

MORLEY COLLEGE LONDON

Hirings and Lettings Policy and Procedure

POLICY OWNER:	Director of Estates and Facilities
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Hirings and Lettings Policy and Procedure : *Introduction*

Morley College London views the accommodation and facilities of the College as a potential community resource when they are not being utilised for the core business of the College.

This Policy and Procedure provide the terms and conditions for hiring or letting rooms and facilities across the whole College estate by external organisations and/or individuals.

Priority will be given to College-affiliated organisations, events and activities, and all external individuals and organisations should align with the College values and mission.

In accordance with the College's Equality, Diversity and Inclusion Statement the development of this policy complies with the Equality Act 2010 in ensuring due regard to eliminating discrimination and advancing equality of opportunity and fostering relations.

A three-tier tariff is operated under the criteria of:

- a commercial rate for companies,
- a non-commercial rate for non-profit making organisations and groups, and
- further discounted rate for registered charities and 'other bodies'.

The tariff will be approved by the Chief Finance Officer (CFO) and reviewed annually.

The College will seek to ensure that any letting or hire approval is aligned with College policies, including but not limited to Safeguarding and Prevent Policy for Young People and Vulnerable Adults, Freedom of Speech and Expression Policy, Anti-Racist Statement, Health and Safety Policy and Public Information Policy; and will use information gathered from the booking form (Appendix 1) to make an informed assessment of any hire or letting request.

All external parties interested in hiring or letting College facilities should submit a formal application on the College template provided, with the agreed fees approved by the Centre Principal, or in the case of waiving any fees the CFO. A security deposit will be charged with all hire periods and lettings and will be refundable on the satisfactory completion of the event and adherence to College policies.

TERMS AND CONDITIONS OF HIRE

1. Definitions and Interpretation

In these Conditions:

- 1.1 "Booking Form" means the booking form for the hire of the Premises;
- 1.2 "College" means Morley College London
- 1.3 "Conditions" means these terms and conditions of hire of the Premises;
- 1.4 "Hirer" means the person/s or organisation hiring the Premises on these Conditions;
- 1.5 "Period of Hiring" means the period during which the Premises are hired to the Hirer identified on the Booking Form;
- 1.6 "Purpose of Hiring" means the purpose for which the Hirer is hiring the Premises identified in the Booking Form;
- 1.7 "Premises" means the accommodation and facilities identified in the Booking Form;
- 1.8 Words importing one gender shall be construed as importing any other gender;
- 1.9 Words importing the singular shall be construed as importing the plural and vice versa; references to person

set out by the College are for the use of the buildings, tables and chairs, any floor coverings and equipment, which may be provided. In addition to this, the charges also cover the heating and lighting and of any domestic facilities.

4.2 The College reserves the right to require payment of the charges, in whole or in part, at

- 7.5 The orderly and safe vacation of the Premises in case of emergency in line with the College evacuation procedures;
- 7.6 The safety and integrity of the fabric and structure within the Premises;
- 7.7 The preservation of good order and decency in the Premises;
- 7.8 Ensuring that all doors giving egress from the Premises are left unfastened and unobstructed and are immediately available for exit as in the evacuation procedures and the issued Emergency Arrangements booklet;
- 7.9 Ensuring that no obstruction is placed or allowed to remain in any corridor serving as a means of escape route.

8. Decorations and Advertising

- 8.1 No bolts, nails, tacks, screws, pins or other like objects are to be used on any part of the premises. No adhesives, blu-tack or any sticky tape may be used on any part of the Premises.
- 8.2 No placards or other articles are to be fixed to any part of the Premises.
- 8.3 No posters, boards, signs, flags or other emblems or advertisements are to be displayed inside or outside any part of the Premises without the previous consent of the College and prior approval via the Chief Marketing and Engagement Officer (CMEO).
- 8.4 The College reserves the right to remove any permitted posters, boards, signs, flags or other emblems or advertisements which become so dirty or torn as to be untidy or unsightly.

12. Copyright Works

19. Admission

19.1

23.3 The Hirer will indemnify the College against all such liabilities as are mentioned in this Condition.

24. Further Exclusions Of Liability

24.1 The College will not be liable for any loss due to any breakdown of machinery, failure of supply of electricity, leakage of water, fire, government restriction or act of God which may cause the Premises to be temporarily closed or the hiring to be interrupted or cancelled;

24.2 The College gives no warranty that the Premises are legally or physically fit for any specific purpose.

25. Insurance

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29.2 cancel the instant or any other hiring of the Premises by the Hirer without incurring any liability to the Hirer for the return of any fee or otherwise.

30. Notices

30.1 All notices, demands or requests by either party to the other shall be in writing and shall be sufficiently served if delivered by hand, email or sent by recorded delivery to the address of the Hirer specified in the Booking Form.



Application for the hire of facilities

Name of group/club/ organistion/charity:		
Charity Number (where applicable):		
Person making application:	Title:	
Telephone:	Home:	
	Work:	
	Mobile:	
Email:		
Event:		

Premises or Facilities required	Purpose of Hiring	Maximum Number of Persons	Period of Hiring	Times

Specialist equipment required:	Yes/No

Payment must be as specified on the booking confirmation.

Appendix 3: Guidance on applying for a Temporary Event Notice (TEN)

Temporary event notice (TENs) can be used for small-scale, one-off or occasional events, such as community, school and charity fundraising events.

These are events at which you:

Intend to sell or supply alcohol at any time

x

Regulated Entertainment Deregulation

The following entertainment has been de-regulated by the Live Music Act 2012, The Licensing Act 2003 (Descriptions of Entertainment) (Amendment) Order 2013, and The Legislative Reform (Entertainment Licensing) Order 2014

Plays:

no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500.

Dance:

no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500.

Films:

no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500.

Recorded Music :

No licence permission is required for:

any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises under a premises licence or club premises certificate at a time when the premises are open for the purposes of being used for the supply of alcohol for consumption on the premises, provided that the audience does not exceed 500.

any playing of recorded music between 08.00 and 23.00 on any day, in a church hall,

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