



**Charitable Incorporated Organisation
Registered Charity Number: 1157787**

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OLD GRAMMAR SCHOOL MARKET HARBOROUGH LETTINGS POLICY

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THE NEED FOR A POLICY

The Old Grammar School is an iconic and historic building situated on Church Square, adjacent to Market Harborough High Street. It occupies a prominent position within the town, is instantly recognisable as a symbol of the town and is a wonderful example of a Jacobean building.

The Old Grammar School was previously the sole asset of a charitable organisation, the Market Harborough Exhibition Foundation. The Market Harborough Exhibition Foundation merged with Market Harborough and The Bowdens Charity (**the Charity**) in 2005. Accordingly, the Old Grammar School now forms part of the Charity's permanent endowment.

As part of its strategy to promote the Charity and its purpose, the Charity Trustees decided to take the Old Grammar School back under direct control rather than letting the premises to a tenant.

1. User Criteria

- 1.1 MHBC will only let the Undercroft (the exterior of the property contained within the bricked floor area underneath the first floor) only to charitable or voluntary groups or to a commercial organisation who, in Market Harborough & The Bowdens Charity's opinion, provides a demonstrable public benefit. Market Harborough & The Bowdens Charity retains sole discretion to determine what, in its opinion, constitutes demonstrable public benefit.
- 1.2 The Undercroft will not be let to the same group or organisation more than once every three months, to allow different groups, organisations or individuals to have the opportunity to rent the area rather than one group, organisation or individual being able to make a block booking.
- 1.3 The Function Room on the first floor is available for hire but not for any type of retail or "for commercial profit" enterprise. Market Harborough & The Bowdens Charity retains total discretion to determine what constitutes a retail or "for commercial profit" enterprise.
- 1.4 Market Harborough & The Bowdens' Charity retains sole discretion as to whether the Undercroft and the Function Room may be let together and/or separately at the same time, either to the same party or to different parties.

2. Prohibited Uses

- 2.1 No political parties or affiliated organisations will be permitted to make a booking of either the Undercroft or the Function Room.
- 2.2 No animals, birds, reptiles or fish are allowed in the Function Room, except for Guide dogs or Assistance Dogs.
- 2.3 Those hiring the Undercroft **MUST** keep strictly within the bricked area beneath the OGS. Placing any article, banner or advertising outside this area is strictly prohibited and contravention of this condition will result in the refusal of future bookings.
- 2.4 Users of the Function Room and the Undercroft must not use the premises or any part of them, nor allow anyone else to do so, for any activity which is dangerous, offensive,

noxious, illegal or immoral or which is, or may become a nuisance or annoyance to the Landlord or to the owner or occupier of a neighbouring property.

- 2.5 Users of the Function Room and the Undercroft must not use the premises or any part of it for any business or purpose that will tend to detract from or destroy the ancient character of the Old Grammar School.

3. Booking

- 3.1 It is pre-requisite of booking the premises that all users of the premises must agree to abide by the Charity's Terms and Conditions of Use, Health and Safety requirements for using the premises, and the Child and Vulnerable Adult Safeguarding Policy and any other applicable policies which are from time to time in force.
- 3.2 Bookings must be made through the Charity's Principal Office.