



Kingsthorpe College

a designated Sports College



LETTINGS POLICY AND COMMUNITY USE

Date of Adoption:	21 st January 2008
Frequency of Review:	Annually
Review Date due:	January 2009
File Name:	Lettings Policy
Policy Number:	1 : 19

KINGSTHORPE COLLEGE

LETTINGS POLICY AND COMMUNITY USE

LETTINGS

The Governing Body are in agreement with the College premises being hired for private use. The hire of the premises would typically be for one day or evening but in some circumstances may be for a longer period e.g. one evening per week for a term for block booking for sporting activities etc.

Invoices will be raised in accordance with the Income Policy of the College and the fees to be charged will be those agreed by the Governing Body.

COMMUNITY USE

As a Community College the LA may use the premises for such activities as adult education classes, youth service etc as part of its community use programme. No invoices will be raised by the college to the users of the facilities. The college will, however, recompense from the LA by the completion of the monthly community use facilities lettings forms. The NCC bears all costs for Community Use Directed users.

Procedures

- A framework for the administration and monitoring of the hire of college facilities will be established and maintained by the Senior Finance Officer and Lettings Clerk.
- Charges will be reviewed annually.
- The college's administration and management of lettings will comply with LA financial regulations.
- All college events will have preference over outside use of facilities.
- Liaison with the Lettings Clerk and or Senior Finance Officer will take place prior to the acceptance of any booking, to assess any potential difficulties, cleaning or health and safety issues.
- Hire forms will be completed by the user prior to use of facilities.
- All hirers will be required to comply with the LA terms and conditions, including the provision of third party liability insurance cover. (£1,000,000).
- Invoices will be raised and must be paid prior to use.
- The college will complete the community use forms and return to the LA for recompense.

This policy will be reviewed annually by the Staffing and Resources Committee.

ST/Jan 08