



Community Facilities Letting Policy

Date written: June 2022

Chair of Governors: L Thompson

Date of next review: June 2024

Member of Staff Responsible: Arts & Sports Manager – Mr R Austin

A handwritten signature in black ink, appearing to be 'L Thompson', written in a cursive style.

Signed:

(Chair of Governors)

Date: 13th July 2022

Introduction

The Governing Body regards the Academy 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, the promotion of equality of opportunity and the community cohesion of the local area. Any lettings of the premises to outside organisations will be considered with this in mind.

Definition of a letting

A letting may be defined as:

“Any use of the Academy buildings and ground by parties other than the Academy and its partners. This may be a community group (such as a local music group or football team), or a commercial organisation (such as the local branch of ‘Weight Watchers’)”.

The following activities fall within the corporate life of the Academy. These activities are not considered to be lettings and costs arising from these uses are therefore, a legitimate charge against the Academy’s delegated budget.

- Governing body meetings
- Extra-curricular activities for students organised by the Academy
- Academy performances
- Children’s Centre Groups and activities
- Parents’ meetings
- Meetings of the PTA
- PTA organised events
- Staff training events
- Services provided by partner organisations such as:
Counselling services, visits by the School Nurse etc

Charges

The Governing Body is responsible for setting charges for the letting of the Academy premises. These are set out in the Schedule of Charges for Use of Community Facilities (Appendix 1) along with details of any agreed discounts.

The scale of charges will be reviewed annually for implementation from the 1st of September of that year.

The Academy reserves the right to require a deposit over and above the hiring charge as a surety against damage to the premises (including any equipment) or the premises being left in an unacceptable condition necessitating their incurring additional cost for cleaning, caretaking or other expenses.

The Academy will seek to recover any costs incurred by the Academy that are unavoidable and result directly from the cancellation of a letting. The timescale and charges for cancellations are set out in the Terms and Conditions for The Arts and Sports Centres (Appendix 2)

Letting times, available facilities and equipment

The facilities and equipment are available as per Appendix 3 attached. Variations to these facilities and times will be subject to the approval of either the Arts and Sports Manager or the Head Teacher.

Safeguarding

In accordance with Section 166 (Use of school or college premises for non-school/college activities) in Keeping Children Safe in Education 2022, all hirers that are running clubs, classes, events or church services must provide us with the following information prior to the start of their first booking:

- DBS certificate for the person hiring/leading the activity.
- Photographic evidence of identification e.g. Passport, Drivers Licence.
- Safeguarding policy for the organisation/club.
- Risk Assessment.
- Public Liability insurance.
- A description of the activities taking place within the sessions.

Safeguarding requirements are included in any transfer of control agreement (i.e. lease or hire agreement), as a condition of use and occupation of the premises; failure to comply with this would lead to the termination of the agreement.

Conduct of users

This is set out in the Terms and Conditions for each area. (Appendix 2).

Security

The Headteacher under advisement of the Site Manager has delegated authority to determine the security risk for each letting and will be responsible for allocating a continuous security presence or other control measure.

Management of lettings

The Governing Body has delegated day-to-day responsibility for lettings to the Arts and Sports Manager. Where appropriate, the Principal may delegate all or part of this responsibility, such as security, child protection to other members of staff, whilst still retaining overall responsibility for the lettings process.

If the Arts and Sports Manager has any concern about whether a particular request for a letting is appropriate or not, they will consult with the Head Teacher.

An annual report on lettings will be made to The Governing Body and will include information on users, finances, incidents and accidents.

Considering applications for lettings

Organisations seeking to hire the Academy premises during regular opening hours should do so through the website: [The Academy of Woodlands, Sports and Arts Centre venue for hire in Gillingham - SchoolHire](#)

Any organisation seeking to hire the premises outside of regular opening times should contact the Arts and Sports Manager directly.

The Arts and Sports Manager will decide on the application with consideration to:

- The availability of the facilities and staff
- The Academy's equal opportunities, health and safety, child protection policies
- The health and safety considerations such as numbers of users, noise level impact on the community, type of activity, qualifications of instructors and presentation of public liability insurance.

The Arts and Sports Manager will consult with the Site Manager with regard to any specific Health and Safety issues.

Schedule of Charges for the Use of Community Facilities

Sports Centre

Room	Hourly Price 2021/22	Hourly Price 2022/23
Sports Hall	£25	£30
Half 3G pitch	£27.50	£32.50
Full 3G pitch	£55	£60
Grass pitch full	£30	£30
Grass pitch half	£15	£15

Arts Centre

Room	Hourly Price 2021/22	Hourly Price 2022/23
Oak Theatre	£25	£25
Ash Studio	£10	£12
Elm/Cedar/Willow Studio	£12	£14
Juniper Room	£15	£15
Dining Room	£15	£17
Birch Conference Room	£10	£12
Sensory Room	£4 per child	£4 per child

Additional Extras

Half - whole stage - £75

Up to half stage - £50

Seating Bank - £100

Lighting technician - £15 per hour

Sound technician - £15 per hour

Microphones - £10 per mic

Projector - £10 per session

Fire Marshals - £10 per hour

Additional dressing rooms - £8 per hour

Discounts

- Staff are entitled to a 20% discount on room hire as per the Staff Discounts Policy
- Charity events will be entitled to a 10% discount on verification of the registered charity number.

We offer 10% discount to FA Charter Standard Youth Football clubs hiring time on our 3G pitch.

Woodlands Arts & Sports Centre **Terms & Conditions**

1. Safeguarding

In accordance with Section 166 (Use of school or college premises for non-school/college activities) in Keeping Children Safe in Education 2022, all hirers that are running clubs, classes, events or church services must provide us with the following information prior to the start of their first booking:

- DBS certificate for the person hiring/leading the activity.
- Photographic evidence of identification e.g. Passport, Drivers Licence
- Safeguarding policy for the organisation/club.
- Risk Assessment.
- Public Liability insurance.
- A description of the activities taking place within the sessions

Safeguarding requirements are included in any transfer of control agreement (i.e. lease or hire agreement), as a condition of use and occupation of the premises; failure to comply with this would lead to the termination of the agreement.

2. Making a Booking

2.1 The hirer must be 16 years of age or older to legally hire space at Woodlands Arts Centre. Evidence of Photo ID will be requested.

2.2 Persons, companies and associations wishing to hire a space at Woodlands Sports and Arts Centre should do so online at: [The Academy of Woodlands, Sports and Arts Centre venue for hire in Gillingham - SchoolHire](#)

2.3 Persons hiring the facility on behalf of others i.e. a limited company or other association must have full authority to do so. An authorisation letter on the companies headed paper or official stamp will be required if a person is hiring any facility on behalf of others.

2.4 Hirers must not attempt to assign the benefit of this agreement. Should this case occur, it is at management discretion to terminate the hire and make all accounts due.

2.5 By submitting the booking for approval, the hirer declares that they are bound by the terms & conditions of The Academy of Woodlands.

2.6 Clients who charge their members or who are part of an official club, are required to have their own public liability insurance. Copies of insurance documents must be uploaded at the time of booking.

2.7 Any outside agents e.g. DJ's must have the necessary insurance documents, which must also be seen before confirmation of hire can be given. Dated PAT certificates will be required to be seen for any electrical equipment brought onto and used on the school's property.

2.8 Bouncy castles are only permitted with the relevant insurance documents and a risk assessment.

2.9 It is the responsibility of the client to make all of the bookings they require for the entire academic year. If they do not and another client takes their slot, Woodlands cannot be held responsible.

2.10 A booking renewal window will open in July every year. This will enable regular clients to rebook for the next academic year with their usual same timeslot and room. A message will be sent to clients each year informing them of this.

3. At the Venue

3.1 Responsibility for insurance and liability for loss or damage to equipment, hired rooms and persons taking part in activities provided by the hirer rests entirely with the client.

3.2 Any hirer found to be neglecting the facilities will have their booking with us terminated and any accounts will become due.

3.3 Should any hirer notice or find any equipment or part of the building damaged or missing, they should report it immediately at the reception desk.

3.4 Hirers must respect the facilities, our neighbours and other clients using the facilities. Noise in outside areas should be kept to a minimum out of respect for our neighbours.

3.5 Litter and property belonging to the Hirer or their agents is to be removed by the hirer at the end of the period of hire. **If the room and surrounding areas are not returned to their original state, a charge of £75.00 will be applied to cover any additional Cleaners / Caretaker time.**

3.6 Woodlands Sports & Arts Centre is a non-smoking/vaping site, therefore smoking and vaping is not permitted anywhere on site.

3.7 Rooms and equipment in the Woodlands Sports & Arts Centre must only be used for the purpose for which they are designed and agreed upon.

3.8 Under no circumstance should equipment be taken from the premises by the hirer or any member of any group hiring the facilities without prior written permission from the management. In the event of any loss or damage to equipment, the hirer is held strictly responsible.

3.9 Any extra time spent in the hired room, beyond that booked, will need to be paid for.

3.10 All lost property will be kept for a period of 7 days before it is disposed of.

3.11 No pets are allowed onto the site or grounds, with the exception of guide dogs.

3.12 No liability is accepted for loss or damage to any vehicles or property whilst on the premises of Woodlands Arts & Sports Centre

4 Safety

4.1 We may ask for electrical equipment brought on to site to be PAT tested and evidence of this seen before confirmation of hire being given.

4.2 No naked flames or bottled gas are permitted for use anywhere on site.

4.3 Any booking with over 50 people in attendance will incur extra costs for fire marshals. 1 Fire Marshal is required for every 50 people in attendance.

4.4 The refectory and community areas are common areas and shall be used and treated with respect to all clients and staff. It is not an area to be used for regular meetings/rehearsals or building of objects of any kind.

4.5 The changing of babies or children is not permitted in the refectory. Facilities for this are available on site.

4.6 All clients must sign in and out of the facility, for their own safety. A member of the group may sign in and out for their own group if they are keeping their own register.

4.7 On no occasion other than a fire alarm should any hirer switch rooms or visit any other area in the Woodlands Arts Centre, other than those specified on their booking form.

4.8 In the event of the fire alarm sounding, hirers should follow the fire exit signs and leave the building as quickly as possible and assemble on the 3G pitch. Under no circumstances should any hirer investigate or attempt to tackle the fire.

4.9 Should any hirer or anyone attending the facilities become verbally or physically out of control, we will take the appropriate action and call the necessary enforcement officers if required. In some cases, this may result in your hire being cancelled.

4.10 The Academy of Woodlands Arts & Sports Centres are covered by CCTV which is recording 24 hours, for the purposes of crime prevention and public safety. In the event of theft, vandalism or any attempt to breach any of the terms and conditions, these recordings will be viewed and the appropriate action will be taken. This system is registered with the Information Commissioners Office and complies with the Data Protection Act.

5 Cancellations

5.1 Forty-Eight hours' notice of cancellation for room bookings is required, or the hirer will be charged for the hired space.

5.2 Woodlands Arts Centre reserves the right to cancel bookings. This will be done in writing by management with 7 days' notice where possible. In extreme or emergency circumstances, notice will be given as soon as possible.

5.3 Woodlands Arts Centre may from time to time withdraw use of all or part of the facilities where and when deemed necessary for repair, maintenance or alterations. Hirers will be accommodated to the best of our ability.

6. Woodlands Gym

6.1 Gym Membership: Members sign up for the gym using the website

<https://aow.clubright.co.uk/register>. If they are unable to do this, it can be done at the reception.

6.2 The minimum age of membership for the gym is 8 years old. Children under the age of 14 years are not permitted access to the gym without adult supervision

6.3 All users are recommended to complete a full induction with one of our trainer's at this site. Under 16's must have an induction prior to using the gym.

6.4 Under 14's must have supervision (someone aged 18 or over) at all times. After 7:00pm ALL under 18's must be accompanied by an adult relative or close friend (on site only)

6.5 Children between the ages of 8 and 14 must be fully supervised at all times by an accompanying adult.

6.6 The minimum age for using the weights area of the gym is 14.

6.7 Every member is recommended to download the Clubright app and use the app for access to the gym.

6.8 Membership is non-transferable and only to be used by the registered member.

6.9 The Academy of Woodlands is a cashless site.

6.10 Memberships can be purchased online or at the gym reception.

6.11 GoCardless Ltd provides a service that enables Woodlands Gym to set up and receive secure direct debit payments from members via their Merchant Account.

6.12 Any cancellations for direct debits must be done at least 4 days before the next payment due date. No refunds will be given.

6.13 All pre payments, monthly, yearly memberships are non-refundable.

6.14 The Academy of Woodlands Sports Centre reserves the right to cancel membership to the gym if a member breaches our terms and conditions.

6.15 Should any customer become verbally or physically out of control, the staff will take the appropriate action of asking the member to leave the gym and this may result in police involvement.

6.13 Members are advised to bring a sweat towel and must wipe down machines after use.

- 6.14 Members are advised to bring water to drink (drinks are available on site).
- 6.15 Use of the changing facilities within the gym are exclusive to gym members.
- 6.16 All users should dress appropriately, including wearing shirts or vests, at all times. Dressing rooms are to be used for changing at all times.
- 6.17 Members are advised that there is a 20-minute use limit on the cardio-vascular machines during busy periods.
- 6.18 Members must not congregate around equipment that they are not using as this will prevent other gym members from using the equipment.
- 6.19 Bags and coats must be kept in lockers within the changing room, not on the gym floor as this creates hazards for other members.
- 6.20 Woodlands Sports Centre has a fixed closure over the Christmas break usually beginning on 24th December and reopening on 2nd January.
- 6.24 Woodlands Sports Centre will close for all Bank holidays, including Good Friday and Easter Sunday & Monday.
- 6.25 The Woodlands Sports Centre reserves the right to close for emergencies or required maintenance. If any unavoidable closures occur, where possible, they will be advertised via the website, Facebook and Twitter pages and on posters around the centre as soon as is reasonably possible.

7 Covid 19

- 7.1 Anyone showing signs of Covid 19 should not enter any of our facilities. Rather they should stay home and follow government guidelines.
- 7.2 Social distancing rules must be followed as per government instructions whilst they are in place.
- 7.3 Woodlands fully support track and trace to stop the spread of Covid 19. If track and trace is being implemented, clients who are running activities at the centre must record and maintain full details of members attending their classes. This would include: Name, phone number, date of session and time of entry. If the member is a child, please keep the parent/guardian details. This information needs to be stored securely for 21 days, before being destroyed.

We reserve the right to amend or add to these terms and conditions, should the necessity arise.

Our terms and conditions do not affect your statutory rights or infringe any laws set out and held by the Government.

The Academy of Woodlands shall not be responsible for any damage or injury (including death) caused to or sustained by any person arising out of or in connection with the letting unless such loss, damage or injury (including death) was caused by some fault or negligence on the part of the Academy, and you will indemnify the Academy against all expenses, cost fee, damages and losses arising out of or in connection with any claim arising from such loss, damage or injury (including death)

Community Facilities Opening Hours

Arts Centre

Monday - Friday 8am - 9.30pm

Saturday 8am – 5pm

Sunday 9am - 4pm

Out of hours bookings available by prior arrangement.

Sports Centre

Monday – Thursday 8am – 10pm

Friday and Saturday 8am – 9pm

Sunday 9am-9pm