



The Robert Carre Trust

Lettings Policy

Rationale:

The aim of this policy is to support extra-curricular provision for young people and community activities of an educational, recreational or cultural nature and refers to all premises in the Robert Carre Trust.

Purpose:

To share with the community, the Trust's accommodation and resources for the mutual benefit of all parties. To use the income generated for the enhancement and improvement of key facilities.

This policy should be read in conjunction with the Trust's Health and Safety Policy and other relevant policies.

The following procedures apply:-

- Lettings will not be arranged without reference and agreement of the site staff;
- Availability of rooms/halls etc must be approved by the Site Manager or, in his absence, his deputy;
- The Site Manager is responsible for informing the Director of Finance, Administration and Resources of all lettings in order that appropriate invoices can be raised in a timely and efficient manner;
- Annual reviews of lettings charges will be undertaken by the Director of Finance, Administration and Resources in conjunction with the Site Manager to ensure that the fees levied do not involve any subsidy from the Trust budget and include a fair remuneration for the site staff in attendance;
- Lettings charges applied will reflect additional requirements e.g. removal of furniture, provision of specific furniture/equipment;
- Trust equipment e.g. TVs, computers, stage lighting etc are not available for use by hirers without prior written consent and do not form part of the standard lettings agreement. Additional charges will be levied for the use of school equipment if requested. In the case of stage lighting, health and safety regulations require that this is operated by an authorised operator and charges will reflect this;
- Financial penalties will be applied where hirers exceed their allocated times and these charges will be calculated to include a charge as if the room had been charged for the next full hour at the appropriate rate;
- Hirers are required to be mindful of premises security especially where large areas are unlocked e.g. for access to fire exits etc;

This Lettings Policy will be reviewed every four years by the Trust or earlier if necessary.

Reviewed at the meeting of the Finance Committee on 14 March 2016

Ratified at the meeting of the Board on 23 March 2016

Next Review Date: March 2020 (4 years)