

## LETTINGS POLICY

1. The College will operate a contribution pricing policy. All direct costs of hiring (staff, materials, etc) will be covered and some contribution to fixed costs will be made. The contribution will vary depending on the purpose of the hire, the person or company involved and the competition in the market place.
2. The maximum period of any hiring is limited to twelve months. An exception to this would be where a longer period is advantageous to the College.
3. The minimum booking time is one hour for the Dance Studio and two hours for all other College facilities. The minimum period of any hiring is one term with the exception being where it would be advantageous to the College to allow a shorter period.
4. Letting terms and conditions (inclusive of current prices), are sent with the booking form to the potential hirer. These are reviewed annually by the Assistant Principal (Director of Finance and Estates).
5. Brighton Hove & Sussex Sixth Form College (BHASVIC), reserve all rights to their name and the use thereof.

Document History: Approved by Corporation July 2004 Approved by Corporation July 2005 Approved by Corporation December 2006
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