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Lettings Policy

2. Introduction

Foresight North East Lincolnshire recognises that the community may have a desire to use the buildings and grounds and has prepared this policy having regard to the desirability of making the premises available for community or public use.

In preparation, Foresight has developed a bookings procedure that takes into account the following:

- A fair process of bookings to allow all potential users access to hiring
- Transparent charging
- A swift response to enquiries
- A variety of activities
- Sufficient time to book caretakers and support staff as required
- Priority for long established, community users

3. Definition of a letting

A letting may be defined as:

“Any use of the buildings and ground by parties other than the Foresight and its partners. This may be a community group (such as a local music group), or a commercial organisation (such as the local branch of ‘Weight Watchers’)”.



Registered Charity Number 1095120 VAT Number 873 61 92 95
A Company Limited By Guarantee Number 04278151

6. Charges

Foresight North East Lincolnshire is responsible for setting charges for the letting of the premises. A charge will be levied which covers the following:

- Cost of services (heating and lighting);
- Cost of staffing (caretaking and cleaning)
- Cost of administration;
- Cost of “wear and tear”;
- Cost of use of equipment (if applicable);
- Profit element

The scale of charges will be reviewed annually by Foresight’s board of trustees for implementation from the beginning of the next financial year, with effect from 1st April of that year. Details of current charges will be provided in advance of any letting being agreed.

The organisation is constrained by law to apply value added tax to all transactions where this is appropriate.

The minimum hire period will be one hour. The school reserves the right to require a deposit over and above the hiring charge as a surety against damage to the premises (including any equipment) or the premises being left in an unacceptable condition necessitating their incurring additional cost for cleaning, caretaking or other expenses.

The organisation will seek to recover any cost incurred by Foresight that are unavoidable and result directly from the cancellation of a letting. The timescale and charges for cancellations are set out in the Terms and Conditions of Hire.

10. Management of lettings

The organisation has delegated day-to-day responsibility for lettings to the Facilities Co-ordinator. Where appropriate, the Facilities Co-ordinator may delegate all or part of this responsibility to other members of staff, whilst still retaining overall responsibility for the lettings process.

If the Facilities Co-ordinator has any concern about whether a particular request for a letting is appropriate or not, s/he will consult with their line manager.

An annual report on lettings will be made to the board of trustees and will include information on users, finances, incidents and accidents, enquiries, and any lettings refused.

11. Considering applications for lettings

Organisations seeking to hire the premises should approach the Facilities Co-ordinator. Details of policy, charges and conditions of use should be given or referred to.

They will decide on the application with consideration to:

- the availability of the facilities
- the organisations equal opportunities, health and safety policies
- the health and safety considerations such as numbers of users, type of activity

12. Issuing a Hire Agreement

Once a letting has been approved, a letter of confirmation will be sent to the hirer, enclosing a copy Hire Agreement.

The Hire Agreement should then be signed and returned to the organisation. The organisation shall be in receipt of these signed copies before a letting takes place.

The person applying to hire the premises will be invoiced for the cost of the letting, in accordance with Foresight's current scale of charges. We will seek payment in advance in order to reduce any possible bad debts and or a deposit to cover damage.

An official receipt will be issued for all payments received. All lettings fees received will be paid into the organisations individual bank account. The income and expenditure relating to lettings should be clearly recorded by the organisation and reported under the guidelines for Consistent Financial Reporting.

The Facilities Co-ordinator on behalf of the board of trustees has the right to refuse an application, and no letting should be regarded as "booked" until approval has been given, and the Hire Agreement has been signed and payment received in full. The reason for refusals should be recorded on the bottom of the Initial Application Form for lettings form and fully explained to the enquirer.