

Trinity Academy Halifax Community Use Management Policy



Status – Recommended

1. Aim

- 1.1. Trinity Academy Halifax aims to provide a world class educational provision which purposefully serves the needs of the whole community within a clear Christian ethos that pervades and underpins all aspects of its work.

2. Principles of the policy

- 2.1. The Members, Board of Directors and Local Governing Body (LGB) regard the academy's 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 Members, Board of Directors and LGB is to support the academy in providing the best possible education for its students, and any lettings of the premises to outside organisations will be considered with this in mind.
- 2.2. The academy's delegated budget (which is provided for the education of its students) cannot be used to subsidise any lettings by community or commercial organisations. A charge will be levied to meet the additional costs incurred by the academy in respect of any lettings of the premises.
- 2.3. As a minimum, the actual cost to the academy of any use of the premises by an outside organisation must be reimbursed to the academy's budget.

3. Provision

- 3.1. The facilities available at Trinity Academy Halifax are:
 - Artificial Grass Pitch (AGP)
 - Grass Pitches
 - External Cricket Nets
 - Sports Hall
 - Fitness Suite
 - Gym
 - Dance Studio
 - Sacred Space and Lecture Theatre
 - Main Hall
 - Multi Use Games Area (MUGA)

4. Community use period

- 4.1. The academy will operate the following opening hours for community use as in accordance with the academy building planning statement:

Grass Sport Pitches / AGP / Cricket Nets (external)	Time of opening	
Monday to Friday	5.00pm	9.05pm
Saturday	9.00am	6.00pm
Sunday and Public Bank Holidays	10.00am	3.00pm
Dance Studio / Sports Hall / Fitness Suite / Gym		
Monday to Friday	5.00pm	10.00pm
Saturday	9.00am	6.00pm
Sunday and Public Bank Holidays	10.00am	5.00pm
Sacred Space / Lecture Theatre / Main Hall		
Monday to Friday	5.00pm	10.00pm
Saturday	9.00am	6.00pm
Sunday and Public Bank Holidays	10.00am	5.00pm
MUGA		
Monday to Friday	5.00pm	9.05pm
Saturday	9.00am	6.00pm
Sunday and Public Bank Holidays	10.00am	5.00pm

4.2. All the above times are subject to availability and agreement by the academy.

4.3. The academy aims for a minimum of ten hours per week of actual community use throughout the year. In the operation of the facilities during community use hours the academy will:

- Provide clear guidance on lettings and the hire of the academy premises and equipment.
- Enable the community to have lifelong learning access to the academy site and premises.
- Promote the use of the academy's facilities by the wider community.
- Safeguard the interests of Trinity Academy Halifax.
- Ensure that the out of hours use of the academy site is not subsidised by the academy budget and is sustainable.

5. Guidelines

5.1. Definition of a letting

5.1.1. A letting may be defined as *“any use of the academy premises (buildings and grounds) by a community group (such as a local music group or football team), an individual or group of individuals, or a commercial organisation (such as the local branch of ‘Weight Watchers’)”*. A letting must not interfere with the primary activity of the academy, which is to provide a high standard of education for all its students.

5.1.2. Use of the premises for activities such as staff meetings, parents' meetings, LGB meetings and extra-curricular activities of students supervised by academy staff, fall within the 'business use' of the academy. Costs arising from these uses are therefore a legitimate charge against the academy's delegated budget.

5.2. Charges for lettings

5.2.1. The LGB is responsible for setting charges for the letting of the academy premises. A charge will be levied which covers the following:

- Cost of services (heating and lighting)
- Cost of staffing (additional security, caretaking, cleaning and reception) – including “on-costs”
- Cost of administration

- Cost of “wear and tear”
 - Cost of use of academy equipment (if applicable)
 - Profit element (if appropriate)
- 5.2.2. Where there are multiple lettings taking place at the same time, the costs for services and staffing will normally be shared between the organisations involved.
- 5.2.3. The specific charge levied will be reviewed annually, by the LGB for implementations from the beginning of the next financial year, with effect from 1 September of that year. Current charges will be provided in advance of any letting being agreed.

6. VAT

- 6.1. The VAT rulings have changed recently for registered charities. As an academy we are registered as a charity and due to this the letting of facilities for sporting use and musical/drama performances are exempt of VAT. Certain other events (like Prom events) are applicable to VAT. If the application of VAT is queried the Finance Director should be contacted for clarification.

7. Management and administration

- 7.1. The Principal is responsible for the overall management of lettings, in accordance with the LGB policy. The Principal may delegate all or part of this responsibility to other members of staff, whilst still retaining overall responsibility for the lettings process.
- 7.2. If there is misuse of the facilities or behaviour deemed inappropriate by academy staff they have the delegated authority from the Principal to refuse entry or ask users to leave the site (see [annex 1](#) for more detail).

8. The administration process

- 8.1. Organisations and individuals seeking to hire the academy premises should contact the Sports and Lettings Manager who will identify their requirements and clarify the facilities available. This policy works alongside the Charging, Lettings and Remissions (CLR) policy, this policy contains all the relevant forms that are required to be filled in for a booking.
- 8.2. Hirers will also be issued with a copy of the terms and conditions, including details of safety requirements and fire procedures; this is again found in the CLR policy. The LGB have the right to refuse an application, and no letting should be regarded as “booked” until approval has been given in writing or by email.
- 8.3. No public announcement of any activity or function taking place should be made by the organisation concerned until the booking has been formally confirmed by the academy.
- 8.4. Once the completed forms (either electronic or hardcopy) have been received by the academy and signed by the Principal (or their delegated authority), a copy of the Letting Agreement Form will be returned to the hirer as confirmation (through email or hardcopy), setting out full details of the letting. The person applying to hire the premises will be invoiced for the cost of the letting, in accordance with the LGB’s current / agreed scale of charges.
- 8.5. The hirer should be a named individual and the agreement should be in their name, giving their permanent private address. This avoids any risk that the letting might be held to be a business tenancy, which would give the hirer security of tenure.
- 8.6. All lettings fees which are received by the academy will be paid into the academy’s individual bank account, in order to offset the costs of services, staffing etc (which are funded from the academy’s delegated budget). Income and expenditure associated

with lettings will be regularly monitored to ensure that at least a “break even” situation is being achieved.

9. Public liability and accidental damage insurance

9.1. The hirer will be required to confirm that adequate and appropriate insurance cover is in place for the activity to be carried out (see Terms and Conditions for further details).

Date adopted by Governing Body	June 2016
Date for full implementation	June 2016
Date for review (3 Years)	June 2019
Lead Professional	David Sheard (CFO)

Annex 1

Trinity Academy community sports facility

The sports facility is an academy facility designed to be used by academy students, academy sports partners as well as members of the public. The code of conduct below applies to all users of the facility. This document specifically details the expected standards of conduct for the use of the academy sports and parking facilities.

Parking facilities and access

The parking facility is run by Trinity Academy and is provided specifically for those who are using the academy sports facility and academy staff. The following applies to all users:

- The parking areas clearly marked are the only areas where users should park their cars. Access to internal sporting facilities is at the rear of the car park and around the tarmacked multi-use games area (MUGA) to the Sports Entrance.
- Academy sports facility users must not use the area to change in / out of sports clothing.
- Changing facilities are available for AGP users on the main academy site.
- Academy sports facility users must ensure their behaviour takes into account the needs of the local residents.
- Smoking and the use of alcohol or any prohibited substances is strictly prohibited on academy premises.

Behaviour expectations

- The aim of the AGP is to provide a facility for players to enjoy the game.
- Fair play and respect for all is fundamentally important.
- It is expected that players treat opponents with respect at all times, irrespective of the result of the game.
- It is expected that players accept the decisions of the match officials without protest.
- It is expected that players show respect towards match officials before, during and after the match.
- It is expected that players show respect towards the opponent's team, officials and supporters.
- It is expected that players avoid shouting and screaming, and instead encourage fellow players.
- The academy will not tolerate inappropriate language or behaviour.
- The academy will not tolerate sexual or racial harassment, or any other discriminatory behaviour, whether physical or verbal, by any user of its facility.

Failure to adhere to any of the above could mean you are asked to leave the premises and are prohibited from using the facility again.

To appeal against removal from the facility

To appeal against a member of the academy's staff decision to end an activity and remove a user, should be put in writing and addressed to the Principal.