



Letting Policy

Document Control Information	
Reviewed by the Strategic Management Team:	June 2016
Date of Next Review:	June 2018
Approved by the Board of Management:	13 June 2016

The Board of Management (or any person/group with designated authority from the Board) reserves the right to amend this document at any time should the need arise following consultation with employee representatives.



All lets are granted at the discretion of the Principal. Lets may be refused if organisations fail to demonstrate an education-related purpose for their activities or if the College is not satisfied that the purpose for which a let has been requested is consistent with its mission, objectives and inclusive ethos. There shall be no appeal against the decision of the Principal in respect of the refusal of a let.

The College will not grant any let that requires a liquor licence.

All Lets must be booked through the College's Timetabling Officer as follows:

John Kennedy
Timetable Officer
Glasgow Kelvin College
123 Flemington Street
Glasgow
G21 4TD

Tel: 0141 630 5166

Email: jkennedy1@glasgowkelvin.ac.uk

Category A: Free Lets (long term, short term & one-off bookings)

This category of let applies to:

- College staff and student activities, organisations and clubs;
- Glasgow City Councillors when involved in council business;
- Members of Parliament (UK, Scottish and European);
- Locally based youth organisations run by volunteers;
- Local not-for-profit and similar organisations approved for free lets by the Principal or a Vice Principal;
- Members of staff based in the college (including professional organisations);
- Faith services where an appropriate religious building does not exist or religious functions for which the religion's property is unsuitable; and
- Candidates in municipal elections.

Free lets will be provided to the above organisations providing they conclude before 9.00pm or take place at times when the College's buildings would otherwise be open for its mainstream activities. Details of College opening times are available on request. The College may refuse lets to organisations or individuals who fail to pay College invoices raised within the terms of the Letting Policy.

Charges will be levied where any let requires additional services such as supervision of the use of facilities, catering or hospitality, All catering on College premises will be provided by the College or its on-site contractors. Food and beverages supplied by external agencies is not permitted. All free lets are for one year only and must be renewed prior to the start of each academic year.

Category B: Other Lets

All other lets will normally be charged at the rate shown in the attached schedule of letting charges (appendix a) although block bookings may be separately negotiated. Where the actual cost of providing the let, including the cost of opening the College buildings, exceeds the schedule of charges the actual cost will be charged.

Additional charges will be levied where any let requires additional services such as catering or hospitality. All catering on College premises will be provided by the College or its on-site contractors. Food and beverages supplied by external agencies is not permitted.

The Policy and schedule of charges will be reviewed every two years by the Strategic management Team.

Schedule of Letting Charges

Facility	Charge Per Hour (£)	Charge Per Day (£)	Charge Per Evening (£)
Lecture Theatre	45	200	100
Event Area	50	250	125
Dance/Drama Studio	35	120	70
Seminar Room/Classroom	30	100	70
Large ICT Suite	40	180	120
Gym Hall	35	160	90
Moving & Handling Area	35	180	80
Board Room	45	210	100
TV Recording Studio*	50	225	110
Rehearsal Rooms	15	60	40
Recording Studios*	-	130	70
Trading Space	-	50	-

*** an additional charge of £20 per hour will be levied for technical support where required**

Rates for the hire of other College facilities available on request.

Catering rates will be confirmed at the time of booking.

The above costs are for one-off bookings during College open hours only, additional charges will be levied in the event that additional costs are incurred by the College to open a building out-with normal opening hours.

Rooms may be subject to change at short notice and alternative room(s) of the same standard may be made available.