

EARL MORTIMER COLLEGE AND SIXTH FORM CENTRE

LETTINGS POLICY

Philosophy:

Provided there is no interruption to College use of the premises, part of the College buildings and grounds may be let to outside bodies after the end of the College day, at weekends and during the holidays, in order to:

- Raise income for the College
- Better integrate the College into the local community
- Familiarise individuals with the College, who may become students, or their parents
- Satisfy some of the needs of local individuals, groups and organisations
- Increase the use of facilities that are under used by the College
- Ensure that the salary of the Lettings Manager is covered by income generated through Lettings

Implementation:

Bookings are made through the representative of the College, the Lettings Manager, as authorised by the Governing Body, and confirmed in writing.

- College and PTFA activities have priority
- No bookings are confirmed more than 4 months in advance although provisional bookings may be made at any time
- Outline charges are set by the Principal/Governors and reviewed annually
- Specific charges are set at the time of the agreement
- The VAT liability of the letting is determined at the time of the agreement
- Payment is in advance for single lettings
- Payment is in instalments for a series of sports facilities lettings that comply with VAT exemption regulations
- The agreement should be updated and reviewed at least annually
- A diary is kept covering all College, PTA and outside use of the premises and grounds after College, in evenings, at weekends and in holidays

Users sign an agreement that covers:

- Terms and conditions relating to type of and length of use
- Cancellation costs
- Damage, and what will happen if the user causes damage to College property or the fabric of the building.
- Insurance
- Charging
- Restrictions on use
- Licensing for the sale of alcohol, or public performances

- An understanding that separate car parking charges may apply. The Lettings Manager will make a recommendation to the College Business Manager for approval. This will give the College flexibility for letting costs and car parking so that each hiring is considered on its own merits. Bulk car parking permits will not be issued.

Roles and Responsibilities:

The College authorised representative is responsible for the construction and regular update of the lettings diary, which must be shared with all site management staff.

- The PTFA secretary and individual teachers are responsible for informing the authorised College representative a term in advance, of events outside teaching hours, which will use the College premises
- Opening and closing the College is undertaken by the appropriate site manager, or Lettings manager, or by prior agreement with an authorised member of the staff
- Supervision during the letting is the responsibility of the user. The user is also responsible for the security of the area of the College being used, although this will be overseen by the Site Manager / Lettings Manager.
- When a risk assessment is completed by the user or the College, in relation to the premises or activity or equipment involved, the user must ensure any controls are complied with
- Post-letting checks are made by the Site manager and reported to the College authorised representative
- The authorised representative will ensure that excess wear and tear on the buildings and equipment is avoided and will follow up unsatisfactory lettings to resolve issues

Monitoring & Evaluation:

Lettings should be evaluated by the College Finance Manager to
 *assess the additional income raised for the College, less the cost of any reasonable wear and tear to the furniture and fabric of the College made during lets, and costs of additional heating, cleaning and Lettings Manager costs / Site manager overtime costs.

This monitoring and evaluation should take place on a regular basis, at least termly.

Date policy established by the Governing Body

Date for review