

**Crosby Primary School  
Community Use Scheme  
Last Reviewed Summer 2024  
Next Review Summer 2025**



The aim for our children is to be healthy, responsible citizens, building the knowledge and skills to succeed in later life, enabling them to become the best they can be.

**Community Use Scheme**

We wish to support the local and wider community by using our facilities for the benefit of the community, where it is not to the detriment of the children of Crosby School. We regard the school buildings and grounds as a valuable asset and will make every effort to enable them to be used as effectively as possible. The overriding aim of the school is to provide the best possible education for its pupils and any lettings of the premises to outside organisations will be considered with this in mind.

This Community Use Scheme covers specific details on the management responsibilities and mechanisms for review of community arrangements on site, and should be read in conjunction with other school policies, such as Health and Safety. The halls are the focus of our lettings for community use. However, school facilities such as the playing fields and other spaces within the school grounds are available for community use.

**Use of premises for school purposes**

Use of the premises for activities such as staff meetings, parents' meetings, Governing Body meetings, extracurricular activities for school pupils supervised by school staff, fall within the corporate life of the school and therefore costs arising from these activities are a legitimate charge against the school's delegated budget providing no admission charges are made.

**Scope of facilities for Community Users**

The following facilities can be used by community organisations:

- Main Hall
- Small hall
- Field

There are able bodied and disabled person toilets for use by the community. Full details regarding available facilities can be given at enquiry stage.

**Hours of Use**

Availability for use by the wider community are normally:

- Weekdays 4:30pm until 5:45pm (Monday to Friday) term time only
- There will be no access to the school site on any Bank Holiday, Christmas Day and New Year's Day.

**Pricing**

A charge will be levied to meet the cost of any use of the premises by an outside organisation in respect of any lettings of the premises. As a minimum the actual cost to the school of any use of the premises by an outside organisation must be reimbursed to the school's budget. The cost of hire and use of the school's facilities may be waived or subsidised if the activity is solely for the benefit of the children at Crosby School or the local community.

The charges quoted are exclusive of VAT where applicable:

Minimum charge:	£25:00 per hour
Refundable fee against damages and inappropriate use:	£50.00

Full details and a breakdown of costs will be made available upon application.

### **Value Added Tax**

In general, the letting of rooms for non-sporting activities is exempt of VAT whereas sports lettings are subject to VAT (although there are exemptions under certain circumstances). More details will be provided where applicable.

### **Access by non-school users**

All pedestrian and vehicular access to the site outside normal school hours for community use is from Normanby Road only. Community users and visitors will enter the school building via the small hall. The hirer must keep a register of all persons in the school building at all times. Where access is limited to activities outside of the normal school day, no DBS check is required. On those rare occasions where community users are entering the school building during the school day the usual identity and safeguarding checks are required.

### **Management Responsibilities**

All use on the school site is managed by the Governing Body and delegated to the Headteacher/School Business Manager on a day-to-day basis. The Headteacher will report to the Governing Body on community activity as appropriate.

The Headteacher has the final decision on use of the school site and facilities, subject to approval by the Governing Body.

The overall responsibility for ensuring correct and timely financial reports rests with the School Business Manager and Headteacher. All expenditure and income will be included in the standard school budget monitoring reports and no separate banking or accounts will be maintained. However, careful monitoring and apportionment of total school costs for site management, cleaning, reception, etc. are agreed so that transparent accounting takes place to ensure that the community activities are self-funded. The School Business Manager has day-to-day delegation from the Headteacher to manage the school's facilities.

### **Administration process for lettings**

Organisations seeking to hire the school premises must contact the School Business Manager. A **School Letting - Initial Request Form** must be completed at this stage. The Headteacher, acting on behalf of the Governing Body, has the right to refuse an application and any letting must not be regarded as "booked" until approval has been given in writing. No public announcement of any activity or function taking place should be made by the organisation concerned until the booking has been formally confirmed in writing.

The School Business Manager will send, with the written confirmation, a copy of the terms and conditions for the hire and the hire agreement. The letting shall not take place until the hire agreement has been returned to the school. The person applying to hire the premises will be invoiced for the cost of the letting in accordance with the Governing Body's current scale of charges.

The hirer must be a named individual, over the age of 18 years. The agreement must be in their name and provide telephone contact, address and email where available.

### **Public Liability and Accidental Damage Insurance**

The Governing Body has taken out public liability insurance for use of the school building, site and equipment. Hirers must take out their own insurances for personal liability and damage to their own equipment. The School Business Manager will, on behalf of the Governing Body, check the insurance arrangements of the organisation on application.

### **Monitoring and Review**

The scheme is monitored and reviewed by the governing body. Last reviewed Summer 2024. Next review Summer 2025.