



## COMMUNITY USE POLICY

Policy:	Community Use Policy
Reviewers:	Executive Team/Local Governing Body
Approved by:	Local Governing Body
Date:	23 <sup>rd</sup> March 2021
Review cycle:	2 Years

VERSION CONTROL		
DATE	AUTHOR	CHANGES
January 2021	David Jackson	Updated due to impact of Covid and opening restrictions. Facilities Manager replaced with Site Manager. Replaced reference to FFPAG to Full Governing Body. Pricing removed and is available upon enquiry.
February 2023	Donna Barnes/ Ellie Slack	Academy vision added. Site Manager replaced with Lettings Assistant. 2 & 3. addition of Low Ropes, Hairdressing Salon and Meeting Rooms. 3 & 4. Reference to Covid restrictions removed. 3. Timings of Facility opening hours changed from 9:00am till 4:00pm to 8:00 till 5:00pm.

Our vision is to create a distinctively Christian and values driven environment that provides the best start to the 70 or more great years our students should enjoy when they leave our school. Our students should have the opportunity to live life in all its fullness and be good citizens wherever they may be.

## **1 Principles**

The Governing Body regards the Academy's buildings and grounds as a community asset and will make every reasonable effort to enable them to be used as much as possible. However, the overriding aim of the Governing Body is to support the Academy 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.

The Academy's delegated budget (which is provided for the education of its students) cannot be used to subsidise any lettings by community or commercial organisations. A charge will be levied to meet the additional costs incurred by the Academy in respect of any lettings of the premises. As a minimum, the actual cost to the Academy of any use of the premises by an outside organisation must be reimbursed to the Academy's budget.

## **2 Provision**

The facilities available at The Samworth Church Academy are:

- All Weather Multi Use Games Area (MUGA)
- Fitness Suite
- Gymnasium
- Main Hall
- Drama Studio
- Recording Studio
- Music Room
- Restaurant
- Dance Studio
- Grass Pitches (Rugby and Football)/Athletics track
- Classroom Spaces
- Hairdressing Salon
- Meeting Rooms
- Sports Hall
- Climbing Wall
- High and Low Ropes Area

## **3 Community use period**

The Academy will operate the following opening hours during term time for community use:

<b>Academy Building</b>	<b>Times</b>
Monday to Friday	5.00 pm till 10.00 pm
Saturday, Sunday and Public Bank Holidays	8:00am till 5:00pm

<b>Sport Pitches (playing fields) and All Weather Pitch/Cricket Area/MUGA</b>	
Monday to Friday	5.00 pm till 10.00 pm
Saturday, Sunday and Public Bank Holidays	8:00am till 5:00pm

<b>Drama/Dance Studio, Music Room, Recording Studio, Main Hall, Sports Hall, Classrooms, Hairdressing Salon, Meeting Rooms, Restaurant, Fitness Suite and Gymnasium</b>	
Monday to Friday	5.00 pm till 10.00 pm
Saturday, Sunday and Public Bank Holidays	8:00am till 5:00pm

<b>Climbing Wall, High and Low Ropes Area</b>	
Monday to Friday	5.00 pm till 10.00 pm
Saturday, Sunday and Public Bank Holidays	8:00am till 5:00pm

The Academy will operate the following opening hours during non-term time for community use:

<b>Academy Building</b>	<b>Times</b>
Monday to Friday	8.00 am till 10.00 pm
Saturday, Sunday and Public Bank Holidays	8:00am till 5:00pm

<b>Sport Pitches (playing fields) and All Weather Pitch/Cricket Area/MUGA</b>	
Monday to Friday	8.00 am till 10.00 pm
Saturday, Sunday and Public Bank Holidays	8:00am till 5:00pm

<b>Drama/Dance Studio, Music Room, Recording Studio, Main Hall, Sports Hall, Classrooms, Hairdressing Salon, Meeting Rooms, Restaurant, Fitness Suite and Gymnasium</b>	
Monday to Friday	8.00 am till 10.00 pm
Saturday, Sunday and Public Bank Holidays	8:00am till 5:00pm

<b>Climbing Wall, High and Low Ropes Area</b>	
Monday to Friday	8.00 am till 10.00 pm
Saturday, Sunday and Public Bank Holidays	8:00am till 5:00pm

All the above times are subject to availability and agreement by the Academy. The Academy's culture and ethos are centred on the community and family life. This means if a community group or member wishes to use its facilities at other times (not indicated

above) and the use does not affect or disrupt the Academy working day, then arrangements will be agreed between the group or member and the Academy.

## **4 Purpose**

- To provide clear guidance on lettings and the hire of the Academy premises and equipment.
- To enable community and lifelong learning access to the Academy site and premises in adherence with current government guidance.
- To promote the use of the Academy's facilities by the wider community.
- To safeguard the interests of The Samworth Church Academy.
- To ensure that the out of hours' use of the Academy site is not subsidised by the Academy budget and is sustainable.

## **5 Guidelines**

### **5.1 Definition of a Letting**

A letting may be defined as *"any use of the Academy premises (buildings and grounds) by a community group (such as a local music group or football team), an individual or group of individuals, or a commercial organisation (such as the local branch of 'Weight Watchers')"*. A letting must not interfere with the primary activity of the Academy, which is to provide a high standard of education for all its students.

Use of the premises for activities such as staff meetings, parents' evenings, governing body meetings and extra-curricular activities of students supervised by Academy staff, fall within the corporate life of the Academy. Costs arising from these uses are therefore a legitimate charge against the Academy's delegated budget.

## **6 Charges for Lettings**

Charges for lettings are by negotiation with the Principal and the Governing Body. Contact the Lettings Assistant to obtain current charges in relation to facility hire or catering.

## **7 Management and Administration**

The Principal is responsible overall for the management of lettings, in accordance with the Governing Body's policy. The Principal may delegate all or part of this responsibility to other members of staff, whilst still retaining overall responsibility for the lettings process.

If the Principal has any concerns about whether a particular request for a letting is appropriate or not, the Principal will consult with the Local Governing Body which is empowered to determine the issue.

## **8 The Administration Process**

Organisations and individuals seeking to hire the Academy premises should contact the Lettings Assistant, who will identify their requirements and clarify the facilities available. A Lettings Agreement Form should be obtained and completed at this stage. Hirers will

also be issued with a copy of the terms and conditions, including details of safety requirements and fire procedures. The Governing Body has the right to refuse an application and no public announcement of any activity or function taking place should be made by the organisation concerned until the booking has been formally confirmed.

The person applying to hire the premises will be invoiced for the cost of the letting, in accordance with the Governing Body's current scale of charges.

The hirer should be a named individual and the agreement should be in their name, giving their permanent private address. This avoids any slight risk that the letting might be held to be a business tenancy, which would give the hirer security of tenure.

All lettings fees which are received by the Academy will be paid into the Academy's bank account, in order to offset the costs of services, staffing etc (which are funded from the Academy's delegated budget). Income and expenditure associated with lettings will be regularly monitored to ensure that a profitable revenue is generated.

## **9 Public Liability and Accidental Damage Insurance**

The hirer will be required to confirm that adequate and appropriate insurance cover is in place for the activity to be carried out (*see Terms and Conditions for further details*).

## **10 Safeguarding**

As part of the Terms & Conditions of the "Hirers Condition of Letting", all hirers must have a nominated person who must be DBS checked, and where appropriate coaching certificates should be documented. The hirer must name First Aiders and a designated Safeguarding Officer.

Other Associated Policies:

Charging and Remission Policy