

FREMAN COLLEGE LETTINGS POLICY

Policy

The Governors 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 Governors 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.

In order to encourage community use of the sports hall there will be no charge made for hire. Donations to the college are welcome at a suggested rate of £40/hour (rate to be reviewed with lettings rates).

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

Governors will also allow occasional commercial lets, not amounting to more than 5% use. This will ensure that the community benefits the most from the facility. There will be minimal advertising to promote the availability of the facility. The commercial letting rate is to be agreed with the Business Manager at the time of booking.

Ratified: Spring 2024
Review: Spring 2025