

POLICIES & PROCEDURES

TITLE	Lettings & Use of Public Areas Policy
AUTHOR	REDBRIDGE INSTITUTE
RESPONSIBLE OFFICER	Facilities Team Leader
APPROVED BY GOVERNING BODY OR INTERNAL PROCEDURE APPROVED BY SLT	GOVERNING BODY
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Equality Impact Assessment

Completed by Redbridge Institute	
Completed by London Borough of Redbridge	√

Not applicable – no significant changes	
Outstanding	

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1. Introduction

- 1.1 The Institute recognises that its premises are a valuable resource within the community and welcomes the opportunity to enable others to benefit.

2. Scope

- 2.1 Definition of an Institute letting
A letting is defined as “any use of the Institute’s building and grounds by parties other than the Institute”. Use of the premises for activities such as staff meetings, Governing Body meetings or where learners are supervised by Institute staff, are considered Institute related and do not require a letting agreement.
- 2.2 Use of Public Areas
Public areas include the Multi-Faith room, Learning Resource Centre, Internet Café, Café, foyers, EcoGarden and grounds.

3. Management of lettings

- 3.1 The Governing Body has delegated the responsibility for lettings to the Principal. The Principal has delegated part of this responsibility to the Facilities Team. A record of lettings will be kept and will include information on users, finances, incidents, accidents, enquiries and any lettings refused.

4. Safeguarding including Preventing Terrorism and Radicalisation

- 4.1 The Institute’s Safeguarding policy must be consulted and followed when dealing with external organisations that work with children or young people.
- 4.2 All hirers must state the purpose of the hire. The purpose of each application for hire will be checked and any concerns over the nature of the letting or gathering will be reported to the Principal before approval is given. The duty facilities assistant will submit an incident report if he suspects that the letting or gathering has been used for political purposes not previously authorised by the Principal, the dissemination of inappropriate material or other purposes which could be reportable under the new statutory Prevent duties or which contravene current legislation in any way.
- 4.3 Considering applications for lettings
The Principal, or delegated officer, will decide on the approval of the application with consideration to:
- Interference with Institute activities – priority at all times should be given to Institute functions
 - The availability of facilities
 - The availability of staff to open and close the premises
 - The Institute’s safeguarding policy
 - Health & safety considerations in relation to the number of users, type of activity, qualifications of instructors, etc
 - Type of activity and our duty with regard to the prevention of terrorism and radicalisation
 - Adequacy of management procedures in place during the hire

- Appropriateness of the letting and whether it is deemed compatible with the ethos of the Institute
- 4.4 The Multi-Faith room, the internet café and the Learning Resource Centre are provided for individual use and will be monitored by the facilities team on a daily basis to ensure learners are using them for the purpose provided. Learners using the Learning Resource Centre will be expected to sign in on each visit. Only learners currently enrolled on a course are permitted to use the Learning Resource Centre and other facilities.

5. Charges

- 5.1 There will be no charge for the use of public areas. Learners wishing to print work in the learning resource room will be charged for each copy.
- 5.2 For all bookings outside normal opening hours the applicant is required to make an initial payment of £200 at the time of booking. This sum includes a deposit towards the full cost of £100 and a retainer of £100 which will be held against any possible damage and returned after the letting if there are no problems indicated. All booking charges must be paid in full 14 days before the date of the event.
- 5.3 The Governing Body is responsible for setting charges for each area available for hire. As a minimum, the Institute will achieve full cost recovery.

6. Insurance

- 6.1 The Borough's Third Party Hirers Liability Policy covers the hirer against any claim made for injury and or damage to third parties as well as damage to the hired building as a direct result from the hire. This policy is designed to cover hirers for low risk one-off type hires such as a member of the public hiring the hall for a birthday party or a regular meeting/gathering for discussion purposes. Insurance is not designed to cater for any private activity groups or sports clubs which are run on a commercial basis. Such groups should be asked to produce evidence of their own public liability insurance cover for a minimum of £2m or £5m for more hazardous activities (ie. Karate or gymnastics). They should also produce evidence of their employers liability should this be applicable.

7. Health and safety

- 7.1 The Institute will follow the health & safety guidance below for all lettings:
- The Institute and the hirer must ensure that the premises are suitable for the intended use
 - The Institute and the hirer must agree the extent of the use of premises and equipment
 - The Institute will ensure that the hirer is competent to use any equipment provided by the Institute and that all equipment is in a safe condition

- The hirer may use the car park but should inform their users that parking is restricted to designated bays only and the facilities are Pay & Display at certain times
- Electrical equipment provided by the hirer must have a current Portable Appliance Test Certificate
- The Institute will ensure that the means of access and egress are safe for the hirer. The hirer must ensure that this is maintained during the letting
- The Institute will inform the hirer that there is no smoking permitted on the premises at any time
- The Institute will advise the hirer of any known hazards prior to their letting commencing and will request that the hirer notify the school of any hazards during the letting
- The Institute will provide the hirer with details of emergency procedures
- The Institute may make a landline available to the hirer for use in an emergency or ensure that the hirer has access to a mobile
- The Institute may agree for the hirer to use the Institute's first aid equipment. Alternatively, the hirer must make suitable arrangements for first aid
- The Institute's Accident and Incident Form must be completed by the hirer in the event of an accident or incident occurring on the premises
- The Institute's Facilities Assistant will check that the premises has been left in a safe and clean condition

7.2 In addition to the above, the Institute will follow the health and safety guidance below for all repeat lettings:

- The hirer must have regard to the national standards of qualification, experience and competence of instructors/supervisors/coaches for sporting and other activities
- The Institute may require the hirer to provide a risk assessment specific to the letting
- A fire drill involving the hirer should be carried out periodically
- The hirer is responsible for ensuring that a Personal Emergency Evacuation Plan (PEEP) is drawn up for anybody attending their session that has a physical or mental impairment which would affect their ability to evacuate in an emergency
- The hirer must keep a register during their letting for use in an emergency evacuation

8. Hire of kitchen facilities

8.1 Hire of the Institute facilities will not include use of the kitchen for food storage, production, assembly or service.

9. Licensing act 2003 – Alcohol, Music, Performance of Dance, Plays and late night refreshment

9.1 A licence for any of the above activities is not necessary where a function is not open to the public. Thus weddings, private parties, socials or similar events are not licensable.

9.2 Any event where tickets and/or alcohol is sold requires a licence.

These events will not be authorised by Redbridge Institute.

10. Gambling act 2005

10.1 Gambling activities will not be permitted with the exception of a raffle in which the proceeds will all go to charity

11. Appendices

11.1 Application form for hire of accommodation

11.2 Confirmation of booking

11.3 Event checklist – Health & Safety

11.4 Event checklist – End of Event

11.5 Checklist