MELBOURNE INFANT SCHOOL
Head Teacher: Mrs C Gibbs
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Shine brightly together and reach for the stars!

Lettings Policy

Reviewed by	Resources Committee
Review period	Annual
Last reviewed	Resources Committee, November 2025
Approved at	Resources Committee, November 2026
Next review	Autumn 2027

1. The owner of this lettings policy is the Governing Board of Melbourne Infant School. The policy is deployed and managed by the Headteacher of Melbourne Infant School.

2. All letting requests will be made via a lettings Form submitted to the School Office. The School Business Manager will deal with them in accordance with this Policy.

3. Where a letting is requested, an agreement form must be completed, ensuring that the person requesting the letting agrees to the School's terms and conditions and is appropriately insured. All Hirers of the school premises are required to be familiar with the Lettings Policy and the Health & Safety Policy. A liability statement will be issued on agreement of letting.

4. External lettings of the school will typically fall into one of three categories;

   a) Letting of the internal school building;
   b) Letting of the external school grounds;
   c) Letting of the school car park;

   External lettings may be a combination of the above.

5. Any other individual or group wishing to hire the school premises may do so only at the discretion of the Headteacher and at full economic cost. All costs associated with letting the School premises must be considered when determining an appropriate charge. A commercial letting charge will be made for the majority of lettings.

6. The method of calculating the actual cost of the letting comprises four main elements:-

   i) Energy – contribution to gas / electricity as appropriate;
   ii) Caretaking Fees – as set by the cleaning/caretaking supplier: a Caretaker presence will be required for <u>all</u> lettings apart from those requiring the car park only;
   iii) Per Capita fees and/or grounds maintenance fee and costs – this will be determined based on the nature of the event. Per Capita fees will normally apply when the event is due to be attended by a significant number of attendees (e.g. over 2000).
   iv) Administration fee – this will be applied for all lettings.

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A breakdown of any letting charge will be provided to prospective letters.

7. Any agreed letting of the internal school building will include a safeguarding agreement made between the school and the letter. This is to ensure the letter is aware of and will comply with their responsibilities under Keeping Children Safe in Education.

8. Invoices will be issued promptly with payment expected, wherever possible, in advance of the letting date. VAT is not chargeable on School lettings in line with the Derbyshire VAT Guide – Schools. All letting proceeds must be collected prior to the event taking place. Any damage to the premises or additional cleaning required will be charged in addition to the
letting fee.

9. **At the Governors' discretion**, conditions may be applied to lettings where the school is providing a service as part of the letting (for example; representatives of the school or PTA having a presence at the event, or staff/children providing a service/organised event to the organisers of the letting). These conditions may include conditions regarding event entry or additional charges.

10. **At the Governors' discretion**, the charge may be waived when the Governors are confident that the full economic cost will be exceeded by a subsequent donation to the school, which will be given within a reasonable period.

11. Hirers wishing to use specialist equipment may do so only at the discretion of the Headteacher and at an extra charge per item of £10.
Charges are subject to increase.
The school computers are not available for hire.

12. Governors reserve the right to refuse any requests for the letting of the Premises and Grounds.

Internal Lettings (Staff / Governors / PTA)

The cost of any lettings for school business e.g. staff meetings, governors' meetings etc will be met from the school budget.

Fund-raising activities held in the school by Melbourne Infant School Parents' Association (PTA) will not incur a lettings charge where an appropriate member of school staff is available for locking up the school site at the end of an event.

Private Copying charges
A4 or A3 b/w one side 4p
A4 or A3 colour one side 7p
A4 or A3 laminating £1.00

PTA copying charges may be waived at the Head's discretion.