



# Hope Academy

A joint Catholic & Church of England Academy

## COMMUNITY USE POLICY

*Mission Statement:*

*“A community of learners of all ages from the local area committed to mutual service where all can flourish, be their best and work for the common good to the glory of God and his creation.”*

APPROVED			
REVIEW DATE			
SIGNED PRINCIPAL		PRINT NAME	
SIGNED CHAIR OF GOVERNORS		PRINT NAME	

## **Introduction**

The Academy fully supports and encourages community use of its facilities. The Academy will make available to let part of its buildings and grounds to community groups after the end of the Academy day, at weekends and during holidays, subject to no interruption or curtailment of Academy use.

The principle aims of the Academy Community Use Policy are to:

- Better meet the needs of local groups and organisations.
- Better integrate the Academy into the local community.
- Increase the utilisation of Academy resources.
- Raise income for the Academy.

## **IMPLEMENTATION**

- Bookings are made through the representative of the Academy.
- Academy related activities have priority.
- No bookings are confirmed more than four months in advance although provisional bookings may be made at any time.
- Users sign a contract that covers:
  - Terms and conditions relating to type and length of use;
  - Cancellation;
  - Damage;
  - Insurance;
  - Charging;
  - Restrictions on use;
  - Licensing for the sale of alcohol or public performances;
  - Parking.
  - The contract may be updated annually or each term.
  - Payment is in advance for single lettings; termly or monthly in arrears for regular lettings.
  - Outline charges are set by the Principal/Governors and reviewed annually.
  - Specific charges are set at the time of the contract.
  - A diary is kept covering all Academy, Academy related and outside use of the premises and grounds after school, in evenings, at weekends and in holidays.

## **ROLES AND RESPONSIBILITIES**

- The “academy authorised representative” is responsible for the construction and regular update of the lettings diary.
- Heads of departments, individual teachers and others staff are responsible for informing the authorised academy representative a term in advance of events outside teaching hours which will use the academy premises.
- Opening and closing the academy is undertaken by the regular caretakers or a casual caretaker or by prior arrangement with an authorised member of staff.
- Supervision during the letting is the responsibility of the user. The user is also responsible for the security of the area of the academy being used.

- Post letting checks are made by the duty caretaker and reported to the academy's authorised representative.
- Follow up of unsatisfactory lettings is made. Due attention is to be paid to avoid undue wear and tear on the buildings and equipment.

### **Monitoring, Evaluation and Review**

The success of lettings can be equated to the degree of utilisation made by the local community together with the net additional income raised by the Academy for the benefit of the Academy community.

The Governors will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.

### **Notes**

It is agreed in principle that the Academy has an option to use the local leisure centre as the Academy booking agent. Hire charges will be set in line with local rates.

This policy can be reviewed subject to demand for community use of Academy facilities.