

LETTINGS POLICY FOR HIRING OF ANY PART OF COLLEGE PREMISES ('THE FACILITY')

1. The Governing Body actively encourages community use of the college's premises. However, it reserves the right to refuse any lettings it may choose.
2. The Hirer must be willing to meet with college officials and provide details of their aims and objectives.
3. The Governing Body will ensure that the college budget does not subsidise non-school activities and that all costs are recovered. Charges will be reviewed annually by the Governing Body.
4. Each Hirer using the Facility will be required to nominate a contact person. Such a person is deemed to be in charge and able to investigate any difficulties which may arise.
5. The Governing Body will determine if a nominated person from college is required on site when the premises are being used. If not, a responsible person must be on call.
6. A Letting Application / Indemnity Form must be completed by ALL applicants. A signed copy of the application form, if approved by the college, will be returned to the Hirer. For long term lettings, application forms will be reviewed on an annual basis.
7. Any Hirer that uses the college must be properly insured (with a minimum of £5m public liability insurance) and insurance documents must be attached to the application.
8. All hirers must comply with Health and Safety regulations.
9. All Hirers of the Facility who intend to include junior aged and / or vulnerable people as part of planned activities on site, shall have an adequate Child Protection Policy in place, and shall ensure that all leaders, coaches and volunteers have enhanced DBS Clearance from the Criminal Records Bureau. The Hirer shall agree to provide sight of these documents upon request by the college prior to hiring the Facility and at any time during the period(s) of use agreed under the terms of this policy. Where a group is unable or unwilling to adhere to these conditions, the Governing Body reserves the right to refuse the application to hire the Facility.
10. Arrangements for the payment of each letting will be made in advance with the Hirer concerned.
11. Smoking is not allowed on any part of the premises in line with college policy.
12. Alcoholic Drinks –
 - a. An occasional licence must be obtained where appropriate. The Licensee is responsible for conduct of bar sales, etc.
 - b. No alcohol is to be stored or retained on the premises when pupils are in school.