

Manchester Communication Academy

Use of Facilities



with you, for you, about you.

This document has been approved for operation within	
Date of last review	
Date of next review	
Review Period	
Date of Trustee Approval	
Status	
Person Responsible for Policy	
Owner	
Signature of Approval	

Background

The Academy opened on the 6 September 2010 and has rapidly developed a wide range of activities offered to diverse groups. We seek to utilise the assets at our disposal to benefit both the Community and the Academy.

Several principles underpin this use of assets. Our facilities are offered to:

- **Commercial Users** – This range of groups includes private sector bodies using our facilities for corporate/conference events, large scale or national charitable bodies hosting events at the Academy, and users of sports pitches or other facilities.
- **Community & Partner Groups** – This includes local sports clubs and youth teams who the Academy wishes to offer facilities to at a subsidised rate, and local community/charity groups or individual users who are similarly offered access to facilities at preferential rates. In some cases, this will require individually negotiated, non-‘market rate’ contributions based on a specific agreement.
- **Hosted Organisations** – These organisations are typically longer term partners of the Academy, and use our resources in the provision of services or resources which benefit both parties. Such groups will typically not pay charges for their use of assets (or only pay mutually agreed amounts where additional costs have arisen) on the principle that their activities are of themselves sufficient benefit to the Academy.

We have attracted users of our facilities in each of these categories, and the benefits of this – both financially, and in placing the Academy at the heart of the wider community – are notable. A flexible approach has contributed to this success, but we now need to take stock and formalise the current use of assets, and set guidelines for future asset use.

The Academy's Asset and Opening Hours

We have a wide range of assets which users can benefit from.

They are:

- The Sports Hall
- Dance/Drama Studio;
- Conference Suite;
- Classrooms/Mini-Conference Rooms/Breakout Rooms.

- All of the above opening hours
Monday – Friday 8am-4.30pm – Students
Monday – Friday 4.30pm-10pm – Community
Saturday & Sunday 9am-5pm – Community
- Sports Pitches (3G Astroturf pitch & subdivisions thereof, MUGA pitches);
Monday – Friday 8am-4.30pm – Students
Monday – Friday 4.30pm-9pm – Community
Saturday & Sunday 9am-9pm – Community

Pricing

Appendix 1, attached, sets out the pricing structure for our assets based on the categories of user already described. Standard booking documentation (Appendix 2) has to be completed for all 'standard' Commercial and Community users. Appendix 3 provides further guidance as to what constitutes a 'Community' sports club & the agreed benefits that may be required between such clubs and the Academy. These documents shall be placed on the Academy's website.

Responsibility for determining the level of charge to apply, informing users of these charges, and collecting the income from them rests with the Assistant Principal – Community (AP). This includes the categorisation of users as either Commercial or Community. Charges levied for 'standard' use must comply with the pricing structure as published.

The AP will liaise with his line manager (Vice Principal – Community) where charging arrangements are 'non-standard'.

This includes:

- Commercial or Community/Partner arrangements where charging is for a combination of facilities – for example, a larger conference where breakout rooms or other facilities might be required. Such events may incur additional cost (for example, site staff assisting in moving conference facilities), and agreeing a 'bespoke' price for the event in question may be appropriate.
- Longer term lettings – for example, where a sports club requires a seasonlong letting.
- Agreements with Partner groups where a contribution to costs incurred is required – for example, where a partner occupies space at the Academy for a stipulated period of time. These contributions will be negotiated & agreed with the Partner in advance of any occupation of Academy space.
- Agreement to 'Host' activities at the Academy will always be agreed by the relevant Vice Principal, documented, and signed up to by both the Academy and the other party.

Accurate projection and subsequent recovery of the income generated through the use of Academy assets is the responsibility of the PMC and the Finance Director. Maintenance of records relating to asset usage is also the responsibility of the AP (basis of charge, agreements with users etc) and the FD (amounts charged and received, action taken to recover outstanding debts).

Review

Charges for facilities, and the level at which users are charged, will be reviewed periodically; and updated annually as appropriate. Users must be informed in advance of any change to charges to be levied against them, and must complete updated booking forms where this is required.

The AP will report on asset utilisation as part of the balanced scorecard that is prepared each month, and the AP & FD will report annually to the Governing Body on the overall asset usage of the Academy, considering:

- Income generated and recovery of debts;

- Level of asset use;
- Client mix/organisations supported;
- Capacity for future developments;
- Lessons learned in year.

Changes to these principles & their application will be discussed with the Vice Principal (Community) and agreed at SLT and Governing Body level.

Martin Roberts
Assistant Principal – Community