



Community Facilities Letting Policy

Date written: September 2024

Chair of Governors: L Geary

Date of next review: September 2025

Member of Staff Responsible: Commercial Manager – Mr R Austin

Chief Financial Officer – Ms H Finch

Signed:
Luke Geary (Chair of Governors)

A handwritten signature in black ink, appearing to be 'L Geary', written over a circular stamp or mark.

Date:18/02/2025

Introduction

The Governing Body regards the Academy Trust 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 Trust 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 Trust. These activities are not considered to be lettings and costs arising from these uses are therefore, a legitimate charge against the Academy Trusts delegated budget.

- Governing body meetings
- Extra-curricular activities for students organised by the Academy Trust
- Academy Trust 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 Commercial Manager and Chief Finance Officer are responsible for setting charges for the letting of the Academy Trust 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 Trust 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 Trust will seek to recover any costs incurred by the Academy Trust 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

The Academy of Woodlands recognise our statutory responsibility to safeguard and promote the welfare of all children. Safeguarding is everybody's responsibility and all those directly connected (staff, volunteers, governors, leaders, parents, families, and learners) are an important part of the wider safeguarding system for children and have an essential role to play in making this community safe and secure.

In accordance with Section 169 (Use of school or college premises for non-school/college activities) in Keeping Children Safe in Education 2024, 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.

Bookings with children under 18 must be with an adult and meet the required ratios for their activity, always having at least one adult present.

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.

Reporting a concern

If a child may be at risk of imminent harm, you should call Children's Services First Response Team on 01634 334466 and/or the Police on 999.

Out of Hours number: 03000 419 19

If you have a concern about an adult call Medway Adult Social Care on 01634 334 466: daytime hours (Monday to Friday 9am to 5pm)
03000 419 191: emergency out of hours.

Non-emergency safeguarding concerns can be reported to a member of staff at the arts or sports desk reception.

The Deputy Designated Safeguarding Lead for the Arts & Sports is Rick Austin and can be contacted at: arts.sports@aow.uk.com

The Designated Safeguarding Lead for the Academy of Woodlands is Sarah Palmer and she can be contacted at: school.office@aow.uk.com

The school's safeguarding and child protection policy can be found at: [AOW-School-Safeguarding-Policy-September-2024-25.337357347.docx \(live.com\)](#)

A child friendly version of the safeguarding policy can be found at: [SEPT-24-AOW-Child-Friendly-Safeguarding-policy.339237922.pdf](#)

Whistle blowing policy: [whistleblowingpolicy-23-24.322584378.pdf \(theacademyofwoodlands.co.uk\)](#)

The contact details for the Medway Local Authority Designated Officer (LADO) is 01634 331 065 and child.protection@medway.gov.uk

Conduct of users

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

Security

The Commercial Manager under advisement of the Facilities 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 Commercial Manager has the day-to-day responsibility for lettings.
Where appropriate, the Commercial Manager 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 Commercial Manager has any concern about whether a particular request for a letting is appropriate or not, they will consult with the relevant Trust senior leader.

An annual report on lettings will be made to Chief Financial Officer and will include information on users, finances, incidents and accidents.

Fobs – lead client

The lead client for each group can loan a fob from reception which will give them access through the reception door. During school hours the lead client loaning the fob must have shown a DBS and have the appropriate safeguarding training. The fob must be signed in and out at reception and the lead client will be responsible for ensuring it is returned at the end of their session.

Considering applications for lettings

Organisations seeking to hire the Academy premises during regular opening hours should do so through the website: aow.schoolhire.co.uk

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

The Commercial 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 Commercial Manager will consult with the Facilities Manager with regard to any specific Health and Safety issues. The Commercial Manager will consult with the school's Designated Safeguarding Lead, for any safeguarding concerns.

Complaints

If you have a complaint or concern that you would like to raise, please email:
AOWArtsSports@aow.uk.com

Schedule of Charges for the Use of Community Facilities

Sports Centre

Room	Hourly Price 2023/24	Hourly Price 2024/25
Sports Hall	£33	£35.00
Half 3G pitch	£35	£37
Full 3G pitch	£65	£67
Grass pitch full	£30	£30
Grass pitch half	£15	£20

Arts Centre

Room	Hourly Price 2023/24	Hourly Price 2024/25
Oak Theatre – Community price	£27	£27
Oak Theatre – Show/Party price	£27	£35
Ash Studio	£15	£17
Elm/Cedar/Willow Studio	£16	£18
Juniper Room	£18	£20
Dining Room	£19	£20
Birch Conference Room	£12	£14
Sensory Room	£4 per child	£4.50 per child

Additional Extras

Whole stage - £125

Half stage - £75

Seating Bank - £150

Lighting technician - £20 per hour

Sound technician - £20 per hour

Microphones - £10 per mic

Projector - £10 per session

Fire Marshals - £15 per hour

Portable lights - £25 for event

Oak Disco lights - £10 for event

Discounts

- Staff are entitled to a 20% discount on room hire as per the Staff Discounts Policy
- We offer 10% discount to England Football Accredited clubs hiring the 3G pitch.

Appendix 2

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

1. Making a Booking

1.1 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.

1.2 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](#)

1.3 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.

1.4 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.

1.5 By submitting the booking for approval, the hirer declares that they are bound by the terms & conditions of The Academy of Woodlands and will comply with facility policies and procedures.

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

1.7 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.

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

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

1.10 A booking renewal window will open in June/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.

2. At the Venue

2.1 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.

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

2.3 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.

2.4 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. If any hirer were to cause damage to a neighbour's property, Woodlands will seek compensation from the client, to cover the damage to the neighbour's property.

2.5 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.**

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

2.7 Rooms and equipment in the Woodlands Sports & Arts Centre must only be used for the purpose for which they are designed and agreed upon. Any spillages must be reported to the reception desk immediately so that appropriate cleaning materials can be used.

2.8 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, and compensation will be sought by Woodlands to cover costs.

2.9 Any extra time spent in the hired room, beyond that booked, will be charged to the client.

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

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

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

2.13 The School or Trust shall not be liable for any injury, including injury resulting in death, caused to or sustained by any property / person arising out of or in connection with your hire.

2.14 Changing rooms may be used by the hirer/member but must be treated with respect and left in the condition they were found.

3 Safety

3.1 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.

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

3.3 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.

3.4 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.

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

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

3.7 In the event of an evacuation, it is the responsibility of the hirer of the room to ensure all of their guests vacate the room and premises as safely and quickly as possible. The hirer should take their group to the fire assembly point, if it is safe to do so.

3.8 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.

3.9 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 if at the Sports Centre and the Front Gate of the Arts car park if at the Arts Centre. Under no circumstances should any hirer investigate or attempt to tackle the fire.

3.10 Should any hirer or anyone attending the facilities become verbally or physically out of control toward staff or other clients, 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.

3.11 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.

3.12 Under no circumstances should clients climb on to any gates, fences, or roofs on Woodlands property.

3.13 All groups with children or vulnerable adults must always have sufficient adult supervision which meets with relevant legislation, including adult to child ratios, for their activity.

4 Cancellations

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

4.2 Woodlands Arts & Sports Centres reserve 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.

4.3 Woodlands Arts & Sports 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.

4.4 Woodlands Arts & Sports Centres have a fixed closure over the Christmas break usually beginning on 24th December and reopening on 2nd January.

4.5 Woodlands Arts & Sports Centres will close for all Bank holidays, including Good Friday and Easter Sunday & Monday.

4.6 Woodlands Arts & Sports Centres reserve 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.

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 - Thursday 8am - 9.30pm

Friday 8am-9pm

Saturday 8am – 5pm

Sunday 9am - 4pm

Out of hours' bookings available by prior arrangement.

Sports Centre

Monday – Thursday 8am – 10pm

Friday 8am-9pm

Saturday 8am – 6pm

Sunday 9am-6pm