

# LSE SU

## Lettings Policy



### 1. Introduction

LSE SU manages a number of facilities, on behalf of the LSE, whose primary purpose is to support the experience of its students. Not all of these facilities are required for SU use all the time and therefore the SU intends to let these facilities to non-SU users in periods when they can be spared, both to generate additional income and to provide opportunities to meet the wider public benefit responsibilities. This document will lay out the conditions under which such facilities can be let out and where the priorities for such lettings lie.

### 2. Definition & Scope of a Letting

A letting is the granting of the use of facilities or space for rent or hire, which may or may not be made with a charge. As such, this policy refers to the agreement to allow any group the use the SU's facilities, however informal.

The scope of this policy and with whom compliance (policy and process) is required, are the following categories:

- Student Clubs and Societies
- Internal SU Departments
- LSE Departments
- Private/External Individuals or Companies

A letting may be defined as *“any use of premises (buildings and grounds) by either a community group, an individual hirer or a commercial organisation.*

#### Principles

In undertaking letting activities with outside organisations and individuals the SU has three inviolable principles which are to:

1. Ensure the safety of students and staff at all times.
2. Protect the SU's reputation, physical and virtual assets and infrastructure.
3. Ensure the safety of any group on site - albeit the Hirer is responsible for any risks associated with activities that they undertake.

A fourth principle must also be addressed, which is that:

4. The benefit to the SU must outweigh the cost (in time, money, marketing or PR terms or the use of other resources).

In all instances, the LSE is legally liable for the safety of all people on site – for the third principle to be satisfied all events/lets must be notified to the appropriate Activities and/or Events processes in advance so ensure that the presence of groups on site is agreed and to ensure that proper risk assessments are in place for proposed activities undertaken.

Assessing the fourth principle requires special consideration; frequently wider input from a number of sources (catering, finance, bars, marketing etc.) will be required **before** an informed decision can be made.

### 3. Charges

A charge will be levied to meet the costs incurred by the SU in respect of any lettings of the premises. As a minimum, the *actual* cost to the SU of any use of the premises must be reimbursed to the SU budget where those activities are not directly aimed at supporting student activity. Use of the premises for student activities, study support activities or any other extended services which support LSE students, falls within the core business of the SU with costs either met by Student directly raised funds or included in the SU budget.

A facility fee will be levied to provide an income and to cover costs. The specific charges levied for categories of letting will be reviewed no less than annually for implementation with effect from 1st August of that year. Current charges will be provided in advance of any letting being agreed. Although there are exemptions under certain circumstances, it should be assumed that all charges exclude VAT which is payable at the current rate.

#### **4. Management and Administration of Lettings**

The use of our premises at all times is under the control of the Chief Executive Officer who is responsible for the management of lettings. The CEO may delegate all or part of this responsibility to other members of staff (e.g. Director of Operations and Events Team), whilst still retaining overall responsibility for the lettings process.

In deciding whether or not to let our premises the Events Team will have regard to the level of administrative effort needed to support the booking and the likelihood that the activity would have an adverse impact on the premises, our staff, students or neighbours. If the team has any concern about whether a particular request for a letting is appropriate or not, they will consult with the Directorate to determine the issue.

Each let is to be governed by the Standard Terms and Conditions of Hire and other appropriate policies, code of conducts or schedules for use of facilities and associated virtual media. These contracts must be signed by the hirer prior to the first let in any series. The hirer will be expected to confirm, as part of the contract signature, that they will comply with all relevant SU/LSE policies.

#### **5. Term Time Bookings**

##### **Monday-Friday**

During term time, dates of which are determined annually by the LSE, priority will be given to Internal events; which covers all SU Societies, SU Clubs and any other Student led/focused events requested by the SU or LSE departments. These events do not require an Events Contract but do need to go through all current internal events processes (see other documentation).

Priority will be understood as the internal events team booking space within the current academic year and where feasible request that external bookings are moved or cancelled. The provisional bookings of the internal events program during term time will be treated as confirmed, unless specific conversations are sought with the Internal Events Team.

To ensure the consistent smooth running of the Union General Meetings (UGM), a space will be provided / reserved in the First Floor Café on a Thursday evening (17:00 – 22:00) on a weekly basis to accommodate the UGM. There will be no exceptions to this for both internal and external events *except* for select weeks leading up to Christmas annually.

To ensure that the SU consistently facilitate Friday prayers for the wider community, the Main Venue will be available between the hours of 11:00 – 15:00 every Friday of term time, if there are to be exceptions to this rule they have to be agreed with the General Secretary of the SU.

Weston Studio: To accommodate Fitness Class schedules use of the Weston Studio, both in and out of term time, the usage of the space will follow as such.

- 1.1. No cancellations or movements will be permitted in the first 5 weeks of Michaelmas term - outside of this 5 week parameter, the following 3 clauses apply;
- 1.2. The External Program Coordinator may request a maximum of two days of class cancellations in a month, in which any cancellations of classes on any given day will count as one day's cancellation.

- 1.3. However such cancellations must be communicated and confirmed within a month of the cancellation to allow for thorough communication between all stake holders to be ensured; any exceptions to this must be agreed in writing with Fitness managers.
- 1.4. The movement of classes down to the Main Venue, is permitted at any time given that two weeks' notice is given to Fitness manager; any exceptions to this must be agreed in writing.

### **Saturday, Sunday, Closure Days, Bank Holidays**

The exception to term time priority being given to the internal program will be for Saturday Sunday, Closure Days and Bank holidays in which external events will be given priority as long as LSE is opening the building.

### **Seasonal Exception**

During the Christmas period to accommodate seasonal external bookings the following exceptions apply: From Academic Week 10 or first week of December (whichever pre dates the other) to the end of calendar year, both Tuesday and Thursday evenings (17:00 – Close) in the Main Venue will be reserved/held for External Events. Internal event requests at this time will be accommodated where possible but need to be discussed and escalated to Head of Department.

### **6. Out of Term Time (Vacation Time) Bookings**

During vacation time, dates of which are determined annually by the LSE, priority will be given to External events; which covers all events requested which are not directly supporting student activity and attainment. This includes LSE departments for non-student activity.

Priority will be understood as the external events team booking space up to maximum of 180 days (6 months) beforehand and where feasible request that internal bookings are moved or cancelled. The provisional bookings of External Events during Vacation time will be treated as confirmed, unless specific conversations are sought with the External Events Team.

An exception to the priority given to External Events in Vacation time are those events which relate to the LSE Summer School. These events will be treated as internal events and will be allowed to provisionally book spaces during week days. However they are still able to be moved at the *request* of the External Events Team.

To ensure that the SU consistently facilitate Friday prayers in Vacation Time: The Main Venue will be reserved between the hours of 11:00 – 15:00 every Friday. However movement or cancellation for the provision of *any* event is permitted as long as two weeks' notice is given.

Weston Studio: To accommodate Fitness Class schedules use of the Weston Studio, both in and out of term time, the usage of the space will follow as such.

- 1.1. No cancellations or movements will be permitted in the first 5 weeks of Michaelmas term - outside of this 5 week parameter, the following 3 clauses apply;
- 1.2. The External Program Coordinator may request a maximum of two days of class cancellations in a month, in which any cancellations of classes on any given day will count as one day's cancellation.
- 1.3. However such cancellations must be communicated and confirmed within a month of the cancellation to allow for thorough communication between all stake holders to be ensured; any exceptions to this must be agreed in writing with Fitness managers.
- 1.4. The movement of classes down to the Main Venue, is permitted at any time given that two weeks' notice is given to Fitness manager; any exceptions to this must be agreed in writing.

## **7. Exceptions**

### **Specific Exceptions**

LSE Departments such as Careers can be treated within the Clubs and Societies category during term time if events are directly related to the aims and objectives of the SU student experience are requested, up to a maximum of 1 per week.

Each full-time Sabbatical Officer may hold one event during their tenure for the purpose of developing a stated aim, objective or priority (for example an event to deliver a manifesto pledge)

### **General Exceptions**

There *can* be exceptions made to the priority at *any* time of year, in which circumstances cancellations and movement may be requested, this is if an event is requested by a company, group, or Sabbatical Officer for an activity where charitable aims are deemed in line with that of the Students Union;

## **8. Safeguarding**

LSE SU is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff, volunteers and contractors to share this commitment. We expect all our hirers to similarly commit to this approach to protection from harm. Any organisation submitting a lettings request involving working with children and/or young people must submit to the SU a signed copy of their current Safeguarding Policy and associated method statements.

## **9. Procedure**

This document is a parent document. It outlines the policy of the LSE SU with regard to lettings. It should be read and managed in conjunction with:

- Terms & Conditions of Hire contract
- Any other associated Terms & Conditions (specific to either a building or an event),
- Lettings Procedure documentation and associated systems and procedures
- Any Facilities Available for Hire documentation
- Any subsequent booking forms either online or hardcopy.
- Any associated staff procedures and handbooks (student and perm staff)

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