# Community Use Agreement: Orchard House High School

## 1. Introduction and Planning Context

This Community Use Agreement (CUA) is prepared in accordance with the planning condition attached to the approval of Orchard House School's development. It outlines the principles and arrangements for making the school's facilities available for community use, supporting local access to sport, health, and wellbeing opportunities.

The agreement covers:

- Hours of community access
- Management responsibilities
  Charging and subsidies
- Booking and usage conditions
- Review mechanisms

## 2. Aims of the Community Use

Orchard House High School is committed to:

- Enabling inclusive access to high-quality facilities for people of all ages and abilities, including those with SEND
- Promoting health, fitness, and social engagement through sport and physical activity
- Encouraging local partnerships and clubs to provide regular activities for the community
- Operating a sustainable, self-financing programme that prioritises public benefit

## 3. Priority of Use

Use of the facilities is prioritised as follows:
1. Orchard House students and Trust events
2. Organised community groups, clubs, and partner organisations
3. Casual public bookings

## 4. Facilities Available for Community Use

The following facilities will be available for letting:
Sports Hall and associated multi use classroom spaces
Multi-Use Games Area (MUGA)
Assembly/Dining Hall (non-sport activity)
Accessible toilet and parking facilities

Equipment will not generally be available unless specified in the hire agreement.

## 5. Hours of Community Use

| Period | Day | Times |
|---|---|---|
| Term time – weekdays | Mon–Thurs | 18:00 – 19:30 |

| | | |
|---|---|---|
| Term time – weekends | Saturday | 09:00 – 15:00 |
| | Sunday | No availability |
| School holidays | Weekdays | 09:30 – 15:00 |
| | Weekends | No availability |
| Christmas holidays | All days | School closed |
| Inset / special events | All | As per school calendar |

## 6. Booking and Access Arrangements

- All bookings must be made through a formal Lettings Agreement using the approved form.
- Access is subject to risk assessment, insurance documentation, and any safeguarding requirements (e.g. DBS checks for children's activities).
- The school may use a third-party lettings platform or provider to manage bookings in future.

## 7. Charges and Subsidies

- A cost-recovery charging model will be used. Charges will reflect cleaning, utilities, and staffing.
- A published charging policy will be reviewed annually
- Discounted or free use may be considered for:
  - Charitable or voluntary groups
  - Partnerships offering reciprocal benefit to students
  - Grant-funded or subsidised projects targeting local needs

## 8. Staffing and Supervision tbc

- Secure opening/locking of facilities
- Cleaning and site checks
- Safety and first aid protocols

## 9. Insurance and Risk

- All hirers must provide proof of £5m Public Liability Insurance.
- Risk assessments will be undertaken by the school and may also be required from hirers.
- Pre- and post-use inspections will be carried out to assess damage or cleanliness.

## 10. Safeguarding and Legal Compliance

- All groups working with children or vulnerable adults must ensure compliance with safeguarding regulations including DBS clearance.
- Alcohol, smoking, and illegal substances are not permitted.
- Hirers must comply with licensing requirements for music, performances, or large gatherings.

## 11. Terms and Conditions of Hire

All use is subject to the Terms and Conditions of Hire, which include:

- Use only of agreed area
- No sub-letting
- Responsibility for behaviour, noise, and litter
- Cover for damages, breakages, or additional cleaning costs

## 12. Community Use Management Committee

A Community Use Management Committee (CUMC) will meet annually and include:

- Headteacher (Chair)
- School Operations Manager
- Site Manager
- Two representatives from user/community groups

The CUMC will:

- Monitor uptake, user feedback, and operational impact
- Review pricing and access policies
- Report to the Local Governing Body

## 13. Monitoring and Review

This Community Use Agreement will be reviewed annually. Any revisions must be submitted to the Local Authority (planning department) if required by condition.