

Lettings Policy



KIRK HALLAM

COMMUNITY ACADEMY

Background Information

Artificial Grass Pitch

The Artificial Grass Pitch opened in February 2011 after a £500,000 investment from Football Foundation and Department for Education.

The pitch is state of the art third generation technology and is used by the school in the day during term time and it used at weekends and between the hours of 17.00 - 22.00 week days by Community users.

The Pitch is a floodlit, full 11-a-side sized pitch with two divider nets that can split the pitch into three areas catering for 5-a-side, 7-a-side and 9-a-side football. The AGP also comprises of a tarmac viewing area for spectators.

Sports Hall

The Sports Hall is a 32x17m, 4 badminton court sized sports hall with a half way dividing net. The hall has all main sports floor line markings, two adult sized basketball rings and four junior rings that can cater additionally for basketball matches as the hall is equipped with an electronic scoreboard. There are two indoor cricket nets, enabling year round training, 5-a-side goals and the Sports Hall is fitted with acoustic panels to reduce noise levels.

Netball and Tennis Courts

The facilities comprise of four full size tennis courts and three netball courts.

Gymnasium

The gymnasium is a 22x11m area, catering primarily for the gymnastics clubs who use the facility and the some martial arts and fitness session. There is a lockable storage equipment cupboard used by the PE department and the gymnastics club.

Lakeside Building

The Lakeside Building opened in May 2009 to provide educational facilities for Post 16 students. The building comprises of a large multi use hall / performance space with tiered seating for 220 people and overall seating for 450, fifteen classrooms, of which several are specialist classrooms (Science, D & T and I.T.) and the remaining are general classrooms. The building can be let as a whole or by room for meetings, performances and events.

Dining Hall

There is additional space in the school dining hall that is often used for birthday parties, community holiday scheme and large group meetings.

Fitness Suite

Included in the Sports Centre complex is a Fitness suite. The suite contains 16 stations of fitness equipment including cardio and weights machines, as well as a selection of free weights, medicine balls, and kettle bells. There is also a designated area for sit ups and stretching.

Additional storage

There are four main additional storage areas users to store small items of equipment such as ball, there is one for the community, one for PE, one for the ESSP and a shared space between PE and the ESSP.

Facilities

- The Sports Hall has full disabled access and facilities.
- The building is equipped with four changing rooms, each with showering facilities and fifteen toilets (including disabled toilets and shows). There is direct accessible from the outside for AGP users to the changing and toilet facilities.
- There is a large reception area with some seating, views into the sports hall and a hot drinks machine.
- Staff facilities include offices for PE and Academy staff and a communal staff area with sinks, microwave and fridge.

The Staff ; Roles and Responsibilities

- Overall responsibility for the facilities is held by the Academy Business Manager.
- The P.E. Faculty manage the facility during the school day.
- Responsibility for the management of the Facilities after Academy hours is held by the Sports and Community Facilities Officer and the Community Assistants.

Sports and Community Facilities Officer

The Sports and Community Facilities Office role is to ensure the smooth and effective operation of the facilities for the community users. This involves a wide range of tasks including; organise the lettings of the facilities, line managing the Community Assistants, managing a budget, monitoring and evaluating the community programme, maintaining and developing the Health & Safety standards, training staff.

Community Assistant

The community sports assistant's role is to provide top quality customer service to the users of the facilities. To achieve this, the Community Assistants open and lock the facilities, ensure all equipment is in good working condition, manage changeovers of groups/organisations using the facilities, ensure the cleanliness of the facilities, maintain the health and safety of its user's, assist with bookings and customer enquiries.

Staff periodically receive training on all areas relating to the hire and use of the Academy facilities by community users, including topics such as safeguarding and child protection, lone working, health and safety, conduct and areas including but not exclusively, policy, procedures, monitoring and reporting.

Hirers should make contact through the community team email address;

community@kirkhallamacademy.co.uk

Booking Procedures

Casual Booking

- Only a single session can be booked.
- A booking can only be made 7 days in advance of play.
- The booking must be paid for before play can commence.
- Failure to pay will result in the immediate cancellation of the booking and the refusal of further booking requests until the debt is paid.
- Failure to turn up without written notice will result in the refusal of further bookings.

Block Booking

- Bookings can be for a maximum of 52 sessions
- Each session must be for the same sport or activity and be in the same place, although a different pitch, court or lane is acceptable.
- The interval between each session is at least one day but not more than 14 days. There is no exception for intervals greater than 14 days which arise through events that can be reasonably predicted such as closure for public holidays. However, if the Academy has to rearrange your session due to unforeseen unavailability of the facility on our part this would not break this condition.
- Dates when the facility hire is not required must be stated at the time of booking.
- Failure to pay invoices each month will result in the cancellation of the booking.
- Weekly payments must be paid in advance of play'. Failure to pay will result in the immediate cancellation of the booking.
- Any additional bookings would be made separately.
- Cancellation of a block booking requires 4 weeks written notice.
- The hours between the commencement and end of the hiring period include preparation time and not solely the duration of the activity.
- All bookings will be confirmed with a confirmation letter.

One Off bookings

- Only a single session can be booked.
- To make a booking, a booking form needs to be completed.
- A booking can only be made up to 52 weeks in advance of play.
- Failure to pay will result in the immediate cancellation of the booking.

Hirer agreements

- Any activity booked more than one week in advance requires a booking form.
- All bookers and associated persons must comply with the terms and conditions of hire.
- All bookings are secured once a confirmation email has been received.
- All bookers must provide a contact name and details for the hirer, the welfare officer (if the session/activity involves juniors) and a fire officer/ session evacuation lead.
- Multi bookings for one hire must include individual session leaders contact information.
- For block bookings involving juniors, the hirer must provide a copy of the safeguarding and child protection policy that is followed and a copy of the safeguarding statement signed by the safeguarding officer.
- All junior session leaders must have attended safeguarding first aid courses, be DBS checked, hold the relevant qualifications and be insured.
- Safeguarding officers for junior activities are required to sign a statement to ensure the session participants are safeguarded and protected.
- Session Leaders for junior activities are required to provide ID to staff which will be kept on file for the duration of the booking.
- All business bookings must provide evidence of public liability insurance.
- Hirers are required to provide the start and end date, day and time of sessions.
- All sections of the booking form must be completed.
- All returned forms will be deemed to accept the terms and conditions of hirer.