

TELFORD COLLEGE

LETTINGS POLICY

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1. Purpose

- 1.1.1. To set out a fair and equitable approval process for requests to hire any College facilities, such as classrooms, or non-sporting areas of the campus.
- 1.1.2. To set out the circumstances under which the College may refuse use of facilities
- 1.1.3. To confirm the rights of the College to make reasonable charges for use of facilities
- 1.1.4. Telford College will consider the use of premises in the following order of priority:
 - 1.1.4.1. College activities.
 - 1.1.4.2. Recognised concessionary users, i.e. voluntary organisations and charities.
 - 1.1.4.3. For-Profit organisations.

2. Policy Strategies

- 2.1.1. The College may refuse requests to hire facilities on reasonable grounds. These include, but are not limited to:
 - 2.1.1.1. Access during term time
 - 2.1.1.2. Unreasonable hours
 - 2.1.1.3. Unreasonable disturbance to local residents
 - 2.1.1.4. Non-availability of staff (e.g. premises) or facilities
 - 2.1.1.5. Health & safety considerations
 - 2.1.1.6. Potential damage or wear and tear
 - 2.1.1.7. Disruption of other College/community activities on site
 - 2.1.1.8. Lack of security/supervision
 - 2.1.1.9. Detriment to community relations and community cohesion (in particular when hosting public speakers, staff organising such events will need to refer to the current version of the College's Freedom of Speech Code of Practice).
 - 2.1.1.10. Use of the facilities for political purposes
 - 2.1.1.11. Conflict with College/LEA policies
- 2.1.2. To minimise safeguarding risks for room rentals during normal College opening hours, rooms will only be allocated following a risk assessment of the individual request, including ascertaining if those attending are DBS checked, to establish levels of supervision required, and any other control measures that may be needed to facilitate any requests made.

3. Free Use of Premises

- 3.1.1. If the Principal/CEO or CFO deems an activity to be in support of the core area of the College then they may decide on no charge or a reduced charge for its use. For any such requests, the Director of Estates will provide relevant information to the Leadership Team, in sufficient detail for them to make an informed decision accordingly.

4. Responsibilities

- 4.1.1. The College owns the land and buildings of the College:
 - 4.1.1.1. The Director of Estates is responsible for implementing the policy and ensuring that all relevant staff are aware of its main provisions.
 - 4.1.1.2. It is the responsibility of a potential user of the premises to demonstrate to the Director of Estates that use of the premises will not give rise to concerns outlined above.
- 4.1.2. This policy and the associated fees structure will be reviewed on an annual basis.

5. Conditions and Requirements

- 5.1.1. Hire of non-sporting facilities will be organised differently depending on the extent of the hire request, in terms of space and duration. For extended hire of non-sporting facilities, depending on the quantity of space and duration, a separate agreement or SLA will be formulated. That document will cover the bespoke specifics of the booking proposed, with terms, conditions and expectations created in consultation with the hirer, outlining areas of permitted use, and associated charges for any additional support or incidentals in addition to the room hire costs themselves.
- 5.1.2. For single room hires, either on an occasional basis, or for a set period across a defined timeframe, those hires will be subject to the following:
 - 5.1.3. Acceptance of Conditions - The hiring of Telford College accommodation is permitted only on these conditions. Acceptance of a booking confirmation is deemed to be acceptance of these conditions.
 - 5.1.4. Nominated organiser - The Hirer must nominate at least one person who will be on site during the period of the actual hiring to ensure these conditions are adhered to. This person must make themselves known to the premises staff at the start of the letting, as well as being the signatory on the booking hire form.
 - 5.1.5. Areas hired - The Hirer must ensure that only the areas hired are used and that food is not taken outside the areas of hire, unless by prior agreement for long-term hires, in which case confirmation of all attendees having current enhanced DBS certificates will be required.
 - 5.1.6. For hires that span across a significant timeframe – several weeks – or space, such as a whole area/building, the expectation is that an SLA will be formulated in conjunction with the hiring party, outlining the specific expectations of both parties, areas permitted for use, and associated charges for any additional support or incidentals in addition to the room hire costs.
 - 5.1.7. The Hirer shall not assign or sub-let the premises or any part of the premises.
 - 5.1.8. The Hirer is responsible for ensuring that the let finishes promptly. The College will charge for the extra costs incurred for any delay.
 - 5.1.9. Behaviour and Supervision - Attendees must be supervised at all times within the College buildings and grounds. The Hirer will be responsible for ensuring the good behaviour of all those attending the activity, including keeping noise at a reasonable level as determined by on-site staff.
 - 5.1.10. Register keeping – The hirer will be required to complete a register of all attendees and to pass a copy of that to the College's representative.
 - 5.1.11. Safeguarding – Telford College takes safeguarding very seriously and will need the hirer to provide a copy of their own safeguarding policy at the time of booking where their organisation includes members who could be considered vulnerable, i.e. children or vulnerable adults. Where the booking organisation doesn't have their own policy, they will be provided with a copy of the Telford College policy and asked to sign acknowledgment of receipt and confirmation that they will adhere to its contents.

- 5.1.12. All hirers will be expected to sign an acknowledgement that they have read the College's policy and expectations with regard to safeguarding, and that they will adhere to those expectations. Hirers are advised to read and acknowledge the principles within the DfE Keeping Children Safe during community activities non- statutory guidance. If there are safeguarding incidents or concerns whilst using the premises, the group lead or group DSL must inform the College's DSL and safeguarding team.
- 5.1.13. Numbers - The numbers of people attending at any one time must not exceed the numbers indicated on the booking form and agreed with the College. Failure to comply with this condition will result in the immediate termination of the letting without refund.
- 5.1.14. The Hirer is responsible for carrying out a Risk Assessment, where applicable, mandatory if the organisation hiring has more than 5 employees. The College will require the Hirer to provide a copy of any assessments for review by the College's Health and Safety representative, which should be provided at least a week in advance of any new hire.
- 5.1.15. Health and Safety - The Hirer must make themselves aware of the College's Health and Safety Policy and must not interfere with or misuse anything which is provided in the interests of health, safety or welfare. The Hirer is to ensure suitably qualified persons, such as first aiders, are present to be responsible for the supervision of the premises and the conduct of those attending, so as to avoid personal danger and damage to property.
- 5.1.16. Cleaning - The Hirer must leave the areas used, including the College grounds, in a reasonable state of cleanliness. Failure to do so will result in a charge being made for extra cleaning. All rubbish is to be placed in black bags which must be deposited in the external refuse bins.
- 5.1.17. Fire - The Hirer must make themselves aware of the fire evacuation procedures relating to the area hired and must ensure that all fire exits are kept clear during the letting.
- 5.1.18. College equipment, fabric and fittings - No use may be made of equipment without the prior agreement of the College and the Hirer must not interfere with the fabric, fittings or contents of the premises in any way. The Hirer shall be responsible for the reimbursement in full on demand, of any damage caused by users of the premises, furniture, apparatus and equipment. Any damage is to be reported to College staff.
- 5.1.19. Hirer's property - Permission should be obtained from the College in advance if the Hirer wants to bring electrical equipment onto the premises. All electrical appliances brought onto College premises must have an in-date Portable Appliance Test (PAT) – staff in the area being hired, or Site Services, will complete random checks on any such equipment periodically. Hirers may not bring equipment or articles of an inflammable, explosive or dangerous nature onto the premises. The Hirer should provide insurance for any permitted items.
- 5.1.20. Right of access - The Principal, CFPO and Director of Estates or College representatives reserve the right of access to the premises during the letting.
- 5.1.21. Own Risk - It is the Hirer's responsibility to ensure that all those attending are made aware that they do so at their own risk.
- 5.1.22. Accident or Injury - The College does not accept any responsibility for any accident or injury or loss of property that may occur to, or be sustained by, persons using the premises during the period of the letting. The Hirer is responsible for obtaining their own Public Liability Insurance and must produce a copy of this to the College's representative at the time of booking.
- 5.1.23. Private vehicles - The parking of vehicles on College premises is entirely at the owner's risk. The owners of such vehicles will be held responsible for any damage they may cause to the College's property or injury to any person, whether connected with the College or not, while their vehicle is on the College's grounds. Parking must only take place in designated car parks. The speed limit of 5mph must be adhered to at all times whilst driving on the college premises.

- 5.1.24. Alcohol - Alcohol must not be sold or consumed within the College's premises and grounds, without the permission of the Director of Estates. If permission is given, alcohol must not be sold on the premises without a magistrate's licence. It is the responsibility of the Hirer to obtain and show the licence to the Director of Estates in advance of the letting, but generally the College has a zero tolerance restriction on alcohol on site, outside of designated approved venues, such as the Orange Tree restaurant.
- 5.1.25. Smoking and Vaping. Smoking and Vaping is only permitted in designated smoking areas around the campus.
- 5.1.26. Musical Works and Copyright - No musical works in the repertoire of the Performing Rights Society may be performed in public on the premises unless the Hirer has obtained the permission of the Society. No copyright material may be delivered or performed without the consent of the owner of the copyright.
- 5.1.27. Public Entertainment - Film, musical, dancing (including disco) and stage events must all be considered public entertainments unless entrance is restricted to those who are bona fide members of the organisation hiring the premises. If admission is open to all, or if tickets are to be sold at the door or offered to the public, it is the Hirer's responsibility to inform the Local Authority Entertainments Licensing Enforcement Officer and obtain an Occasional Licence. Requests to hire for musical performance of any kind will be subject to consideration of the impact that may have on College activities, other bookings, and our neighbours and could be refused on that basis.
- 5.1.28. Where the Chief Fire Officer or Licensing Authority requires additional facilities for the purpose of a letting, which are not already in place, it shall be the responsibility of the Hirer to provide such facilities of an approved type and method of installation.

6. Duty staff responsibilities

- 6.1.1. For room hires, or building hire, Site Services staff will be designated as the on-duty member of staff representing the College and will be responsible throughout the period of hire for making sure that before, during and at the end of the letting, the following are adhered to:
 - 6.1.1.1. That the premises are unlocked at the agreed time as stated on the Application for Hire Form and subsequently agreed by the College.
 - 6.1.1.2. That the premises are in a safe and satisfactory condition for the Hirer.
 - 6.1.1.3. Security of the premises will be monitored by the duty Security Guard.
 - 6.1.1.4. That the premises are checked before and at the end of the let (with a representative of the Hirer) for damage and to ensure that they have been left in a neat, clean and tidy condition.
 - 6.1.1.5. That where the same facility is hired by more than one group on the same day, the facility is checked between each letting.
 - 6.1.1.6. That, as far as practical, users of the site do not behave in a manner likely to cause injury to themselves and/or others or result in damage to the College or its contents.
 - 6.1.1.7. That, in the event of an emergency, appropriate assistance (e.g. ambulance) is called upon. In the event of a fire alarm being triggered, ensuring that all persons follow the fire instructions in clearing the building.
 - 6.1.1.8. Duty staff cannot change any aspect of these conditions of hire.
 - 6.1.1.9. Duty staff will do their best to ensure the event/hire runs smoothly. On rare occasions things can go wrong. If they do, we will do our best to put things right in a friendly and helpful manner.
- 6.1.2. Our staff will treat the Hirer with respect and courtesy. We ask that our staff are treated the same way and are not insulted, abused or threatened.

7. Hire charges

7.1.1. Note that hire charges will at least cover the cost of:

- 7.1.1.1. Services (heat & light)
- 7.1.1.2. Staffing (premises staff)
- 7.1.1.3. Administration
- 7.1.1.4. Wear & tear
- 7.1.1.5. VAT at the applicable rate

7.1.2. A schedule of hire charges can be found under separate cover. Fees will be reviewed annually to ensure that they are both competitive and provide a sustainable level of income for the college. For longer hires, the SLA, formulated in conjunction with the relevant external hiring party, will explicitly state any additional items – such as printing – that have been agreed as chargeable. Depending on the nature of the hire, and the uses proposed, negotiated rates may be applicable for College partners, or hire of facilities for uses that compliment the College's core business.

8. Application for hire of College premises

8.1.1. The application form for the hire of College facilities is to be fully completed and submitted a minimum of 4 weeks prior to the date required. Hire costs will be invoiced on commencement date of the hire, or monthly in arrears if agreed with a defined SLA.

9. Cancellation of hire

9.1. Hirer cancellations

9.1.1. The Hirer may cancel the request for hire and receive a full refund providing the cancellation is received in writing within a minimum of 2 weeks prior to the commencement of hire for long-term hire. Cancellations received after this date will incur a cancellation fee of the total hire fee.

9.2. College Cancellations

9.2.1. The College reserves the right to cancel any bookings at any time should there be a College need for the space. The College may also need to cancel bookings in the event of an incident preventing access to the booked area.

9.2.2. Where the College needs to make a cancellation, a full refund will be made to the hirer.

10. Reporting of letting activities

10.1.1. The College is to maintain records of the frequency of lettings and the associated charges, with records maintained by Finance, in conjunction with Sports Academy staff. These records are required for audit purposes and are to be retained accordingly.

Policy Review History

Version	Review Date	Reviewer	Reason for Review
3	January 2026	DC	Annual review