

CYL Letting of Premises Policy

A) Conditions:

1. All groups/individuals must give a minimum notice of two weeks, to enable adequate premises officer/tutor cover.
2. The CYL Premises and equipment (inc. ALL, Table and chairs used) must be cleaned before leaving and any damages or breakages need to be reported and will be **deducted from the deposit** of the relevant user group and the deposit "topped up", if required.
3. The use of equipment must be agreed in advance.
4. Noise should be kept to an acceptable level at all times, and especially when leaving, as the club is situated in a residential road and any disturbance may prejudice further lettings.
5. The premises are not licensed so no paying bar will be permitted.
6. No smoking or use of non-prescribed drugs is permitted on the premises, inside or outside, within the grounds, and/or in the presence of young people. The premises should not be left unoccupied at any time during the letting period.
7. CYL designated officer is responsible for opening up, locking up, and alarm systems, and hirers will be expected to meet with these officials at agreed time(s).
8. CYL will be responsible for maintaining supplies of electricity, water, gas, toilet supplies, cleaning materials and first aid equipment.
9. CYL has the right to refuse entry to any person, group or organisation wishing to hire or enter the premises.
10. CYL shall periodically review the schedule of this policy and any changes will be notified in writing two weeks in advance.

B) Fees and Charges:

1. A deposit of: £ is to be made to cover the cost, in the event of damage to the equipment and/or the premises. This will be refunded at the end of the period of hire, should there be no damages.
2. A fee of: £ per hour paid in advance monthly, for the letting of the premises.
3. Groups hiring on a weekly sessional basis must pay one month's rent in advance.
4. There will be a three month probation period. There will also be a three monthly review of charges.

Signed:

Print Name:

Name of Company/Organisation

Date: