is not designed to cater for any private activity groups or sports clubs which are run on a commercial basis. Such groups should be asked to produce evidence of their own public liability insurance cover for a minimum of £2m or £5m for more hazardous activities (for example, karate or gymnastics). They should also produce evidence of their employers liability should this be applicable.

7. Health and Safety

- 7.1. The college will follow the health and safety guidance below for all lettings:
- a. The college and the hirer must ensure that the premises are suitable for the intended use
 - b. The college and the hirer must agree the extent of the use of premises and equipment
 - c. The college will ensure that the hirer is competent to use any equipment provided by the college and that all equipment is in a safe condition
 - d. The hirer may use the car park but should inform their users that parking is restricted to designated bays only
 - e. Electrical equipment provided by the hirer must have a current Portable Appliance Test Certificate
 - f. The college will ensure that the means of access and egress are safe for the hirer. The hirer must ensure that this is maintained during the letting
 - g. The college will inform the hirer that there is no smoking permitted on the premises at any time
 - h. The college will advise the hirer of any known hazards prior to their letting commencing and will request that the hirer notify the college of any hazards during the letting
 - i. The college will provide the hirer with details of emergency procedures
 - j. The college may make a landline available to the hirer for use in an emergency or ensure that the hirer has access to a mobile
 - k. The hirer must make suitable arrangements for first aid
 - l. The college's Accident and Incident Form must be completed by the hirer in the event of an accident or incident occurring on the premises

- m. The college's duty caretaker will check that the premises has been left in a safe and clean condition

7.2. In addition to the above, the college will follow the health and safety guidance below for all repeat lettings:

- a. The hirer must have regard to the national standards of qualification, experience and competence of instructors/supervisors/coaches for sporting and other activities
- b. The college may require the hirer to provide a risk assessment specific to the letting
- c. A fire drill involving the hirer should be carried out periodically
- d. The hirer is responsible for ensuring that a Personal Emergency Evacuation Plan (PEEP) is drawn up for anybody attending their session that has a physical or mental impairment which would affect their ability to evacuate in an emergency
- e. The hirer must keep a register during their letting for use in an emergency evacuation

8. Hire of kitchen facilities

8.1. Hire of the college facilities will not include use of any kitchen areas for food storage, production, assembly or service.

9. Licensing act 2003 – Alcohol, Music, Performance of Dance, Plays and late night refreshment

9.1. A licence for any of the above activities is not necessary where a function is not open to the public.

9.2. Any event where tickets and/or alcohol is sold requires a licence.

9.3. These events will not be authorised by Thurrock Adult Community College.

10. Gambling act 2005

10.1. Gambling activities will not be permitted with the exception of a raffle in which the proceeds will all go to charity

Associated papers

- 1. Application Form for the Hire of College Premises – Thurrock Adult Community
- 2. Scale of Charges
- 3. Conditions of Hire