Hiring and Letting Policy

Approved	April 2023
Next Review	April 2025

Principle

Malvern Youth and Community Trust (MYCT) aims to provide and maintain a welcoming, inclusive and affordable community centre for use by the people of Malvern.

Malvern Cube facilitates social, learning, entertainment and wellbeing activities for everyone. We champion activities that enhance the community experience and provide opportunities to interact with others to build connections and friendship.

MYCT aims to ensure that all users of the Cube, and in particular those hiring space or using the Cube grounds and gardens, align with our ethos and values, and our policy on Equality and Diversity. This is so that all users of the Cube feel welcome and included, but equally importantly, to protect the reputation of the Cube by minimising the chance of association with individuals and groups whose aims, ethos and values conflict with ours.

Policy

While the vast majority of individuals and groups wishing to hire space at the Cube broadly align themselves with the Cube's ethos and values, there are some who do not. We reserve the right to refuse a booking where we believe it conflicts with our ethos and values.

We also reserve the right not to accept bookings from any organisation or hirer whose activity may cause offence or annoyance to other users of the building or nearby residents, may be in breach of the Cube's premises licence, may bring the Cube into disrepute, may involve illegal activity, or pose a significant risk of damage to the premises and its contents.

Malvern Cube is an open community centre with many daily hirers and users. Whilst we welcome the use of the Cube to improve social wellbeing and resilience, we are unable to provide direct support to the clients of support services which hire our rooms. This means that where a hirer wishes to use our premises to provide support of any kind to vulnerable individuals, they will need to provide assurance that the support needs of their clients will be fully met by the hirer organisation. We also recognise that clients may access the Cube independently of their support services. If and when necessary, we will work with support services and their clients to assess the risk and agree suitable arrangements if such clients visit the Cube by themselves.

We may refuse a booking where we believe it may compromise the safety of Cube staff, volunteers or those visiting the centre.

Charges will be set at a level which is affordable. The scale of charges is designed to favour those least able to pay for hires or activities, and to encourage those providing activities which are particularly aligned with our strategic plan.

When accepting bookings MYCT will give priority first to hirers requesting a set of bookings at a regular time, and secondly to one-off bookings. We welcome repeat hire/s, but no hire bookings will be made for a period exceeding 12 months. MYCT promotes a programme of entertainment and cultural events for the benefit of the whole community and in order to accommodate these events regular bookings will not be accepted for Friday and Saturday evenings.

Hirers must be 18 years of age or above and should be present for the activity for which the hire is made.

Implementation

The responsibility for implementing this policy is delegated by the Trustees to the Centre Manager. We reserve the right, articulated in the Hire Agreement, to refuse a booking, or cancel a confirmed booking, on any of the above grounds.

The Centre Manager may, if unable to decide or finding that the policy does not provide sufficient guidance, pass a booking enquiry to the trustees. TIe Centre Manager will provide as much information about the booking as possible to enable the trustees to make a fully informed decision. The trustees will then make a decision based on the powers assigned to them under the Cube's Constitution, which will be final, with no appeal.