

Forest Fields Primary School

Community Lettings Arrangements

Service Level Agreement on usage of  
the Former Forest Fields Community  
Centre

## **Purpose**

This agreement is made between Nottingham City Council and the Governing Body of Forest Fields Primary and Nursery School. The school is a community school maintained by the local authority.

Ownership of the former Forest Fields Community Centre was transfer to Forest Fields Primary and Nursery School and the Council meeting on....

The purpose of this service level agreement (SLA) is to detail the level of community group access to the former Forest Fields Community Centre building and the agree room hire charge rates for community use.

As the building now forms part of the school estate it is recognised that the primary propose of the building will be to support education and the community which the school serves.

## **Definitions**

“Forest Fields Primary School” means - Forest Fields primary and Nursery School

“SLA” - means Service Level Agreement

“MUGA” means Multi Use Games Area

“The Building” – means the former Forest Fields Community Centre

“Community Groups” – means a locally based community organisation, registered charity, community interest company or not for profit community group.

“The School” means - Forest Fields primary and Nursery School

## **Service Parameters**

Forest Fields Primary School will use all reasonable endeavours to maintain community group access to the building. However, during school hours (08:00 – 17:00) in term time Forest Fields Primary School will have sole access to the Building and the School MUGA.

Forest Fields Primary School, using school communications methods e.g. mail outs, social media etc. agree to actively promote the use of the building by the wider community. Priority access will be given to community groups at weekends and in the evenings at the reduced hire rates. It is recognised by both parties that it would be inappropriate and unlawful for the school to use pupil funding to subsidise a community group below these rates.

Forest Fields Primary School agree to the charges set out in table 1 below for all community groups. These rates are based on the previous 2019 charges and account for a small

increase due to inflation. Charging rates for Commercial/Private Hire are not covered by this agreement.

These rates will take effect on 1<sup>st</sup> September 2021 and will be reviewed in July 2022.

Subject to the rate of inflation the school reserves the right to increase its charge. However, such an increase would be limited to 5% in any one year.

<b>Table 1 Community Group Rates (£ / hour)</b>					
		<b>1 Room</b>	<b>2 Rooms</b>	<b>3 Rooms</b>	<b>4 Rooms</b>
<b>One-Off Event</b>	-	<b>£11.50</b>	<b>£22.00</b>	<b>£31.50</b>	<b>£39.00</b>
Hall / Hall + Room (s)	£26.00	£33.00	£40.00	£47.00	£53.00
MUGA	£25.00	£15.00 (when hired in conjunction with rooms/hall)			
<b>Regular bookings</b>	-	<b>£10.50</b>	<b>£19.50</b>	<b>£28.00</b>	<b>£35.00</b>
Hall / Hall + Rooms (s)	£21.00	£28.00	£34.50	£42.00	£46.00
MUGA	£21.00	£11.00 (when hired in conjunction with rooms/hall)			

Hourly Rate - This is the hourly rate charged for sessions of up to 6 hours continuous use. If the hire is for a period of more than 6 hours continuous use during any single day of hire, the total charge for that day will be capped at 6 hours.

One-Off Events - These are bookings for single events, or multiple events of 5 or fewer dates.

Regular Bookings - These are bookings made for 6 dates or more, within a period of up to 6 months.

### **Usage Policy**

As there will be no school staff on site, all users must undertake full responsibility for the security of the building (including unlocking and locking); fire safety; and health & safety of all those in their charge using the building. If a community group fails to adhere to the agreed procedure the school reserve the right to cancel future bookings.

### **Bookings**

All booking enquiries must be made directly to the school office on 0115 9156872 or by emailing [admin@forestfields.nottingham.sch.uk](mailto:admin@forestfields.nottingham.sch.uk). Full details will be available on the school booking form. It is agreed that the booking form will include a statement reminding users that there is no parking on site and encouraging the use of public transport, this will encourage and prioritise local users.

**Payment Terms**

Community group will be required by pay invoices in a timely manner. Failure to pay will result in access being barred to the building.

**Key Performance Indicator**

The school intends to actively prompt the use of the building to the local community. Our aim is to triple the number of hours the building is used, by community groups, over the first 12 months.

**Signatures**

**School Representative** .....

**Position and contact details** .....

**Nottingham City Council  
Representative** .....

**Position and contact details** .....