

Community Use Agreement Trinity School Sevenoaks

Seal Hollow Road, Sevenoaks, Kent TN13 3SL – August 2017

COMMUNITY USE FOR THE HIRE OF SCHOOL PREMISES AND SPORTS HALL (as defined by the Governors)

Introduction

Kent County Council owns the freehold of the Seal Hollow Road site. Trinity has a lease on its own building and immediate surroundings. Trinity has agreed with Kent County Council to hire school premises and sports facilities to the wider community to promote community cohesion.

Weald of Kent Girls' Grammar School Annex owns the shared areas of the Seal Hollow Road site, including the car parks and sports pitches, under a Lease with KCC. The use of the shared areas is controlled by a Shared Use Agreement between the parties.

School Governors view the use of school buildings and grounds primarily for the education of the Students at the school. However, they are also keen to collaborate with the local community and are aware that the school's facilities constitute a potential additional resource for the community.

The Governors will agree to let the buildings and grounds that fall under Trinity's remit which:

- are appropriate for a school setting;
- do not constitute a health and safety and/or security risk for any stakeholders, the buildings or its contents;
- can be accommodated without disruption to the life of the school;
- do not place an unreasonable demand on Staff time;
- provide income to the school after ALL costs, including staff time, are accounted for;
- respect the amenities of our neighbours.

Links with Neighbouring Schools

Trinity will work with Weald of Kent through the Shared Use Agreement Operations Committee to compare hire prices for facilities so that we offer a similar offer to the community but taking account of the school's individual needs and associated costs. Trinity will also work with primary schools, particularly those in close proximity to offer our facilities for wider community use.

Hiring & Charging

Use of school premises for a letting must be agreed in advance and confirmed in writing on a Hire Agreement by the Community User and the Business Development Officer. The

agreement will include the fee, appropriate VAT and any other charges payable. These charges are reviewed and increased annually, as per the School's Charging Policy, in order to ensure the costs to the school of hiring facilities are adequately covered.

Payment must be received in advance of bookings taking place. Hirers will be invoiced by the Finance Department and the preferred payment method is by bank transfer. **It must be recognised that school use of the premises takes priority and that there may be occasions when arrangements have to be changed or cancelled without giving any reason (where possible, changes will be advised at the time agreement is reached).**

Any profits made from lettings activity will be reinvested in student education and resources or maintaining and improving the School's facilities and environment for the benefit of its Students and the Community partners.

Equipment available and is included within the hire charge:

- Football goals
- Netball posts

Use of balls is not included and must be provided by the hirer.

Regular hirers/users i.e. gymnastics club will be offered storage for their equipment subject to available space.

Hirer rates for the 17/18 Academic Year

Room Code	Room/Area Description	Rate p/h
SPO	Trinity Sports Hall	£45.00
FTEC	Food Tech	£45.00
HZO	House Zone Area – Barrett House Zone Area – Faraday House Zone Area – Wilberforce House Zone Area - Fry	£30.00
HA1	Main Hall with Tiered Seating area 178	£75.00
HA2	Activities Hall (Mirrors)	£30.00
HA1 and 2	Combined both halls	£100.00
Empty Classroom G11	Seating for 30, projector and whiteboard available	£30.00
ICT Suite L15 or L9	30 computers, projector and whiteboard available	£45.00

NB: conference rates are available for half day & full day lettings.

- Use of shower and toilet facilities available for each indoor letting.
- Library not available for letting.

Hours of Use

Provided there are no conflicting school activities, school premises and sports facilities are available to hire from 5pm on weekdays and from 8.00am to 4.00pm at weekends. Opening and closing duties will be agreed and detailed in the Hire Agreement.

Vehicles & Parking

Community users should park their vehicles in the school car park and avoid parking on the road. 248 spaces are provided. No parking which restricts the Facilities' team or Emergency Services' access will be permitted. Parking on the roadway where double yellow lines are displayed is not permitted. Control of parking is the responsibility of the User. No responsibility can be taken by the school for any damage to vehicles sustained whilst in the school grounds. On some occasions other lettings may be running at the same time, and the school cannot, however, guarantee parking availability. Users are requested to avoid parking in a manner that is not respectful to local residents.

Conduct and Control

The Community User is responsible for:

- the administration, organisation and running of the particular event;
- the supervision and control of all visitors, participants, spectators and officials and maintenance of good order;
- leaving the premises (and grounds, where applicable) as tidy as possible, including removing any rubbish generated by the event;
- ensuring the competence of all coaches/teachers/instructors whether they are acting on a voluntary or paid basis;
- ensuring coaches/teachers/instructors etc. hold relevant qualifications (including first aid), hold a current DBS check when working with children and or vulnerable adults and understand fully any evacuation or emergency procedures whilst on site;
- providing the school with copies of current insurance information;
- carrying out the necessary risk assessments for activities taking place within the school
- ensure that they protect the health, safety and welfare of their attendees and comply with and be aware of the Health & Safety at Work Act 1974

Health, Safety & Welfare

Hirers must ensure they are familiar with all fire exits, routes of escape and location of school first aid boxes which are available for use in the event of an emergency. Hirers are issued with a school radio which should be on channel 2 to enable them to contact either a member of the Facilities team or contract cleaners in the event of an emergency but should follow normal procedures in the event of a fire.

They must also ensure they identify a fire 'muster point' for safe evacuation of their club attendees and ensure they advise all attendees of procedures. The schools fire evacuation procedures are available for hirers use.

School Management of Lettings

- Single point of contact in the school for lettings - ensures a holistic view of the community usage of the facilities at any one time and ensures we do not double book / take on so many lettings as would have a negative impact on our neighbours / their amenities.
- All hirers are interviewed and vetted by experienced school staff to ensure that the organisation, activity and users are suitable, appropriate for a school environment and have all DBS checks, first aid requirements and insurances in place.
- Hirers must ensure their letting ends at the agreed times and this will be strictly enforced.
- Users who do not comply with our terms and conditions of use are prohibited from further use of the school's facilities.
- Fobs (door entry) are provided for regular hirers and a £10 charge made for loss or damage
- Hirers must not prop open doors with any equipment (including fire extinguishers) as this compromises the security of the school and the hirers attendees.

Current Hirer's/Lettings

Trinity School will strive to fill all relevant available spaces every week day from 5pm until 11.00pm and 8.00am – 4.00pm Saturdays and Sundays. Lettings at weekends after 4.00pm will be considered and based on its impact to the School, local residents and neighbours.

	Name	Signature	Date
Author School Business Manager	Karen Partridge		August 2017
Link Governor	Guy Heasman		August 2017
Headmaster	Matthew Pawson		August 2017
Next Review Date			August 2018