

## GLC LETTINGS POLICY

This Policy was ratified by the Board of Directors on:	Autumn 2025
This Policy will be reviewed by the GLC Board on:	Autumn 2026

### GLC Mission Statement

The GLC's mission is to develop active and thriving citizens within a diverse, truly fair and equal community.

This will be achieved through:

- High quality teaching that deliberately develops competencies of curiosity, creativity, communication and critical-thinking;
- An inspiring and meaningful curriculum;
- The development of productive relationships by instilling the values of compassion, resilience, responsibility and aspiration to prepare our young people for learning and life;
- A commitment to the wellbeing of our staff;
- A culture of professional generosity, collaboration, challenge and support throughout the GLC;
- The development of effective external partnerships for the benefit and wellbeing of our community.

### Equalities Statement

The GLC's commitment to equality is enshrined in our mission statement to develop 'active and thriving citizens within a diverse, truly fair and equal community'.

We are a vibrant, innovative and successful organisation: we work hard to be the place of choice to work and to learn. Across the 5 academies of the GLC, we pledge that everyone enjoys an equality of opportunity. We work tirelessly to ensure that individual characteristics including age, ethnicity, socio-economic background, academic ability, disability, gender, religious beliefs, sexual orientation are not discriminated against in any way. We create inclusive environments characterised by mutual respect where difference is celebrated.

## GLC Lettings Policy

**CHARGES FOR USE OF OUR FACILITIES**  
*ALL PRICES QUOTED ARE PER HOUR [or part hour]*

GLC Academy	FACILITY	COST
Gateway	Sports Hall	£50.00
Gateway	Gym	£40.00
Gateway	All Weather Pitch [With Lights]	£50.00
Gateway	Grass Football Pitch	£50.00
Gateway	Outside Netball Courts [No Lights]	£30.00
Gateway	Rugby Pitch	£50.00
Gateway	Dance Studio	£30.00
Gateway	Drama Studio	£25.00
Gateway	Changing Rooms	£10.00
Gateway	Classroom	£25.00
Gateway	Conference Room / Learning Hub	£40.00 [per room]
Gateway	Ellis Theatre	£60.00
	Technical Support	£30.00 per hour
GLC Primary Academies	Large/Small Hall	£40.00
	Classroom	£25.00
	Field/Playground	£30.00

# Facilities for Hire

All GLC Venues are Non-Smoking

## CONTENTS

1. Letter of Introduction
2. Checklist / Essential Information for Hiring of Facilities
3. Terms and Conditions
4. Emergency Evacuation Procedure

Dear

**Excellent Facilities Available for Hire at the Gateway Learning Community**

Thank you for your interest in the facilities available at the Gateway Learning Community.

The Gateway Learning Community has several facilities in its Academies that are suitable for use by both the local community and businesses alike.

All of our lettings are now managed through the School Hire website. To book and ask any questions please go to <http://glc.schoolhire.co.uk/>

We look forward to hearing from you shortly.

Yours sincerely



CEO  
The Gateway Learning Community

**The Gateway Learning Community,** Marshfoot Road, Tilbury, Essex, RM16 4LU | Tel: 01375 489000 | [admin@theglc.org.uk](mailto:admin@theglc.org.uk) | [www.theglc.org.uk](http://www.theglc.org.uk)

The Gateway Learning Community Trust is a company limited by guarantee, registered in England & Wales (Registered Number 5853746). Registered office at The Gateway Academy, Marshfoot Road, Tilbury, Essex RM16 4LU. Chief Executive Officer: Kevin Sadler.

The Gateway Learning Community is committed to safeguarding and promoting the welfare of children and young people and expect all staff, volunteers and visitors to share this commitment.

**Ormiston  
Trust**

**PLEASE MAY WE ASK YOU TO LEAVE THE BUILDING QUIETLY  
AND ON TIME AND TO RESPECT THAT WE ARE IN A  
RESIDENTIAL AREA**

**ALL GLC VENUES ARE NON-SMOKING**

**General Terms & Conditions for Hire of GLC Premises**

**1. Applications**

- a) All correspondence and applications for the hire of any part of the Gateway Learning Community including the land within its ownership or control ["the Premises"] or any of its facilities must be made in through School Hire website <http://glc.schoolhire.co.uk/>
- b) The Gateway Learning Community ["the GLC"] reserves the right to call for further particulars about any proposed letting and the person or organisation applying for the letting [the "Hirer"] and to inspect the hired premises at any time.
- c) All applications for the hire of any part of the GLC by a club or organisation must be accompanied by a copy of the most recent Public Liability Insurance in the form of a certificate which can be uploaded onto the School Hire website.

**2. The Hirer**

- a) The Hirer must be over 18 years of age and must be the person placing the booking. If the application is made by a corporation, the person booking must be duly authorised to do so.
- b) The Hirer shall be responsible for:
  - i) The payment of all charges and other costs of the letting ["Charges"]; and
  - ii) The observance and performance in all respects of these Terms & Conditions. Where the context so admits the expression "the Hirer" shall include all persons who are permitted to enter the premises for the purposes of the letting [including non-paying visitors].

**3. Charges and Payment Terms**

- a) Unless otherwise agreed in writing, the charges shall be at the published rates applicable at the date on which the GLC accepts the Hirer's application.
- b) A deposit of £100 may be requested. This deposit will be retained by the GLC until the hire is complete, any damage caused to the premises, additional cleaning or overrun of the letting may mean that this deposit is not wholly repaid.
- c) The GLC reserves the right to vary its rates in any year.
- d) The GLC reserves the right to charge for lettings which overrun the agreed time at double the GLC's published hourly rate for that letting.
- e) The GLC reserves the right to charge for cleaning where the premises are left in a state which requires additional cleaning above that normally required.

#### **4. Cancellation**

- a) The GLC reserves the right to cancel any letting if the letting conflicts for any reason with the GLC's educational activities, if the GLC decides the hiring becomes undesirable or of objectionable character, or for any other reason beyond its reasonable control. Any charges paid will be refunded, the GLC however will not be liable for refunds if the facilities are unusable or unplayable due to severe weather conditions. Hirers are recommended to insure themselves against such eventualities. The GLC shall not be liable for any loss whatsoever sustained, any claim for compensation or any costs or expenses incurred, by the Hirer in anticipation, or arising directly or indirectly out of any such cancellation of the letting by the GLC.
- b) Cancellation by the Hirer of a confirmed letting will only be accepted if a request to cancel is received in writing and the following cancellation charges are paid on demand by the Hirer:
  - Over 30 days 25% [of the deposit]
  - 15-30 days 33%
  - Less than 15 days 50%

#### **5. The Hirer's Obligations**

- a) The Hirer is responsible for conducting their own risk assessment of their event.
- b) The Hirer shall exercise all reasonable care in carrying out the hire activities, the subject of the letting ["the Activities"]. The Hirer shall be liable for any injury to any person or loss or damage to any part of the premises or to any property on the Premises resulting from any acts or omissions of the Hirer.
- c) The Hirer shall only use those parts of the GLC [including agreed access points] and items of equipment or materials belonging to the GLC that have been expressly authorised in writing by the GLC to be used by the Hirer. This equipment or furniture should not be moved except by arrangement with the GLC and should be returned to its original position before the end of the letting.
- d) In carrying out the Activities, the Hirer agrees at all times to abide by the reasonable instructions of the GLC staff and any written regulations notified to the Hirer which shall be deemed to be incorporated in these Terms & Conditions. In the case of youth and junior organisations a responsible adult must be in charge for the period of hire. If the hiring finishes early a responsible adult must remain on the premises until a caretaker arrives.
- e) The Hirer shall not carry out any dangerous or hazardous activity or do or omit to do anything which may give rise to or result in a breach of any statute, regulation or other legal obligation having the force of law.
- f) The Hirer shall not carry out the Activities on the premises without obtaining such licences as may be required from any other body including, but not limited, to a licence to sell or supply intoxicating liquor, or for public music, dancing or other public entertainment, or for gaming. The Hirer shall be responsible for obtaining such licences as may be required and shall at all times comply with such conditions as may be specified in the licence.

- g) The Hirer shall not without the prior written consent of the GLC bring onto the premises any animals, or any equipment, substances or materials which may constitute a risk to health or safety.
- h) It is a condition of this letting that the Hirer shall not permit smoking or the sale of alcoholic drinks, the use of naked flames or the use of illegal drugs to take place on the premises.
- i) No alterations to power or lighting may be made to the premises or the use of any attachments such as glue, tacks, tapes etc. to the walls, floors, doors, ceilings, window frames or fittings of the said premises.
- j) The GLC reserves the right to remove from the premises any person who in the GLCs opinion is undesirable or whose behaviour is unacceptable.
- k) The Hirer shall ensure that the number of persons using the premises shall not exceed the number authorised.
- l) All rubbish from the hirer's event, including bottles and cans, must be disposed of appropriately.
- m) The Hirer shall ensure that all persons who are permitted to enter the premises for the purposes of the letting are made aware of the terms of these Conditions and any special conditions applying to the all-weather pitch, sports hall or any other facilities.

#### **6. Use of Special Facilities**

- a) The use of the GLC's catering services, playing fields, the all-weather pitch, netball courts and/or the Sports Hall shall be subject to special conditions which relate to them and which shall be deemed to be incorporated in these terms & conditions.
- b) If used by the Hirer, the changing facilities for the all-weather pitch and sports hall must be vacated no later than 30 minutes after the end of the Hirer's letting.
- c) All persons under the age of eighteen must be supervised by a responsible and, where appropriate, properly qualified adult.

#### **7. Assignment or Sub-letting**

- a) The Hirer shall not assign or sub-let the letting without the prior written consent of the GLC. Any rights granted in this agreement of hire are granted solely to the Hirer and may not be passed to another by the Hirer.

#### **8. Termination**

- a) The GLC shall have the right to terminate the letting at any time if:
  - i) The Hirer is at any time in breach of any of these terms & conditions or any regulations; or
  - ii) Payment of any charges is not received in full by the due date whether demanded or not.

#### **9. Liability and Insurance**

- a) The GLC, GLC Staff and the governors shall not be liable to the Hirer for any loss or damage to the Hirer's property unless caused by the negligence of the GLC, its

governors or staff. The personal possessions of the Hirer which are brought onto the premises are entirely at the Hirer's own risk. The GLC does not accept responsibility for any articles of clothing or property left by any member of the public following the hiring.

- b) It is agreed by the Hirer that:
- i) The Hirer shall indemnify the GLC from and against any loss or damage, which the GLC may suffer as a result of any claim by any person whomsoever, arising out of, or in the course of this hiring, except where such liability, loss or damage, results from the negligence of the GLC, its servants, or agents;
  - ii) The Hirer shall be liable for any loss or damage, which occurs to the premises hired in this agreement during the period of hire, or arising out of the hiring and the Hirer undertakes to pay the GLC the costs of making good any aforementioned loss or damage;
  - iii) It is the Hirer's responsibility to upload evidence of Public Liability Insurance in the form of a certificate, a copy of which has to be lodged on School Hire for the duration of the letting. If such evidence is not available, the Hirer will be subject to a 10% levy payable to the GLC, which will be added to the total cost of hire;
  - iv) The GLC would consider it essential that any organisation operating regularly in the Premises should have a continuing public liability policy to cover the possibility of claims arising out of all aspects of its activities.

## **10. Fire Regulation**

- a) It is the Hirer's responsibility to take notice of Fire Regulation signs which are strategically displayed, to assist easy evacuation of the building in the event of a fire. At the start of any function, the Hirer must relay this information to all persons present. The Hirer will be required to sign a declaration on the School Hire System confirming this will be carried out.

## **11. Parking**

- a) The Hirer may only park vehicles in designated GLC places or as agreed in writing with the GLC. The GLC is not liable for any damage to cars or property stolen whilst parked on the premises.
- b) The Hirer must remove its vehicles from the premises promptly at the end of the letting.
- c) The Hirer must provide adequate stewarding for controlling parking if necessary.
- d) Vehicles parked in unauthorised places or not removed pursuant to paragraph (b) above, may be wheel clamped. The GLC reserves the right to charge a £50 release fee for the removal of each wheel clamp.

## **EMERGENCY EVACUATION PROCEDURE [FIRE]**

- **In the event of a fire the following procedure is to be carried out.**
- Alert Staff and activate the fire alarm system by locating the nearest red fire alarm break glass point, press the glass until it breaks in the middle.
- The fire alarm system will operate automatically if one of the smoke detectors activates by detecting smoke.
- *All controlled access doors will automatically disengage and unlock, all openable windows will open as they act as smoke vents.*
- *All Visitors are to make their way to the fire assembly point using the nearest fire exit route and await instructions.*