

# **Teams Life Centre**

## **Lettings Policy**

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**Document Control**

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## 1 Overview

The object of letting (hire of) Teams Life Centre (**The Centre**) premises is to establish **The Centre** as a resource of and the 'hub' of the community.

**The Centre** should not be let at a financial loss, all bookings should, as a minimum, have a charging structure that covers all associated outgoings. The Governing body will decide on the process for agreeing if and what centre facilities will be let to a 3<sup>rd</sup> party and on what terms.

## 2 Letting Details

### 2.1 Types of Lettings

#### 2.1.1 Single lettings

Single lettings are those where an individual or organisation wishes to hire facilities on a one off basis, these lettings should still be subject to a formal lettings agreement and follow the same principles as a continuous letting.

#### 2.1.2 Continuous lettings

Continuous lettings are those that run for a number of weeks or months

### 2.2 Letting Agreement

All lettings (even those where no charge is made) must be subject to a letting agreement, this will detail the terms of the letting and must be signed by both **The Centre** and the hirer. A letting should only be confirmed as accepted when a signed letting agreement is in place. Any amendments to an agreement will require a new agreement form to be signed.

## 3 Conditions of Use

### 3.1 Equal Opportunities

**The Centre** must not be let to any individual, group or organisation that does not subscribe and adhere to **The Centre's** Equal Opportunity Policy, a copy of which is available upon request.

### 3.2 Political Use

The Centre must not be let for political use, the only exception to this is as a polling station.

### 3.3 Legal Use

It is the responsibility of the person letting the premises (hirer) to ensure the premises will not be used for any purpose which may be deemed contrary to English law. The Centre is a community building and the hirer will be held responsible for noise levels and guest behavior which must not offend other users or local residents.

### 3.4 Named Individual

The hirer must provide The Centre with a named individual who The Centre can contact in the case of an emergency. This person must be named on the Letting Agreement with full contact details and must also be on the premises for the duration of the letting.

### 3.5 Safety

During the period of the letting the hirer's named individual will be responsible for following the conditions of booking and ensuring the safety of those using the premises. The named individual will have the responsibility for complying with The Centre Health & Safety Policy (copy available on request to the hirer) and any other instructions or guidance provided by The Centre management and staff.

The Centre will provide the hirer with the name and phone number of centre contacts in the case of an emergency. A member of centre staff will be responsible for showing the hirer's named individual how to raise the alarm in an emergency, this will include location of appropriate fire exits, fire extinguishers, evacuation and fire assembly points. The Centre will also have responsibility for organising periodic fire drills. It will be the named individual's responsibility to keep a register of those attending the event/activity, ensure fire exits are not obstructed and that centre security is not compromised.

### 3.6 Use of The Centre's Equipment / Hirers Own Equipment

The hirer must inform The Centre in advance if they intend to use any of the centre's equipment, this can be done by completing the Facilities / Equipment Required section on the last page of the Lettings Agreement. This allows staff to check and prepare the equipment needed and ensure it is in place for the event.

In addition, the hirer must inform The Centre in advance if they intent to bring their own equipment on site, this should be noted in the Additional Notes section of the Letting Agreement and signed by an appropriate member of centre staff to confirm acceptance. This allows an assessment to be undertaken of whether the centre has the ability to support the equipment.

NOTE: No centre equipment or hirer supplied equipment can be used / brought on to the site without the prior notification and approval of centre staff. In addition, any electrical equipment brought to site will also require a PAT testing certificate.

### 3.7 Inappropriate Activities

PLEASE NOTE: The Centre do not consider Alcohol, smoking, drugs & gambling to be appropriate activities on centre premises. In addition, The Centre expects all hirers to adhere to any restrictions inherent in any activities, e.g. ensuring an audience for a Certificate 15 film are 15 and over.

### 3.8 Car Parking

Please note, the centre has limited car parking space and we ask patrons to refrain from using the roads on the surrounding residential estate to park as this will inconvenience residents.

In addition, access to The Centre car park will be limited if ongoing activities include young children and priority for parking spaces should also be given to disabled drivers.

### 3.9 Risk Assessments

PLEASE NOTE the Centre is **NOT** responsible for undertaking risk assessments for Hirer's activity(ies). Where appropriate, the hirer will be responsible for undertaking their own risk assessments for specific activities and providing their own first aider.

NOTE: The Centre's cooking facilities must not be used unless prior, specific permission has been obtained from The Centre.

### 3.10 Insurance

The Centre do not provide hirers with public liability insurance against personal injury, accident, loss or damage to property. If appropriate, the hirer must provide evidence to the centre that they have adequate insurance cover in place before a letting can be agreed. It is recommended that Public Liability insurance to the value of £2million is in place for low risk activities (e.g. adult education classes) and £5million for high risk activities (e.g. gymnastic class).

### 3.11 Charges

Charges will be set out in the letting agreement between The Centre and hirer, The Centre will periodically review these charges, giving the hirer at least one months' notice of any changes in fees or conditions of hire.

### 3.12 Damage

The hirer will be responsible for the cost of any damage to centre premises or equipment, centre staff have free access to all parts of The Centre site during lettings to check hirers are acting in a responsible manner.

### 3.13 Cleaning/Security

Any costs for cleaning or providing building security will be detailed in the Additional Costs section of the letting agreement, where such costs are not identified, responsibility for cleaning and security will be the responsibility of the hirer.

Centre staff will be responsible for opening and closing The Centre unless alternative arrangements have been agreed.

### 3.14 Cancellation & Complaints:

The Centre has the right to cancel any letting, reasonable notice of cancellation will be given by The Centre unless the hirer is in breach of the letting agreement, upon which cancellation will take immediate effect.

Where the hirer has a complaint The Centre's standard complaints policy and process will apply. If The Centre has a complaint about the hirer, in the first instance the centre will raise this with the named person. If the complaint is not resolved it will be escalated to the governing body to decide on the appropriate action for The Centre to take.

### 3.15 Declaration of Interest:

Any members of centre staff or governors having connection with a letting must formally declare this in the Additional Notes section on the final page of the Lettings Agreement. If appropriate, declarations should also be formally minuted at an appropriate meeting.

### 3.16 Other documents

- Lettings Agreement (centre & hirer)
- The Centre's Policies – Available upon request
- Permission to use centre site – via the Lettings Agreement
- Charges Policy/Rates – via this document and the Lettings Policy
- Relevant Risk Assessments & Emergency Procedures (centre & hirer if required)
- Copy of Public Liability Insurance (from hirer)