Engineering UTC Northern Lincolnshire

Lettings Policy

Date of Review: October 2025
Approved by: UTC Board
Next Review Date: September 2026

1 – INTRODUCTION

All lettings must comply with the Terms and Conditions of Hire, detailed below.

2 – BOOKING CONDITIONS

The process of hiring UTC facilities is as follows:

- Either telephone the UTC on 01724 878100, or email info@enlutc.co.uk with details of your request to hire our facilities. The UTC will consider each request which will then be either approved or rejected.
- If approved the Hirer must make the required payment in line with charges determined by the UTC
- These terms and conditions must then be complied with throughout the course of the letting
- The UTC reserves the right to refuse an application for the hire of our facilities
- In the event the Hirer commits a breach of any of these terms and conditions the UTC may terminate the booking and retain all sums paid by the Hirer. The UTC may refuse to grant any further application from the Hirer for the hire of our facilities.

3 – CHARGES

- Charges for the hire of UTC facilities will be determined by the UTC and may be revised each year.
- The Charges shall be paid by the Hirer once the letting has taken place and within our 30-day payment terms.
- For the hire of a meeting room the charge will be: £50.00 per part day or £75.00 for a full day.

4 – CANCELLATION OF BOOKING

- An individual letting may be cancelled by the Hirer at no cost, providing at least 24 hours' notice has been given.
- Should the letting be cancelled with less than 24 hours’ notice then the agreed charges will still be liable for payment.
- The UTC may, at any time before the start date of a letting, cancel a booking. In this case the Hirer will be notified and will not be charged.
- If the UTC must cancel a booking, then as much notice as possible will be given to the Hirer. The UTC does not accept any liability for any loss arising from any cancellation to a letting.

5 – USE OF PREMISES

UTC Responsibilities

- For the duration of the letting period the UTC will be responsible for ensuring adequate means of escape from the premises in emergency and adequate heating, lighting and ventilation.
- The UTC will carry out periodic monitoring of letting activities to ensure compliance with these terms and conditions

Hirer responsibilities

For the duration of the letting the Hirer will be responsible for ensuring the following:

- That its use of UTC facilities does not interfere with the running of the school or cause any nuisance or annoyance
- That its use of UTC facilities is for the purpose, length and time stated during the booking process only.
- No UTC equipment is to be used by the Hirer without prior agreement. UTC furniture and equipment shall not be moved.
- That appropriate arrangements are made for First Aid assistance
- Property belonging to the Hirer and its attendees is to be removed by the Hirer at the end of the letting.
- Parking on UTC premises is at the Hirer's entire risk and only in designated areas, leaving access for emergency vehicles
- That any electrical equipment brought onto the UTC premises must have been PAT tested, where relevant.
- The Hirer shall not cook or use any kitchen premises within the UTC premises at any time without prior agreement
- The Hirer is responsible for any damage caused to the UTC premises during the period of hire, other than normal wear and tear which relates to the Hirer's use of the premises

6 – COPYRIGHT

The Hirer shall not infringe any copyright or performing rights and undertakes to indemnify the UTC against any claims, liability, costs and expenses of any infringement. Where the hire purpose involves the use of sound recordings or music played, the Hirer is entirely responsible for obtaining all licences as may be required for the performance of a dramatic or musical work. The UTC will require from the Hirer a copy of the relevant licence(s) at the time of booking the premises. A licence may also be required.

7 – ALCOHOL

Alcohol shall not be consumed on the UTC premises.

8 – SMOKING

Smoking including the use of Vapes/E-Cigarette's on the Trust premises is strictly prohibited.

9 – LIABILITY OF HIRER

The UTC shall not be liable for any injury or damage to or loss of property which shall or may occur to the Hirer, their employees or agents, or others entering the UTC premises during the period of hire.

The Hirer must ensure adequate public liability insurance is in place at all times in relation to its use of UTC facilities. The UTC's discretion may be applied in isolated circumstances.

10 – DATA PROTECTION

The UTC and the Hirer will each comply with all applicable requirements of Data Protection Legislation in so far as they relate to these terms and condition.