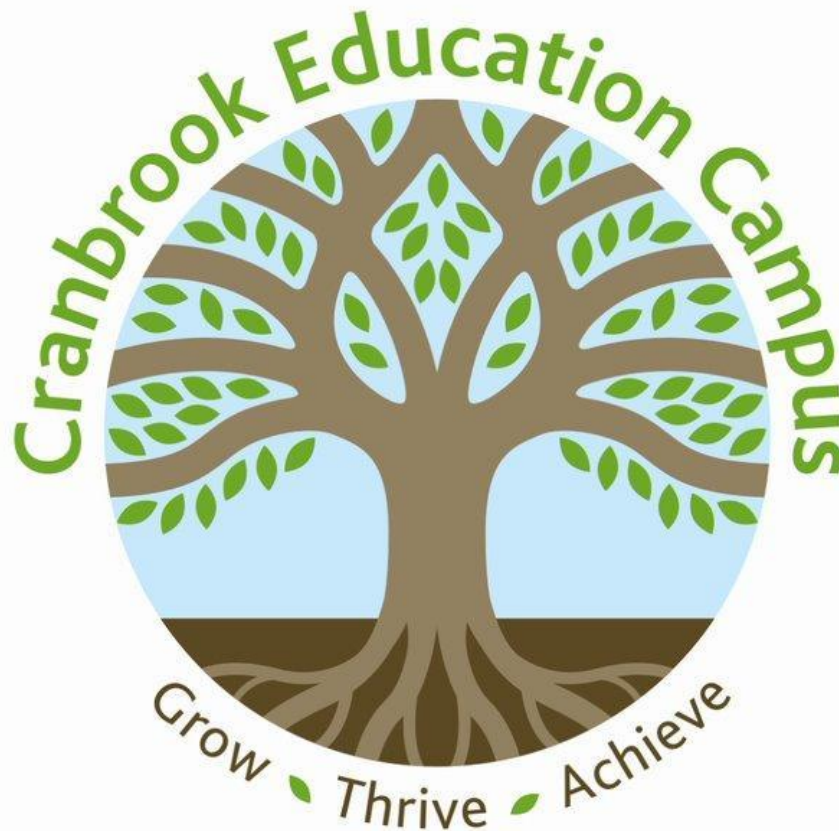


Community Lettings Policy

Cranbrook Education Campus



Author of Policy: Caitlin Short - Lettings Coordinator

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Our Mission and Values

We are a school rooted in its **community** where aspirational **learning** and **opportunities** transform the lives of our pupils.

Our mission is to transform **lives** and strengthen our **communities** to make the **world** a better place.

We do this by living our values of 'the **PERKS of being #Crantastic**'. We are Proud, Engaged, Ready, Kind and Safe.

Current Staffing Structure

- Stephen Farmer – Head of Campus
- Clare Sellick – Business Manager
- Caitlin Short – Lettings Coordinator
- Alex Binks – Premises Manager
- Paula Bennett – Finance Officer
- Antony Moxey – Caretaker
- James Yeo – Caretaker
- Georgia Skelly – Community Sports Assistant
- Livia Szaboova - Community Sports Assistant
- Sian Kelly - Community Sports Assistant

Introduction

Cranbrook Education Campus has fantastic facilities on site including a 3G pitch, MUGA, netball/tennis courts and 2 large sports halls. The Campus is an excellent community asset and our aim is to maximise the use of facilities for the benefit of the community. However, community lettings taking place on site must not interfere with the day to day priorities of the Campus.

The Campus budget will not be used to subsidise any part of the lettings programme but the money raised will be used to support the activities of the Campus.

Administration of Letting

The School Governing Body recognise that it would be impossible for them to personally check every applicant or organisation who wishes to make use of Campus during community hours. Accordingly they have delegated the authority to accept applications for hire to the following persons: Lettings co-ordinator or any other duly authorised person(s) within the Business support team. All lettings are entered into on the clear understanding that any activity undertaken by hirers on the Campus's premises will be legal and will not bring the Campus into disrepute. The Campus reserves the right to refuse any application or terminate any existing agreement. The final authority for decisions regarding lettings and the resolution of any disputes has been delegated to the Head of Campus or the authorised member(s) of staff designated by the Head of Campus.

Hire Enquiry and Booking Confirmation

The signatory application shall be the hirer. Where a promoting organisation is named in the application, that organisation shall be also considered the hirer and shall be jointly liable hereunder with the signatory.

The fee payable for the hiring shall be calculated in accordance with the agreed price list (Appendix C). Cranbrook Education Campus reserves the right to alter or revise these charges at any time.

General Terms of Use

- Lettings may occur during the hours of darkness. Adequate and sufficient lighting is provided inside and outside the premises to assist with safe access and egress, including around the car park.

- Cranbrook Education Campus will accept no responsibility for damage caused to vehicles and other property while the users are on the Campus site. Parking is made available only on the basis that it is at the vehicle owner's risk. The hirer is asked to arrange for users to park in designated areas only.
- The hirer must ensure that only that part of the building actually hired is used and must observe any instructions given by the community sports assistant and Lettings Coordinator.
- Hirers will be acquainted with the emergency and evacuation procedures (which are on display), including the location of the fire alarms, fire extinguishers and emergency exits. The hirer then takes responsibility for briefing other users associated with the hiring. The hirer is responsible for drawing up a PEEP (Personal Emergency Evacuation Plans) for anybody who will not be able to get themselves out of the building unaided. Fire exits must not be blocked or locked, nor should furniture, equipment, or other obstructions be placed in corridors during the hiring. Hirers may legitimately request to see the Campus's fire risk assessment.
- The Campus is not responsible for the users' activities, but will ensure that the activity and the hired room/equipment are compatible.
- Except by specific agreement, equipment must be provided by the hirer and not by the Campus. All mains powered electrical equipment brought onto the premises must have a valid test and inspection certificate. It is the hirer's responsibility to take precautions to ensure users' safety when using equipment, whether that equipment belongs to the Campus or not.
- It is the responsibility of the hirer to provide first aid equipment and trained personnel in addition to trained community sports assistants provided by the Campus.
- Smoking/vaping - The Campus and associated Campus grounds is a no-smoking/no-vaping environment.
- Dogs On Campus – Cranbrook Education Campus is a totally dog free area (Unless a registered service dog) this includes both the car park and grass football pitches.
- Footwear must be appropriate for the activity. No stiletto or of footwear which might cause damage to floors is not permitted to be worn in any circumstance.
- No sub-letting is allowed.
- Gate Closures – At 9pm the gate will close to allow no additional hirers or parents to enter the Campus. Cars can still exit at any point after this time as the gate has an internal sensor when a vehicle approaches.
- The hirer is responsible for providing access to a mobile telephone for emergency purposes. The hirer must contact the Community Sports Assistant on site as soon as practicable in the event of an emergency that puts the premises or Campus's property at risk.
- The hirer must ensure that risks associated with the activity are properly controlled throughout the hire period and that the Campus is left in a clean and satisfactory condition



including replacing any furniture (Tables, Chairs, desks, Football Goals) that has been moved.

Staffing

Cranbrook Education Campus employs Community Sports Assistants to work both contracted and casual hours throughout the week to cover scheduled opening hours. Each member of staff must ensure they always carry a mobile phone, their lone working device and the master keys with them in case of an emergency. A handover will take place at 7pm each weekday evening from the site caretaker to ensure all locking up and security procedures are met.

Lost Property

Cranbrook Education Campus does not accept any responsibility for damage or loss (including theft) of any articles of property brought, deposited or left by the hirer, his/her guests, agents or any member of the public at the Campus during the period of the hire. The hirer must make his/her own insurance arrangements to cover such items.

Safeguarding

Children should be supervised at all times by a 'responsible person' aged 16 years or over whilst on the Campus site and remain the responsibility of the club until the child has been collected by the parent or guardian. Any hirer that operates children's activities should ensure all officials and instructors have been DBS checked, copies of which may be requested by Cranbrook Education Campus.

Opening hours and periods of closure

Weekday evening opening hours are set to 5pm – 9pm with staff working set time to cover these hours. Weekend hours are fluid and depending on booking demand in high and low seasons. The weekend staffing rota is managed by the Lettings Coordinator on a half termly basis.

The Campus is open 48 weeks of the year, excluding bank holidays, with a 2 week closure over the Christmas period and 2 weeks during August for a deep clean and essential maintenance.

Insurance

It is the responsibility of professional hirers to effect suitable public liability and other relevant insurance cover. As a general rule, cover up to £5 million is recommended.

Fire Procedures

On hearing the fire alarm, you are to evacuate the building immediately by the nearest exit. It is the responsibility of the Hirer to ensure all members of the organisation in attendance or at the activity are aware of the location of the muster point and are present when roll call is finalised. It is the responsibility of the Community Sports Assistants to check that each organisation is registered at the muster point.

It is the responsibility of the Hirer to ensure that all members of their respective organisation or activity are registered for each session. The register should be taken to the muster point (Paper or Electronic) in the case of evacuation. The Community Sports Assistants will check that each representative / hirer is present at the muster point. The Hirer must inform the Community Sports Assistants if all people are accounted for or how many people are missing.

It is the responsibility of the Hirer to familiarise themselves with the location of the fire alarms, fire exits and fire extinguishing equipment.

Equipment and Storage

The hirer's use of the hired premises shall be deemed to include the use of chairs and tables only, unless prior consent has been sought and received for the use of other furniture and equipment.

No storage is available at the Campus unless under specific request to the Lettings coordinator and a formal agreement is in place with the agreement of the Premises Manager.

Invoicing, Hire Fees and VAT

CEC and its Local Governing Board are responsible for setting and agreeing charges for the community letting at Cranbrook Education Campus (Appendix C). Charges will be reviewed annually in time for the new financial year starting from 1st September.

Once an initial enquiry has been confirmed the hirer will be asked to complete an electronic booking form which is submitted to the Lettings Coordinator. This will only become a confirmed booking once it has been processed onto the Booking System (School Bookings) where you will receive an electronic notification from the system containing the relevant charges that will be due prior to your booking. A follow up invoice will be sent via email in advance of your booking from the Campus's finance officer.

For all hirers fees will be requested in advance of your booking taking place. This applies without exception for regular and non-regular hirers unless other arrangements have been made with management.

Cranbrook Education Campus is VAT registered but lettings are classed as 0 rated.

Other facilities available to hire at will be quoted on request. And will be quoted for in advance of the booking being agreed.

Cranbrook Education Campus reserves the right to increase the charges for community use at any time on the giving of one calendar months' notice to the hirer. Cranbrook Education Campus reserves the right to alter, amend or add to the Conditions of Use at any time and such alterations, amendments or additions will be effective on the giving of seven days' notice to the hirer.

Payments and Late Payments

In order to run an efficient community lettings facility, it is essential that fees are paid on time and in the correct manner.

The person/organisation committing to these Terms of Hire will be responsible for the payment of all fees and charges unless otherwise agreed in writing with the Lettings Coordinator and Finance Assistant at Cranbrook Education Campus.

The bank account details for Cranbrook Education Campus are as below.

- Account name: Ted Wragg Multi Academy Trust t/a Cranbrook Education Campus
- Account number: 37300763
- Sort code: 30-80-37

Unpaid Hire Fee's

Cranbrook Education Campus reserves the right to take appropriate action to recover unpaid fees. Any hirer/organisation account falling into arrears will trigger the immediate cancellation of any outstanding booking in place. Continued failure to pay may result in legal proceedings, which may have implications on the credit rating of the person/people responsible.

All costs incurred in the collection of unpaid fees including our administration costs and any costs and disbursement paid to solicitors acting on behalf of the Campus shall be recoverable in full, from the person/persons signing this Terms of Agreement (by physical signature or electronically agreeing to the Terms & Conditions).

Hirer Cancellations

Cranbrook Education Campus reserves the right at any time without notice to cancel a hiring or withdraw permission for the hirer to occupy any part of the hired premises on any particular date. In such Cranbrook Education Campus shall not incur any liability whatsoever to the hirer other than for return of any fee or the appropriate part of any fee paid in respect of the hiring.

Cancellation fee breakdown is listed below:

- Cancellation between 1 week and 48 hours' notice = 50% charge
- Cancellation of less than 48 hours' notice = 100% charge

All cancellations must be made in writing by emailing bookings@cranbrook.education. Discretion is applied in poor weather and issues relating to Covid – 19.

Appendix A to Lettings Policy

A booking enquiry form is located on our website to gather initial information.

<https://www.cranbrookeducationCampus.org.uk/form/?pid=5&form=21>

Once the booking requirements have been established, the hirer is asked to complete the hirer information form.

Appendix B to Lettings Policy

Terms and Conditions

Our community lettings terms and conditions sit as a live document on our website so they can be viewed by both current and prospective hires at any time. A link to these are also attached to every automated booking confirmation sent from the booking system (School Bookings).

Terms and Conditions -

<https://www.cranbrookeducationCampus.org.uk/page/?title=Community+Lettings&pid=58>

Appendix C to Lettings Policy

Facilities	Standard Price (Per Hour)	10 + Sessions (Per Hour)	Floodlights (October – April)
Whole 3G Pitch	£62	£52	£22
2/3 3G Pitch	£47	£40	£18
1/2 3G Pitch	£40	£34	£14
1/3 3G Pitch	£32	£27	£10
Main Hall / Dance Studio	£24	£20	
Sports Hall	£34	£30	
Primary Studio	£20	£18	
Netball/Tennis Courts	£12	£10	
Classroom/Meeting Room	£12	£10	
Secondary Library	£18	£16	



Pricing Structure

- Standard Price/1-9 session – If you would like to book a one off session or less than 10.
- 10 + Sessions – These must be consecutive with no more than 1 week's gap (holiday only).
- Floodlights Available (October to April) – Specific dates set each year upon booking confirmation.

Pricing Review

The price list is subject to change and review in March 2023.

Draft

