

FREMAN COLLEGE FACILITIES HIRE POLICY

Policy

The Trustees wish to encourage the use of the premises when this does not interfere with the normal running of the college, either during or outside normal hours.

The Trustees also wish to encourage the use of the sports hall by the local community when this does not interfere with the normal running of the college, either during or outside normal hours.

Procedures may be updated by the college as appropriate.

Procedures

The college will refer to guidance and procedures set out in the Hertfordshire County Council's *Premises and Equipment* manual when arranging lettings.

Basic charges will be reviewed annually by the Governors' Resources committee, but at the Business Manager's discretion they may be adjusted on occasions, depending on the type and length of the activity. A balance needs to be achieved between making sufficient profit and encouraging the community to use the premises. The charge will always cover at least the cost of caretaking, heat, light and wear and tear of equipment.

A booking form must be completed for each let or series of lets. Payment must be made in advance.

All hirers must be covered by full Public Liability Insurance with minimum cover of £5 million. If hirers have their own such insurance, a copy must be provided with the booking form.

The Business Manager will manage the booking diary and reserves the right to deny access to any individual or group.

**Ratified: Autumn 2025
Review: Summer 2026**