

# Letting Policy



## Document Control Information

<b>Reviewed by the Senior Management Team</b>	<b>May 2023</b>
<b>Date of Next Review:</b>	<b>May 2026</b>
<b>Approved by the Finance and Resources Committee:</b>	<b>May 2023</b>

The Board of Management (or any person/group with delegated authority from the Board) reserves the right to amend this document at any time should the need arise following consultation with employee representatives. This Policy has been subject to an Equality Impact Assessment, which is published on our website: <https://www.glasgowkelvin.ac.uk/equality-diversity/>

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## 1. Introduction

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 centralised booking system.

Timetabling, Glasgow Kelvin College, 123 Flemington Street, Glasgow G21 4TD

Tel: 0141 630 5166

Email: [rooms@glasgowkelvin.ac.uk](mailto:rooms@glasgowkelvin.ac.uk)

Rooms/Timetabling  
Glasgow Kelvin College  
123 Flemington Street  
Glasgow  
G21 4TD

## 2. Category A: Free Lets (long term, short term and 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;
- 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 can be provided to the above organisations providing they 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 security, estates services, 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 term.

Please note - Category A: Free Lets apply to classrooms/meeting rooms only for one-off ad-hoc bookings. All other facilities or long term bookings will be charged at the full commercial rates. A valid SCO charitable status number will be required to qualify for a free let.

### **3. 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.

The Business Development Team has responsibility for negotiating fees for commercial activities such as the use of facilities as a filming location or for events. Lets will not normally be granted for the purposes of income generation for an external organisation.

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 normally be reviewed by the Board of Management every three years.

### Schedule of Letting Charges

Facility	Charge Per Hour (£)	Charge Per Day (£)	Charge Per Evening (£)
Lecture Theatre	50	220	110
Event Area	55	275	140
Dance/Drama Studio	40	135	80
Seminar Room/Classroom	35	110	80
Large ICT Suite	45	200	130
Gym Hall	40	180	100
Moving & Handling Area	40	200	90
Board Room	50	230	110
TV Recording Studio*	55	250	120
Rehearsal Rooms	20	65	45
Recording Studios*	-	140	80
Trading Space	-	55	-

**\* an additional charge will be levied for technical support where required and will be confirmed at the time of booking**

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 opening hours only, additional charges will be levied in the event that additional costs are incurred by the College to open a building outwith normal opening hours.

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