

# Lettings Policy including Community Use

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## 1 Introduction & Principles

The purpose of this policy is to ensure that the Trustees are:

- Increasing and improving the quality of sporting and physical activity opportunities for the pupils of Worthing High School in curricular and extra-curricular sports activities.
- Providing opportunities for local people and sports organisations to participate in sport and physical activity, to develop their skills particularly among low participant groups
- Where appropriate supporting community clubs which support voluntary sector groups to help raise standards of coaching education and training administration volunteering and performance pathways locally.

## 2 Definitions and Interpretations

In this Policy the following words or phrases are defined as below:

### **Community Use**

The use of the School Facilities by the local community including organised sports clubs, organisations and for casual use.

### **Casual Use**

The availability for any individual(s) or groups to book the facilities up to 14 days in advance\* for use on a pay-as-you-play basis, where space is available.

### **Priority Groups**

Groups identified by the school as being under represented for the particular activity engaged.

### **Core Times**

0800 to 1700 Mondays to Fridays - during term time.

### **Premises**

The land and buildings under the occupation of the trust.

## 3 Objectives

The trust agrees to operate and manage its resources in a manner consistent with achieving the following objectives:

- To maximise use of schools during term time and the school holidays, including school core times if facilities are available for external use.
- To encourage a lettings programme which supports opportunities for beginners, for people wishing to improve their skills via programmes of coaching and competition, training for players coaches and officials and specific activities aimed at attracting new participants from the following priority groups:

- 16 and under;
- 45 and over;
- girls and women;
- Lower socio economic groups;
- Black and ethnic minorities;
- People with disabilities;
- Other specified target groups as agreed

To provide a balanced programme of use which provides for a wide range of community uses which includes:

- Development Initiatives;
- Casual use
- League and tournament competition from junior to senior levels
- Organised club sessions;
- Coaching and officiating courses.

## 4 Access to Facilities

The Trust agrees as a minimum to make their facilities available for Community Use outside of School Core Times including holiday periods. Facilities may also be available during school core times by prior arrangement and subject to availability.

## 5 Marketing and Promotion

Each school within the trust will be responsible for marketing and promoting the facilities in accordance with the agreed aims.

## 6 School Responsibilities

Each School within the Trust will be responsible for the facilities and shall:-

- resource, control and ensure the maintenance of the facilities in a manner that will allow achievement of the agreed aims;
- make the facilities available outside school core times in accordance with planning permissions/licensing arrangements;
- ensure provision of heat, light and water and such other amenities as are required for the facilities and their intended use;
- ensure that the facilities comply with all legislation and guidance relating to access for all users.

## 7 Resources

Each School endeavours to ensure that the costs of operating Community Use at the facilities will be fully covered by income from such use and any surplus will be utilised as follows:

- To contribute to a contingency or sinking fund for major maintenance, repairs and ultimately renewal of fixed life elements of the facilities;
- To increase the use of the facilities by any local priority groups by staging special promotions or by offering discounted rates of hire;
- To improve and increase the stock of sports equipment for use in connection with the Sports Facilities.

## 8 Pricing Arrangements

A schedule of prices for use of all facilities will be maintained, reviewed and agreed annually. The pricing schedule will be published on the school website.

## 9 Booking Arrangements

The Trust has established an easy and accessible advanced booking arrangement for Casual Use and a block bookings system for hire of the facilities using a standard booking form. Hirers can use their own insurance or arrange cover through the school. Deposits are payable for some facilities.

## 10 Parking Arrangements

All those organisations using school facilities will have access to the main school car park. Street parking will be discouraged to minimise the impact on local residents.

## 11 Conditions of Hire

All those using a school for community use must ensure they do so in accordance with the Conditions of Hire. A Conditions of Hire contract will be signed by all those individuals/organisations who hire school facilities.