



**TAVISTOCK COLLEGE**  
**POLICIES & PROCEDURES**

**TITLE: LETTINGS POLICY**

**MODEL POLICY STATEMENT**

**Appendix 1** to this document is a Local Authority model policy

Local changes **have not** been made to **Appendix 1** by the College

The version of **Appendix 1** used is 1995, which DCC has confirmed is the latest version

<b>Policy Owner:</b>	<b>Strategic Business Leader</b>	<b>Review period:</b>	<b>Annual</b>
<b>Last Review:</b>	<b>November 2016</b>	<b>Approving Committee:</b>	<b>Resources 16.11.2016</b>
<b>Next Review:</b>	<b>Autumn term 2017</b>	<b>Latest FGB adoption:</b>	<b>07.12.2016</b>

**IMPACT OF THIS POLICY**

The impact of this policy on the targets of the College are as follows:

To maximise the potential of the College and facilities for Educational and Community use;

To maximise the opportunity to secure income from the College premises and facilities.

## 1. Policy Objectives

The Governing Body adopts and endorses the County's Lettings Policy and recognises the principles therein, namely :-

1. that College premises represent a significant capital investment and should be fully utilised ;
2. are a valuable community resource;
3. educational usage, education premises constitutes a natural priority;
4. that a profit margin would be welcome when derived from private or commercial usage but is not the objective when facilitating education activity by designated users

## 2. Priority Usage

The Governing Body has adopted the following categories of priority user :-

1. statutory users;
2. youth designated users;
3. designated users;
4. private users.

The Governing Body has applied in each case the definitions identified in the Devon County Council lettings policy document

**BR11. *In all cases, the Governing Body will have the discretion to refuse lettings.***

## 3. Categories of Private User

The Governing Body has decided that, for the purpose of charging, there will be two categories of private user.

These are:

### **General lettings**

- Commercial Organisations
- Non Commercial Organisations

### **Tavistock Community Sports Centre**

A separate scale of charges is produced for sports facilities to cover the following categories:

- Sports groups / clubs who meet on a regular basis or those who themselves serve the community/links with the community Use Agreement.

- Private individuals who are members of the Tavistock Community Sports Centre or invited guests
- Youth (majority of members are under 16)
- Mixed age
- Concessions – e.g. elderly and community-based organisations. This rate may also be charged for taster sessions as an incentive to new groups. This rate is not available at weekends, and is at the discretion and agreement of the Strategic Business Leader and the Principal
- Adults only
- Commercial and Non Commercial rate for College day (see Appendix 2)

#### **4. Conditions of Hire**

The Governing Body has adopted the standard Devon County Council account of hire. These terms form Appendix 1 to this Policy Statement. Lettings will not be made to persons under the age of 18 or to any organisation or group with an unlawful or extremist background.

#### **5. Administration of Lettings**

##### 5.1 General

The Governing Body recognises that it would be impossible for it to vet personally every applicant or organisation that wishes to make use of the College premises. Accordingly it has delegated the authority to accept applications for hire to the Strategic Business Leader:-

The Governing Body will resolve any conflicting requests for the use of the premises, with priority at all times being given to College functions.

##### 5.2 Variations

No member of staff is allowed to vary that in Terms and Conditions from which the College premises are hired to either individuals or organisations nor to deviate from the Governing Body's published charging policy.

##### 5.3 Lettings Documentation

All formal hiring of the College's premises, including those for which no charge is made, shall be properly documented. All hirers **must** complete Lettings Hire Agreement and are to receive a copy of the Conditions of Hire. The hire agreement is a contract which the Governing Body may enforce at law.

#### 5.4 Scale of Charges

In arriving at the scale of charges, the Governing Body has followed the following principles:

- that statutory users will be charged an amount commensurate with cost recovery;
- that designated users will be charged no more than cost;
- that private users will be charged on a cost plus an income margin for the College ;
- that there will be parity of treatment for similar users;
- that overall the cost of letting College facilities will be recovered from users.
- a separate scale of charges is produced for Sports facilities.

For the purpose of charging, the Principal, and the Strategic Business Leader are empowered to determine to which group any particular individual or organisation belongs. The basis of charging will be determined by the purpose for which a letting is arranged. The scale of charges forms Appendix 2 to this Policy Statement.

#### 5.5 Discounts

These form part of the scale of charges (Appendix 2) and are the only permitted variations to the standard charges.

#### 5.6 Value Added Tax

The Governing Body is constrained by law to apply Value Added Tax to all transactions where this is appropriate. Details can be found on the Booking Form Page 4 of 9/Quotation (Appendix 1).

#### 5.7 Minimum Charges and Deposits

The minimum hire period will be one (1) hour.

The Governing Body reserves the right to require a deposit over and above the hiring charge as a surety against damage to the premises (including any equipment ) or the premises being left in an unacceptable condition necessitating their incurring additional cost for cleaning, caretaking or other expenses. In addition, a deposit will be required for the hiring of specialist equipment as detailed on the Booking Form/Quotation (Appendix 1)

#### 5.8 Cancellations

The Governing Body will seek to recover any costs incurred by the College which are unavoidable and result directly from the cancellation of a letting. Details of the charges are shown in the scale of charges in Appendix 2.

#### 5.9 Payment Methods

The Governing Body is mindful of its responsibilities in safeguarding the College from bad debt. Therefore payment at the time of booking is the norm. All normal means of payment are acceptable but cheques should wherever possible be supported by a guarantee card. In all cases where cash or cheques are paid over then an official receipt must be issued. Regular bookings will be invoiced monthly in arrears.

#### 5.10 Extension of Credit

The Governing Body will allow the extension of credit to bone fide local organisations and individuals where it is satisfied that these are credit worthy. In all the cases the Governing Body reserves the right to withdraw credit facilities where prompt payment is not received. In all cases where credit is extended, an official County Council invoice will be issued. The Governors will not normally extend credit for lettings where the invoice value is less than fifty pounds (£50). The Governing Body has chosen to delegate the approval of credit facilities to the Strategic Business Leader who is to maintain a list for the guidance of administrative staff. In all cases where credit is advanced, the invoice is to be raised at the time of booking.

#### 5.11 Security

The Governing Body will not normally insist upon continuous caretaking presence. However it reserves the right and delegated power to the Principal to insist upon caretaking presence where, in his/her view, the nature of the hiring may leave the College vulnerable to theft or damage. ***Where this is the case the additional costs will be borne by the hirer***

**DEVON COUNTY COUNCIL - EDUCATION DEPARTMENT**

**Letting of Educational Premises and Grounds Terms of Contract comprised in undermentioned conditions and hire form**

NB References in this form to the Council shall in relation to school premises be construed as references to the governors of that school. The law which applies is the law of England.

**Application and Fees**

- . 1 The signatory of the application shall be the hirer. Where a promoting organisation is named in the application, that organisation shall also be considered the hirer and shall be jointly and severally liable hereunder with the signatory.
- . 2 The fee payable for the hiring shall be calculated in accordance with the scale of charges published by the Governors. The Governors reserve the right to alter or revise these charges at any time.
- . 3 The fee for an occasional hiring shall be paid to the person authorising the hiring within five days of such hiring being approved and upon receipt of such fee the hiring shall stand confirmed subject to the provision of condition 4. In the case of a long-term letting the Governors of the hired premises may at their discretion permit the periodic payment of hire charges in arrears.

**Cancellation**

- . 4 The Governors or their agent(s) acting on their behalf must reserve the right, having good reason, at any time without notice to cancel a hiring or withdraw permission for the hirer to occupy any part of the hired premises on any particular date. In such event the Governors shall not incur any liability whatsoever to the hirer other than for return of any fee or the appropriate part of any fee paid in respect of the hiring.
- . 5 If the hirer shall cancel the hiring of the premises then the Governors shall be entitled to retain or demand as the case may be the whole of the fee paid in respect of such cancelled hiring PROVIDED THAT if notice of such cancellation is received at least seven days prior to the date of the hiring the fee will be refunded or remitted to the hirer subject only to any necessary deduction or payment in respect of expense already incurred by the Governors or the Council in respect of that hiring.
- . 6 Bookings are taken subject to the premises not being subsequently required for Parliamentary or Local Government elections or other statutory purpose. In the event of the premises being so required, the Governors will refund to the Applicant all charges made by them and already paid by the Applicant. Neither the Governors nor the Council shall be liable to pay any compensation for any loss incurred by the Applicant.

### **Furniture and Equipment**

- . 7 The hirer's use of the hired premises shall be deemed to include the use of chairs and tables only.
- . 8 The arrangement of furniture and/or the use of additional furniture or equipment will require the specific approval of the Governors. Such use may be subject to the scale of charges published by the Governors.
- . 9 Where additional equipment is required by the hirer this will be subject to an additional charge according to the Governors' published scale.

### **Kitchen Facilities**

10 Kitchen facilities and facilities for the preparation of refreshment are not included in the hiring unless prior consent for the use of such facilities has been given by the Governors who will have consulted the catering contractor to arrange for such use at all times to be supervised adequately.

Separate conditions of hire exist for catering facilities. Where catering facilities form part of the contract, these conditions, which can be obtained from the school, are deemed to have been accepted.

### **Health, Safety and condition of Premises**

- . 11 The hirer/hirers shall during the hiring be responsible for:
  - . (a) *taking all measures necessary to ensure that the permitted number of persons using the hired premises is not exceeded;*
  - . (b) *the efficient supervision of the hired premises and for the orderly use thereof including the observance of the Governors' policy on smoking on school premises;*
  - . (c) *ensuring that all doors giving egress from the hired premises are kept unfastened and unobstructed and that no obstruction is placed or allowed to remain in any corridor giving access to the hired premises;*
  - . (d) *ensuring that all proper safety measures are taken for the protection of the users of the premises and equipment including adequate adult supervision where young people are concerned;*
  - . (e) *familiarising themselves and the users of the premises with the fire-alarm positions, the locations of the fire-fighting equipment and the establishment's exit routes;*
  - . (f) *ascertaining the location of the nearest emergency telephone;*
  - . (g) *the provision of a suitable first-aid kit;*
  - . (h) *compliance with the Food Safety Act where catering facilities are involved.*
- . 12 The hirer shall at the end of the hiring be responsible for: (a) *ensuring that the hired premises*

are vacated promptly and quietly: (b) ensuring that the hired premises are left in a safe and secure condition and in a clean and tidy state. Failure to comply with these conditions may lead to additional charges.

- . 13 (a) No nails, tacks, screws, or other like objects shall be driven into any part of the hired premises nor shall any placards, decorations or other articles be fixed thereto. (b) No alterations or additions to any electrical installations either permanent or temporary on the hired premises may be made without the written consent of the Governors. Electrical apparatus must be switched off after use and plugs removed from sockets.
- . 14 The hirer shall not permit or suffer any damage to be done to the hired premises or any furniture or equipment therein and shall make good to the satisfaction of the Governors and pay for any damage thereto (including accidental damage) caused by any act or neglect by himself, his agents or any person on the hired premises by reason of the use thereof by the hirer.
- . 15 It is understood and agreed that the Governors do not, either expressly or by implication, warrant the premises to be fit or suitable for any sporting, recreational or other purpose for which the hirer intends to use them but rely entirely on the skill, knowledge and expertise of the hirer in choosing so to use them and require the hirer to discontinue that use immediately upon it becoming reasonably foreseeable that by reason of their condition a participant in or spectator to that sport, recreation or other activity, or any other person is in danger of suffering injury, loss or damage.

16 Except in so far as the Unfair Contract Terms Act, 1977 (or any statutory modification or re-enactment of it) otherwise requires, neither the Council nor Governors acting on its behalf will be responsible or liable in any way whatsoever or to any person whatsoever (and whether or not there shall be any negligence by its servants or agents) in respect of:

- . (a) any damage or loss of any property brought on to or left upon the hired premises either by the hirer or by any other person;
- . (b) any loss or injury which may be incurred by or done by or happen to the hirer or any person resorting to the hired premises by reason of the use thereof by the hirer;
- . (c) any loss to breakdown or machinery, failure of electrical supply, fire, flood or government restriction which may cause the hiring to be interrupted or cancelled;

and the hirer shall be responsible for and shall indemnify the Council its servants and agents against all claims, demands, actions and costs arising from the hirer's use of the hired premises or from any loss, damage or injury suffered by any person arising in any manner whatsoever out of the use of the hired premises by the hirer.

### **Licences**

- . 17 The hired premises shall not be used for the sale or supply of intoxicating liquor, or the holding of any public entertainment, theatrical performance, film exhibition, lottery or other similar function without the consent of the Governors, and such consent shall be subject to the hirer first obtaining the necessary licence or permission required under current legislation, and producing this for the scrutiny of the Governors if required.



- . 18 The hired premises shall not be used for any betting, gaming or gambling.
- . 19 The hirer shall indemnify the Council against any infringement of copyright which may occur during the hiring.

### **General**

- . 20 The right of entry to the hired premises at any time during the hiring is reserved for authorised officers and employees of the Council and the head of the establishment or a person authorised by him/her.
- . 21 The hirer and his agents shall during the hiring and during such other times as they or any of them shall be on the hired premises for the purpose of the hiring comply with all reasonable requirements of the caretaker of the hired premises.
- . 22 The hirer shall not sub-let the hired premises or any part thereof and in the event of this condition being breached or any threat thereof then the hiring will stand cancelled, the charges forfeited and the hirer and sub-hirer excluded from the hired premises.
- . 23 Any notice or necessary action required in respect of this hiring may be undertaken by: (a) a representative of the Governors; (b) ~~the~~ Chief Education Officer or his duly authorised representative.