



MELBOURN VILLAGE COLLEGE

LETTINGS POLICY

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Date of Next Review: March 2025

Reviewer: Head Teacher (C Bennet)

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Policies/Documents referred to in this policy	Post holders/Persons named in this policy
This policy links to other school policies on: Safeguarding Health and Safety Evacuation procedures	Site Manager Duty Site Manager

Melbourn Village College Local Advisory Board regards the school buildings and grounds as a community asset and will make every reasonable effort to enable them to be used. However, the overriding aim of the Advisory Board Local Advisory Board is to support the school in providing the best possible education for its students, and any lettings of the premises to outside organisations will be considered with this in mind.

Purpose

The purpose of this document is to catalogue the various procedures that must be followed to ensure the safe use of school premises. This document will be given to all who wish to let school facilities.

Lettings

A letting is defined as 'any use of the school premises (buildings and grounds) by a community group (such as a football team), an individual or a group of individuals, or a commercial organisation (such as the local branch of Slimming World). Facilities that are available to let include:

- Classrooms
- Community Centre
- Lecture room
- Common room
- Dance Studio
- Main Hall
- Use of Servery with other rooms

Lettings can hire the school premises from 6pm to 10pm Monday to Friday, and on a Saturday 9am to 4.30pm (possibility of extended hours and limited availability on a Sunday) (except Bank Holidays), but the availability is dependent on the requirements of the school.

Safeguarding

The Local Advisory Board is responsible for ensuring that the school has effective policies and procedures for safeguarding children. When school premises are let out to other organisations, the Local Advisory Board will require evidence that the hirer has the appropriate policies and procedures in place for safeguarding.

Insurance

All hirers are required to have 'Public Liability Insurance' to cover their group/activity and a copy of the insurance document will be required at the time of booking. Hirer's who are members of professional associations should seek their advice, with regard to the extent of cover provide and/or available to them as members.

Purpose of Use

The school premises shall not be used for any unlawful purpose and must only be used for the purpose for which it was hired. The hirer shall not assign the whole or any part of the benefit of this agreement nor may the premises be used for a longer period than specified at the time of booking. No interference is to be made with school property, equipment or premises which do not form part of the letting. If you wish to make changes to your booking, this must be agreed at least 48 hours before the booking is due to start.

The Hirer is responsible for leaving the school premises in a clean, neat and tidy condition and must place rubbish in the refuse bins provided. If the hirer fails to leave the premises clean, neat and tidy the school will charge the cost of cleaning to the Hirer.

Any furniture moved should be put back in its original position at the end of the letting.

The Hirer is responsible for maintaining good order and supervision of behaviour whilst letting the school premises.

Cancellation

The school reserves the right to cancel a booking at any time but will endeavour to give as much notice as possible. In such circumstances the school will accept no liability for loss incurred as a result of the cancellation but will make every effort to re-arrange the booking. In the event of the hirer wishing to cancel the booking, then a minimum of 48 hours' notice must be given. If less than 48 hours' notice the charges for the booking(s) will be due and payable.

Property and Equipment

The Local Advisory Board shall not be responsible for and goods, materials etc. brought into or left in any part of the school premises. Cars are parked on the school premises at the owners' risk.

No equipment belonging to the school may be used by the hirer unless previously agreed with the school. Electrical appliances brought to the school site are to be safe and carry a current PAT certificate/label.

No screws, nails or fixings should be used in any part of the school premises and sellotape, blue tack and glue must not be used on any wall surface.

All outdoor shoes should be removed prior to entering the Gymnasium or Sports Hall, no equipment, including tables, chairs, and noticeboards may be taken into the Gymnasium or Sports Hall.

Right of Entry

Authorised officers of the school shall have right of entry at all times during the period of any letting.

Security

It shall be the hirer's responsibility for the security of their items and equipment and to protect and safeguard the school premises during the period of hire. If any damage occurs during the period of hire, the hirer shall be liable and will be charged. All damage should be reported to the Site Team as soon as possible.

Smoking

Smoking is not permitted anywhere on the school site, including the use of e-cigarettes and vapes. The Hirer, or nominated person, should ensure as far as practicable, no person on the school premises in connection with their letting is allowed to smoke. Any activity involving naked flames is also strictly prohibited.

Payment

The Hirer is responsible for the payment of lettings booked. Lettings will be invoiced monthly and should be paid within 14 days of receipt. Late payments may result in the cancellation of outstanding bookings and refusal to allow future use of the school facilities.

Fire, First Aid and Safety Precautions

The hirer or nominated person must be present throughout the letting period and have responsibility for the health, safety and welfare of any persons they invite into the school as part of their letting. A deputy should also be assigned.

The finance team will email all lettings with up to date 'Emergency Evacuation Procedures' at the beginning of the school year and when any changes are required. All hirers must read and adhere to these procedures, making sure the whole group attending the letting are aware of what to do in an emergency. Each area of the school available for lettings will have evacuation notices specifically for lettings placed next to exits.

Furniture should not be moved into corridors and should not block any fire exits.

All hirers are responsible for arranging first aid provision for the period of hire and should ensure that they have a first aid kit with them and a mobile phone.

It is the hirer's responsibility to ensure that relevant risk assessments are carried out and documented to cover the range of activities they carry out whilst on school premises.

Any dangerous incident, injury or damage to school property is to be reported to the site team as soon as possible. The site team mobile number will be given to all hirers.

It is the hirer's responsibility to provide a list of any electrical equipment that will be plugged into the Melbourn Village College power supply and provide copies of all current PAT Certificates for all equipment to be used in school.

Food and Intoxicating Substances

NO food or any intoxicating substances are permitted on the school premises.

Parking

Subject to availability, the Hirer and other adults/visitors involved/attending the letting may use the school car parking facilities. The school will not accept any responsibility in terms of damage, theft or loss of any car left in the car park during the hire period.

please contact the school in advance of the booking so guest access can be enabled.

Vehicles must not be parked where they would cause an obstruction or a hazard to pedestrians.

Toilet Facilities

Access to toilet facilities is included as part of the letting.