



LETTING OF PREMISES POLICY AND PROCEDURE

Responsible Officer	Executive Manager: Community Engagement.
Approved by	Chairman
Review by	Executive Manager: Community Engagement
Last Reviewed	12/07/2015
Next Reviewed	31 /01/2017
Approved and commenced	12/07/2015

INTRODUCTION

Community Veracity recognises that its premises and grounds represent a significant capital investment and should be utilised as a valuable community resource.

In addition, we recognise that the letting of our premises and grounds provide an opportunity to supplement the organisation's budget and should be encouraged, provided that such letting is not detrimental to the organisation or its members.

PURPOSE

The purpose of this document is to balance the competing needs of the organisation and community hirers, and to make the conditions of lettings clear.

POLICY

Community Veracity will

- Require all hirers to adhere to the published Conditions of Hire;
- Charge hirers falling into specified categories the amount listed in the published Schedule of Charges;
- Not discriminate on the grounds of race, nationality, gender, sexual orientation, disability, spiritual beliefs, or age;
- Refuse any application that it believes may cause public disorder, offend decency or perpetuate racism, sexism or prejudice; and
- Retain the right to refuse an application for any reason at any time.

RESPONSIBILITIES

It is the responsibility of the **EXECUTIVE MANAGER: COMMUNITY ENGAGEMENT.**

- to draw up Conditions of Hire applicable to all lettings;
- to draw up a Schedule of Charges applicable to all lettings;
- to ensure as far as possible that hirers adhere to all applicable stipulations; and
- to nominate a Lettings Officer.

It is the responsibility of the **Lettings Officer**



- to determine into which charging category any application falls; and
- to manage any letting.

PROCEDURES

Applications

All applications for the hire of any premises or any part thereof must be in writing on the form provided, and on completion must be forwarded to the Lettings Officer.

A Lettings Agreement must be put in place for all external use of the premises, even if no charge is made.

The person who signs the application shall be considered to be the hirer unless the application is signed on behalf of an organisation, in which case that organisation shall be the hirer and shall be jointly and severally liable under these conditions with the person who signs the form.

No application will be accepted unless the Lettings Officer is reasonably satisfied that the Hirer is able to manage the hiring in accordance with adequate care and in accordance with health and safety procedures.

Fees

The deposit, being 10% of the hire charge, is due on receipt of Community Veracity's confirmation letter, and shall be non-returnable in the event of the hiring being cancelled by the hirer.

The balance of the hiring fee shall be payable 10 days before the hiring commences, and if any extra hire charge or caretaking charge should become due for any reason, then an invoice will be submitted for the balance after the hiring.

Safety

Hirers will be responsible for the safety of their own individual groups with regard to first aid. Hirers will be informed where the fire exit doors, fire equipment and emergency telephones are located before the activity starts, and where to assemble should the fire alarm sound. The hirer then has the responsibility of making their members aware of the instructions and ensuring that emergency services have been called.

Hirers have a responsibility to ensure that all activities are safe and to safeguard participants from violence or any other avoidable harm. Hirers must not exceed the designated capacity of any premises.

Hirers must ensure that the Lettings Officer is made aware of any equipment they intend to bring in to or use in the premises, and that such equipment is safe and suitable for the use to which it is put. Hirers using the facilities are responsible for reporting any potential hazards to the Lettings Officer.



Hirers who book premises are responsible for the cost of repairing any damage to the premises or equipment which is directly attributable to their occupation and use of the premises.

If anyone is injured whilst on Community Veracity's premises then that injury must be immediately reported to the Letting Officer so that the necessary first aid/medical reporting procedures can be initiated.

The Letting Officer must be reasonably satisfied that the Hirer is able to manage the letting activity in accordance with adequate care, health and safety procedures before agreeing to accept the booking.