



## Community Use Scheme

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<b>Name of Chair of Governors:</b>	John Copping
<b>Date Agreed by the Academy Board of Governors:</b>	May 2015
<b>Next Review Date:</b>	April 2016 for fees March 2017 for the Policy

## Community Use Scheme

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## **1. Our Vision**

- 1.1 Everyone, students, parents and staff within The Grangefield Academy community will exceed their potential and embrace the adventure of learning.
- 1.2 All will be caring, confident and respected, aspiring to be the best they can be and empowered to actively contribute to the community.

## **2. Introduction**

- 2.1 The Governing Board of The Grangefield Academy have indicated since the formation of the Academy that they wish to support the local and wider community by opening their facilities both during and after school sessions taking into account Safeguarding Arrangements. The Governing Board regards the Academy buildings and grounds as a community asset and will make every effort to enable them to be used as much as possible. However the overriding aim of the Governing Board 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.
- 2.2 The Academy's delegated budget which is provided for the education of its students will not be used to subsidise any lettings by community or commercial organisations. A charge will be levied to meet the additional cost to the Academy of any use of the premises by an outside organisation 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.
- 2.3 Academy policies for example on Health and Safety, Organisation, Staffing policies, all take into account community use of the site and it is not the intention of this document to cover such issues. Please refer to the main policy documents for these issues.
- 2.4 This Community Use Scheme covers specific details on the management responsibilities and mechanisms for review of community arrangements on site as approved by the Governing Board. The Community Zone is the brand name of the main focus of our lettings using Academy facilities such as the Sports Hall and other spaces within the Academy building with normal access from the Community Zone entrance.

## **3. Management Responsibilities**

- 3.1 All use on the Academy site including the Community Zone is managed by the Governing Board and delegated to the Executive Director and Head of Academy on a day to day basis. The Head of Academy will report to the Governing Board on community activity in the Principal's Report to Governors three times each year. The Executive Director has the final decision on use of the Academy site and facilities subject to approval by the Governing Board and this is in no way different to the management of the Academy as a whole.

## **4. Staffing Structures**

- 4.1 The Governing Board has appointed a Business Manager to manage the Community facilities under the line management of the Project Director appointed by Northern Education Trust.
- 4.2 Other staff may be appointed as use of the facilities permit and at times one will be asked to deputise for the Business Manager so that the Community Zone can be open for seven days per week. Other staff working in the Academy such as clerical and finance staff will at times be required to work in the Community Zone as part of their normal duties. Site Service staff, catering and cleaning staff are expected to work throughout the Academy which includes the Community Zone.

## **5. Use of Premises for Academy Purposes**

- 5.1 Use of the premises for activities such as staff meetings, parents' meetings, Governing Board meetings, extra-curricular activities for Academy students or pupils from our partner Primary Schools supervised by Academy staff, fall within the corporate life of the Academy and therefore costs arising from these activities are a legitimate charge against the Academy's delegated budget providing no admission charges are made.

## **6. Access by Non-School Users & Non-Members**

- 6.1 Community users and visitors will always enter the Academy building via the Community Zone reception once our new building is completed in April 2016. They will be expected to sign in and out on each visit. Where access is limited to the community facility no DBS check is required by the Academy but may be required by the organisation hiring the building. On those rare occasions where community users are entering the Academy building during the school day the usual identity and safeguarding checks are required and access is via the main reception at the front of the Academy building. No community access will be available via the main Academy entrance or other entrances even for after school hours where there is dual use of some facilities. Public liability insurance will cover community users and where sporting activities and other appropriate recreation activities are taking place the Business Manager will, on behalf of the Governing Board, check the personal insurance arrangements of the organisation. During school holidays when it is necessary to close the main Academy entrance all visitors, community and Academy staff and students, will be required to sign in and out at the Community reception.
- 6.2 The new building has been designed so that zones may be opened to extend community use further into the building. In the event of an emergency any of the doors connecting the Academy to the Community Zone reception will automatically unlock to permit evacuation by the nearest safest route. The muster point after emergency evacuation is the same regardless of user or time of day.
- 6.3 There are able bodied and disabled person toilets for use by the community which are shared with Academy use during the school day.

## **7. Hours of Use**

- 7.1 The hours of use are expected to be: weekdays from 4pm until 10pm for community use. Initially the hours will be 4pm until 8pm for the period up to June 2016. Once open the Community Zone will be available from 7am until 10pm all weekends and holidays except Bank Holidays. Community Zone bookings are usually for a 55 minute period on the half hour so that the site can be cleared by 10pm. These times are our eventual aim in our new building and not the times implemented immediately on acceptance of this agreement.

## **8. Pricing Policy**

- 8.1 The cost of hire and use of facilities is authorised by the Governing Board. These are usually confirmed in April each year for implementation from September each year. The fees are reduced for the local community. Various concessionary rates are available through a partnership scheme for organisations using the Community Zone and also for block bookings paid in advance which reduce our administration costs. Fees will not be subsidised by the Academy funds unless specific grants have been awarded to the Academy to run the activity or the activity is part of an extended educational programme for school aged students (this arrangement is not exclusive to The Grangefield Academy students). The cost of running the entire community facility including staffing will normally be covered by fees and charges generated by the centre.

## **9. Value Added Tax**

- 9.1 In general the letting of rooms for non-sporting activities is exempt of VAT whereas sports lettings are subject to VAT (although there are exemptions under certain circumstances). These bookings must be for a consecutive period of 10 bookings without a break to qualify for the reduced rate. The Northern Education Trust will provide further clarification should that be required.

## **10. Scope of Facilities for Community Users**

- 10.1 Most rooms are available for community users subject to agreement with the Executive Director:

## **11. Financial Monitoring**

- 11.1 The Business Manager will produce a termly report on activity and finance supported by the Academy's finance team. This will be presented to the Academy Leadership Team and the Governing Board to ensure that the Academy Budget Share is not subsidising community activities. The overall responsibility for ensuring correct and timely financial reports rests with the Business Manager. All expenditure and income will be included in the standard Academy Budget monitoring reports and no separate banking or accounts will be maintained however it is essential that careful monitoring and apportionment of total Academy costs for site management, cleaning, reception, etc are agreed so that transparent accounting takes place to ensure that the community activities are self funded.

## **12. Administration Process for Lettings**

- 12.1 Organisations seeking to hire the Academy premises should contact the Executive Director who will delegate others to clarify their requirements. An Initial Request Form (see Appendix A) should be completed at this stage. The Executive Director acting on behalf of the Governing Board has the right to refuse an application and no letting should be regarded as "booked" until approval has been given in writing. No public announcement of any activity or function taking place should be made by the organisation concerned until the booking has been formally confirmed in writing.
- 12.2 The Academy staff will send with the written confirmation a copy of the terms and condition for the hire and the hire agreement. The letting shall not take place until the hire agreement has been returned to the Academy. The person applying to hire the premises will be invoiced for the cost of the letting in accordance with the Governing Board's current scale of charges.
- 12.3 The hirer should be a named individual and the agreement should be in their name with details of telephone contact as well as an address.
- 12.4 The Grangefield Sports Hall has a £50 deposit for keys to be on loan to the organisations which use this facility. This is refunded when the keys are returned.

## **13. Public Liability & Accidental Damage Insurance**

- 13.1 The Academy Governing Board will take out public liability insurance for use of the Academy building and equipment. Hirers should take out their own insurances for personal liability and damage to their own equipment.

## **14. Occasional & Drop In Use**

- 14.1 Whilst most of the facilities do not lend themselves to drop in use. Some such as the MUGA can be used in this way particularly where no regular booking has been made. Where practical, drop in access will be granted at little or no cost to local and school community members. Occasional users must pre-book the facilities and where they are from outside the Stockton area or for commercial use, a higher fee will be charged.

## **15. Summer School**

- 15.1 This holiday scheme is organised by Academy staff and is expected to be self financing.

## **16. Strategic Partners**

The Governing Board is working on a community use development plan to include strategic partners so that some key organisations are working in partnership with the Academy rather than simply using our facilities. This arrangement is open to all groups with an organising committee. Where we develop strategic partnerships we expect the organisations to work alongside our own staff offering support to our curriculum during the academy day and insist that strategic partners offer value added arrangements to the Academy. These arrangements could include, but are not limited to, supporting curriculum enrichment activities after school and during other times, organising holiday events for our students and other Stockton students, offering support in kind such as assistance with ground maintenance, building maintenance, staff training and development. In return the Academy will offer a priority booking service for strategic partners (but only for vacant slots in our lettings programme) and a 50% reduction on the hourly (55 minute) rate for booking fees.

## **17. Community Involvement**

- 17.1 Existing users include:
- Tees Achieve
  - Stockton Town Football Club
  - Stockton Rangers Football Club
  - Stockton Concierge Football Club
  - Stockton Rugby Football Club

## **18. Extended School**

- 18.1 Existing users include:
- Progress Clubs all year round
  - Summer holiday schemes for Y6 and Y7 students
  - Y11 Revision Clubs
- 18.2 The Business Manager will promote the extension of our programme particularly for students in their final year prior to their examinations. The cost of staffing these schemes will be charged to the Academy budget and there will be no charge for room hire in the main Academy building.

## **19. Sport & Recreation**

- 19.1 Current users are mainly football clubs and it is our intention to encourage other sports groups to use our site. We are particularly keen in being the “home base” for a major sport so that we can work in partnership in developing our sport facilities.

## **20. Training & Development**

Whilst the former City Learning Centre building is not under the management of The Grangefield Academy we are able to host Training and Development events in our main building outside of the standard academy day. Please enquire about our facilities.

## **21. Review of Scheme**

This scheme replaces the “Letting and Community Use Policy” agreed by the Governing Body of Grangefield School. It will be reviewed by the Governing Board in March 2017 and then every three years following that review.



**Appendix 1**

**Academy Letting - Initial Request Form**

Name of Applicant:	.....
Address:	.....
	.....
	.....
	.....
Telephone Number:	.....

Name of Organisation:	.....
-----------------------	-------

Details of Facilities Requested:	.....
	.....
	.....
1 <sup>st</sup> Choice Day of the Week Requested:	.....
2 <sup>nd</sup> Choice Day of the Week Requested:	.....

Start Time:	.....
Finish Time:	.....



Use of Academy Equipment Requested:	.....
	.....
	.....

Maximum Number of Participants:	.....
Age Range of Participants	.....
Number of Supervising Adults:	.....

Relevant Qualifications of Supervisors:	.....
	.....
	.....

DBS checks been carried out? (if applicable)	.....
DBS Clearance Number:	.....
DBS Clearance Date:	.....
Registered Board?	.....

The proposed hirer confirms that adequate and appropriate insurance cover is in place for the activity to be carried out.

The proposed hirer confirms that arrangements are in place for First Aid cover for the activity.

The proposed hirer confirms that before bringing any equipment (including electrical) onto site they will inform the Academy staff prior to the first booking.

**I confirm that I am over the age of 18 years and that the information provided on this request is correct.**

Signed: ..... Date: .....

Position: .....



Appendix 2

Hire Agreement

The Hirer:	.....
Address:	.....
	.....
	.....
Telephone Number:	.....

Facility to be Used:	.....
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Activity to be Undertaken:	.....
	.....
Dates of Hirer:	.....
Periods of Hirer:	.....
Maximum Number of Participants:	.....

Fee:	.....
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Public Liability Insurance: Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Copy Attached: Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
First Aid Qualification? Yes <input type="checkbox"/> No <input type="checkbox"/>	Copy Attached: Yes <input type="checkbox"/> No <input type="checkbox"/>

The Grangefield Academy agree to hire the premises to the Hirer on the date(s) and for the period(s) given above upon payment of the specified fee.  
 The Hirer's accepts all the conditions of hire as set out in the Terms and Conditions document.  
 The Hirer's attention is specifically drawn to the indemnities contained in their hire conditions and the need to obtain suitable insurance cover for any loss, damage or injury,

Signature: ..... (The Hirer)

Signature on behalf of The Grangefield Academy: .....

Date: .....

## **Terms & Conditions for the Hire of The Grangefield Academy Premises**

All terms and conditions set out below must be adhered to. The Hirer shall be the person making the application for a letting, and in this respect will be personally responsible for payment of all fees and other sums due in respect of the letting.

### **Status of Hirer**

Lettings will only be made to persons over the age of 18 years representing lawful groups or organisations. The hire agreement is personal to the Hirer only and nothing in it is intended to have the effect of giving exclusive possession of any part of the Academy to them or creating any tenancy between the Academy and the Hirer.

Persons may have to undergo a criminal record check via the Criminal Records Bureau (DBS). If a booking involves contact with students from the Academy DBS checks are required for all personnel involved. These checks must be made by prior arrangement with the Academy with at least two month's advance notice.

Persons undertaking sports instruction must have the appropriate qualifications.

### **Attendance**

The Hirer shall ensure that the number of persons using the premises does not exceed that for which the application was made and approval given. Hirers are required to sign in and out at the Community Zone reception desk and keep records of those attending the function. Only a total number of young people and adults is required to be handed in to reception at the end of each booking.

### **Behaviour**

The Hirer shall be responsible for ensuring the preservation of good order for the full duration of the letting both within the building and grounds of the Academy.

### **Public Safety**

The Hirer shall be responsible for the prevention of overcrowding and for keeping clear all gangways, passages and exits. The Hirer is responsible for providing adequate supervision for the activity and should need arise is responsible for checking that all have successfully vacated the building during an emergency or practice for an emergency. Hirers are responsible for checking that all their members are present at the muster station. Hirers should have a record of contact details for each of their members.

### **Own Risk**

It is the Hirer's responsibility to ensure that all those attending are made aware of the fact that they do so at their own risk.

### **Damage, Loss or Injury**

The Hirer warrants to the Governing Board that it has appropriate public liability insurance to cover all its legal liabilities for accidents results in injuries to all participants in the activity for which the premises are being hired, and/or loss of or damage to property including the hired premises.

## **Furniture & Fittings**

Furniture and fittings shall not be removed or interfered with in any way. No fittings or decorating of any kind are permitted other than the use of existing pin boards. Blu-tack and similar commercial substances are not permitted in the Academy building and nothing must be attached to the walls and doors. Observation panels in doors are a safety feature and must not be covered.

## **Academy Equipment**

This can only be provided if requested on the initial booking form. The Hirer is liable for any damage, loss or theft of Academy equipment they are using and for the equipment's safe and appropriate use.

## **Electrical Equipment**

Any electrical equipment brought by the Hirer onto the Academy site must comply with the code of practice for portable electrical equipment. Equipment must have a certificate of safety from a qualified electrical engineer and the intention to use any electrical equipment must be notified on the application.

## **Car Parking Facilities**

Academy parking facilities are available to those involved in the letting subject to availability. Parking is at the risk of the car driver and the Academy accepts no liability for damage to vehicles in its car parks.

## **Toilet Facilities**

Access to the toilet facilities is included as part of the hire arrangements.

## **First Aid facilities**

It is the responsibility of the Hirer to make their own arrangements for the provision of first aid and this includes first aid training for supervising personnel as well as the provision of a first aid kit.

## **Food & Drink**

No food or drink may be prepared or consumed on the Academy site without the direct permission of the Governing Board.

## **Intoxicating Liquor**

No intoxicating liquor may be brought onto or consumed on the premises without the direct permission of the Governing Board.

## **Smoking**

The whole of the Academy site is non-smoking and this includes the grounds and the car park areas.

## **Footwear**

Appropriate footwear must be used for each activity. Users of the 3G pitch should follow the arrangements clearly identified on the signs. Outdoor footwear (such as football boots) must be removed or cleaned before entering the building.

## **Sub-Letting**

The Governing Board does not permit Hirers to sub-let the premises.

## **Copyright & Performing Rights**

The Hirer shall not during the occupancy of the premises infringe any copyright or performing right, and shall indemnify the Academy against all sums of money which the Academy may have to pay by reason of an infringement of copyright or performing right occurring during the period of hire covered by this agreement.

## **Right of Access**

The Executive Director or representative reserves the right of access to any part of the premises during any letting.

## **Vacation of Premises**

The Hirer shall ensure that the premises are vacated promptly at the end of the letting. The Hirer is responsible for supervising any users taking part in an activity until they leave the premises. In the case of children the Hirer is responsible for their supervision until they are collected by a responsible adult.

## **Promotional Literature**

A draft copy of any information to be distributed to participants should be given to the Business Manager at least a week before distribution by the Hirer. The full name of the facility being hired is The Grangefield Academy Community Zone and this is the name which may be used in promotional literature. The Governing Board does not permit its logo to be used on material produced by other bodies and the Northern Education Trust does not permit its logo or name to be used on promotional literature by other bodies.



### Hire Charges for the Year Beginning September 2015

The Governing Board has set the following range of charges:

#### Each Fee Refers to a 55 Minute Booking.

4.30pm until 9.30pm weekdays

7.30am until 9.30pm weekends

Bookings begin on the half hour.

Facility Hired	55 minutes excludes VAT	10 Consecutive Week Fee if paid in advance
Sports Hall	£30	£250
Activity Studio	£24	£200
Main Hall	£48	£400
Drama Studio	£24	£200
Meeting Room	£9.60	£80
Standard Classroom	£9.60	£80
Music studio	£24	£200
Dining Hall	£48	£400
ICT suite without Technician	£24	£200
Legacy Sports Hall	£30	£250

**Changing rooms with showers are not booked as a chargeable item but are available with all sports bookings.**

We are interested in making arrangements with constituted voluntary groups for the hire of our facilities both indoors and outdoors. The grass pitches are only available to strategic partners to protect the quality of the playing pitches. In addition a 50% reduction on the hourly hire charge for each facility is given to our strategic partners.

**These fees will be reviewed in April each year for implementation in September of the same year.**