

BHASVIC

LETTINGS POLICY

Last Updated: **APRIL 2017**

Review Date: **APRIL 2018**





LETTINGS POLICY

1. Policy Statement

- 1.1 A professional and co-ordinated approach to letting the College premises to ensure that the College maximises the potential for increasing income and raising awareness in the community.
- 1.2 The key purpose of letting College venues is to increase income whilst ensuring the reputation of the College is maintained.
- 1.3 The lettings action plan is prepared annually with the goal of achieving points 1.1 and 1.2 above.

2. Policy Scope

- 2.1 Lettings is the process by which College venues are hired to external organisations for the purpose of running events and other activities outside of the normal College day.
- 2.2 This policy applies to those employees of the College who have direct involvement with any aspect of hiring out our venues.

3. Strategic Aims

- 3.1 To achieve an increase in income, thereby making more resources available for supporting our teaching objectives which in turn attracts students and staff to the College.
- 3.2 To provide benefits for students wherever possible, for example by considering the Education for Life objectives and the College mission statement.
- 3.3 To maintain links between administrative, estates and technical staff and all other staff of the College in order to promote a co-ordinated and engaged approach to lettings.
- 3.4 To circulate information on forthcoming and recent events to all staff using appropriate means thereby raising the profile of lettings within the College.

4. Implementation

- 4.1 College business shall always take precedence over lettings enquiries.
- 4.2 The lettings Terms & Conditions of hire document shall be reviewed annually.
- 4.3 The College shall hold and maintain all relevant licences applicable to letting the premises.
- 4.4 BHASVIC reserves all rights to its name and the use thereof; hire of venues to political or religious groups for whatever reason shall not mean there is any endorsement of the groups or their activities, and a risk assessment/referral to the safeguarding team will be carried out for any bookings that are considered questionable, including any activities which may require assessment or reporting under the statutory Prevent Duty.
- 4.5 The College will operate a contribution pricing policy whilst remaining competitive, i.e. all direct costs 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, company or charity involved and the competition in the market place.
- 4.6 All opportunities to promote and market the College's venues will be considered and pursued with consideration to costs involved.

5. Responsibilities

- 5.1 Responsibility for the implementation and development of this policy belongs to the Assistant Principal, Director of Resources.
- 5.2 Responsibility for the effective and consistent operation of this policy and preparation of the action plan and monthly reports belongs to the Finance Manager.
- 5.3 Responsibility for the co-ordination and administration of lettings activities, from initial enquiry to feedback after the event, belongs to the Lettings Co-ordinator.
- 5.4 Responsibility for holding a current Premises Licence belongs to the Estates Manager.

6. Monitoring and review of policy

- 6.1 This policy and related documents will be reviewed annually and updated when necessary.

7. Related documents

- Business Procedures
- Instrument and Articles of Government
- Lettings procedure
- Terms & Conditions of hire
- Risk Management Policy
- Strategy and marketing plan