

Principles for the Community Use of Hempland Primary School.

July 2023

Rev 2

**HEMPLAND PRIMARY SCHOOL  
COMMUNITY USE AGREEMENT – DRAFT PRINCIPLES**

**1 Aims of Community Use**

The School agrees to endeavour to pursue the following aims:

- Make certain facilities within Hempland Primary School available for community use when appropriate and where it will not impact on the school community.
- To provide affordable access to the facilities and to allow the School to recover all costs associated with any lettings.
- To prioritise the needs of pupils of Hempland Primary School first and foremost with regard the use of facilities.

**2. Arrangements for Community Use**

- The school will endeavour to ensure that appropriate community out of hours use is available.
- The School Trust shall engage with the community and work with relevant community partners to provide a range of opportunities for the community.

**3. Management**

- The management committee shall seek to establish affordable pricing to assist in achieving aims: to produce rules and regulations for use of facilities and develop an appropriate marketing strategy.
- The School Trust will endeavour to use existing facilities to manage the community use of the building.

**4. Costs**

- The School Trust endeavours to ensure that the costs of operating community use at the facilities will be fully covered by income.
- Pricing will be set to recover all heating, lighting, caretaking, cleaning costs and long-term maintenance and repair of the facilities.
- Any surplus revenue generated after all costs will be reinvested back into enhancing school facilities.

**5. Monitoring and Review**

- Once the School is in full occupation of its building and has settled into its environment it will assess on-going community use at the School.
- After reviewing the community usage, if the School feels it is unable to operate the service, it will discuss alternative options with the Council.
- The School will constantly review the activities being carried out for community use and activities that give rise to justified complaints will be discontinued.

**6. Booking Arrangements**

- The areas of hire will be available on completion of a booking form and in most cases a deposit against possible damage of failure to observe condition of hire (except and until there are regular hirers the School know well). Hire will need to ensure adequate safeguarding and risk protection insurance is in place. Hirers will need appropriate training on fire risk assessments, safeguarding arrangements, see KCSiE 2022- and other health and safety areas.
- Evidence of insurance and compliance with safeguarding training, as detailed in KCSiE, will be required.
- As the management responsibilities will be provided by the school, they will have discretion of accepting/rejecting community usage applicants, as the use of the facility will be dependent on availability of staff.

## Schedule 1

The school will endeavour to make available indoor areas and facilities (together with any toilets) for Community Use which may comprise of the following:

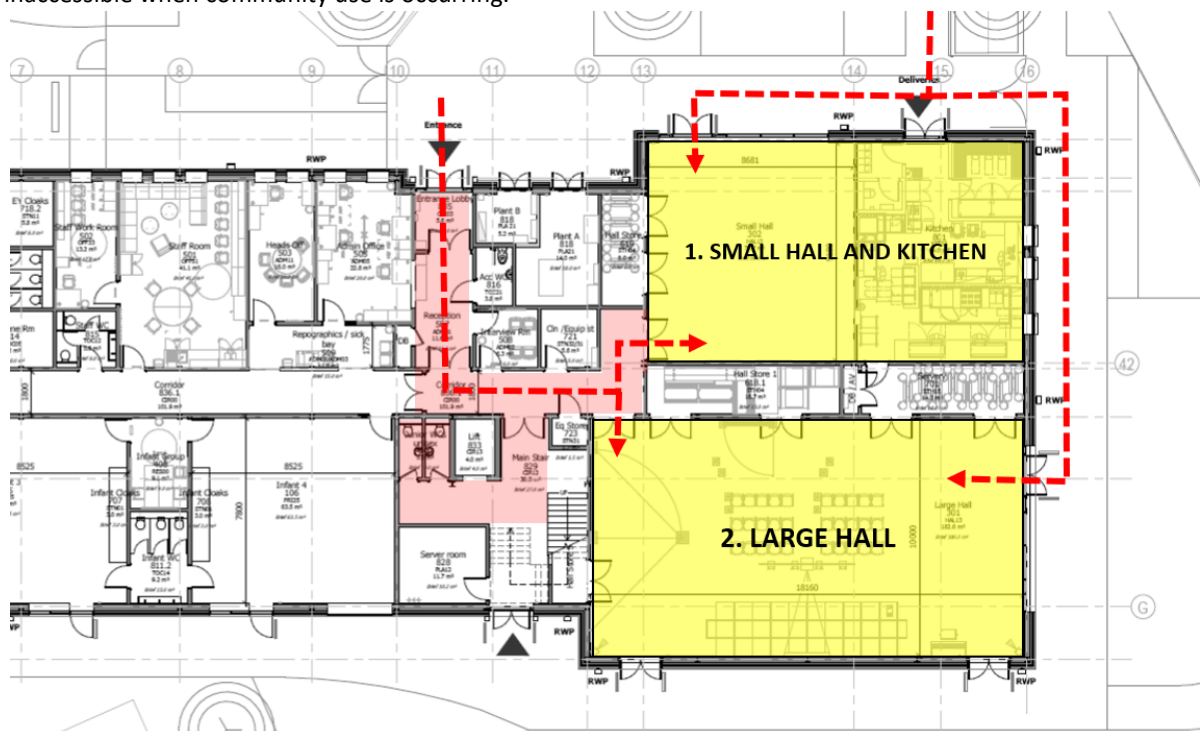
### External Areas

- North Playing Field
- South Playing Field
- 3no. playing courts

### Internal Areas

- Large Hall
- Small Hall (and kitchen)

The rooms are highlighted on the plan below could be available for community use. Both halls can be accessed externally and from within the school building – All un-highlighted areas on the plan below will be locked and inaccessible when community use is occurring.



INTERNAL COMMUNITY USE AREAS

As the external areas are not artificially lit, the use of external areas will be dependent on the time of year and weather. These areas can be accessed without having to enter into the school building.



**EXTERNAL COMMUNITY USE AREAS**

## Schedule 2

### Arrangements for Community Use

#### 1. Hours of Access

The school will endeavour to provide community use on weekday evenings, between 3.45-7.30pm– when there are no school events (these will be calendared during the year) and at weekends between 09:00 -17:00hrs.

Due to potential impacts concerning external noise outside of core school hours, the school Trust suggest that the use of the outside areas will only be available at reduced time frames to ensure residential amenity is protected. The use of internal and external spaces by community will be managed by the school with access and use monitored throughout.

The School will promote activities schemes and continues community use during the holidays. The only exception would be if a facility needed to be taken out of use for planned maintenance.

A full schedule of draft hours of access in various areas is detailed below-

Area for Hire	During Term Time		During School Holidays	
	Weekdays	Weekends & Bank Holidays	Weekdays	Weekends & Bank Holidays
Internal Spaces	15.45-19:30	9:00 – 17:00	9:00 -19.30	9:00 – 17:00
Outdoor spaces	18:00 – 20:00	10:00 – 16:00	10:00 – 16:00	10:00 – 16:00

#### 2. Pricing

Hiring charges will apply to allow the school to recover all costs of operation, caretaking, heating and lighting and maintaining the facilities (proportionate to community use).

#### 3. Booking Arrangements

- The facilities will be available to hire on completion of a booking form and in most cases a deposit against possible damage of failure to observe condition of hire (except and until these are regular hirers the School knows well). The booking will set out conditions and rules and regulations of hire which will include not parking on adjacent road except for the organisers dropping off materials etc. on site for the event. Again, for the purposed of this document, the above will be reviewed once the school is in full occupation of the building and settled into its environment.
- Conditions will need to ensure that any activities involving coaching and leadership led by qualifies instructors and that activities involving year 18's are led by staff who have been DBS enhanced checked. All community activities will have to satisfy Health & Safety regulations. Breach of these hiring regulations will result in warning, and after three such warnings, hire will be terminated. The management committee will monitor the regulations and their effectiveness.
- Hirers may need to provide insurance and provide qualifications for leading/undertaking some events and activities where the School has a duty of care in the letting of its premises to ensure that properly qualified persons are giving instruction or supervising activities.

#### 4. Cycle Storage

The cycle storage by the main entrance will be accessible for community users of the facilities during the hours of 18:00hrs and 19:30hrs Monday to Friday and at weekends 09:00hrs – 17:00hrs.