



Ripon Grammar School

LETTINGS POLICY

Introduction

The Governing Board is committed to ensuring the efficient use of the school's premises and making them available for use by the local community.

However, the overriding aims of the Governing Board are to:

- support the school in providing the best possible education for its students
- promote equality, opportunity and community cohesion in the local area
- ensure appropriate safeguarding arrangements are in place.

Any hiring out of the premises to outside organisations will be considered with this in mind.

Types of Hire Arrangements

The Governing Board has agreed to define hire arrangements under the following categories:

- **Community Hire Arrangements**
- **Commercial Hire Arrangements**
- **Residential Courses**

Activities such as parents' evenings and extra-curricular activities involving RGS students supervised by staff from school do not fall within a hire arrangement.

Practices

With the aforementioned aims in mind the Governing Board acts to ensure:

- there are clear Conditions of Hire and a clear Scale of Charges
- the health and safety requirements of lettings are met in full
- links and goodwill are generated with the local and wider community
- the use of the premises for school functions takes priority over lettings
- the school retains the income from lettings and the cost to the school of lettings is met from this income

- school premises are not let to individuals or organisations if there is reason to believe the name of the school would be brought into disrepute.
- school premises can be let for functions where a Public Entertainment Licence is required.

- decisions whether to permit lettings are made by the Headmaster. If the Headmaster believes a letting should not be permitted, he will report the reasons to the Governing Board.
- the Bursar uses her discretion as to whether a discount may be applied to secure the letting.
- all persons hiring school premises conform to the relevant Health & Safety regulations.
- that those enquiring about hiring receive the Hire Arrangements Pack which includes copies of the following:
 - The School's Lettings Policy
 - The School's Terms and Conditions
 - The Scale of Charges
 - The application forms (H1-H4)

- The Lettings Policy and the charges are reviewed annually.

Policy date: January 2019

Review date: January 2020

CONDITIONS OF HIRE

1. All applications for the hire of accommodation must be made on the appropriate application form (H1) and submitted to the Finance Office at least three weeks before the proposed date of the hire arrangement.
2. The Hirer will be invoiced for the cost of the hire arrangement in accordance with the Governing Board's current scale of charges.
3. We will seek payment in advance in order to reduce any possible bad debts.
4. The school retains the right to refuse or cancel any application.
5. The school may cancel or terminate, at any time, any hiring if there is any omission from or misstatement in the application form; or if the premises are hired or used for any purpose for which they have not been approved; or if the payment is not made on time.
6. The hiring times must be from the time the first person requires entry until the time the last person leaves the school grounds and must include preparation and clearing up time. If the original hours of hiring are exceeded there will be an additional charge.
7. The school reserves the right to require a deposit over and above the hiring charge that equates to 25% of the hire charge as a surety against damage or the premises being left in an unacceptable condition. The deposit will be returned within 14 days subject to any deductions.
8. The school is constrained by law to apply value added tax to all transactions where this is appropriate.
9. No booking shall extend beyond the hour of midnight.
10. The LA maintains insurance cover for liabilities incurred by Governors with regard to lettings, **but insurance for liabilities incurred by hirers is the responsibility of hirers.** The governing board may at its discretion waive this requirement where the Hirer is an individual or small informal group.
11. Hirers must ensure that full supervision is provided during lettings, especially of playing fields and swimming pools, and the School will not be responsible for any claims which may arise as a result of negligence on the part of hirers or their supervisors.
12. The Hirer must only use that area of the premises hired.
13. The Hirer shall be responsible for the behaviour of their visitors at all times. Excessive noise may cause hiring to be terminated.
14. All fire exits to be kept clear at all times and all entrances to the school to be kept clear of vehicles at all times.
15. Cars are parked at the owner's risk.
16. No smoking to be permitted anywhere on the school site.
17. No dogs will be permitted except Guide dogs.
18. Any cause for complaint can be dealt with through the school's complaint procedure (available on the school website.)

I acknowledge receipt of and agree to comply with these conditions of hire.

Date: _____

Name (capitals): _____

Signature: _____

PLEASE RETURN ONE SIGNED COPY TO THE SCHOOL FINANCE OFFICE