



Ripon Grammar School

LETTINGS POLICY

Introduction

With the exception of boarding facilities, all letting of the school's facilities is organised by an external agency. This agency, currently Schools Lettings Solutions [SLS], handles all bookings and charges, and operates and runs the school's designated facilities for let between the hours set out in the facilities contract. The school retains the right, in consultation with the agency, to establish the rates of letting and the extent of use of its facilities. Regular meetings between the school and the agency are held to monitor operations. In addition to the specific terms and conditions laid out in the contractual agreement between the school and the agency [SLS], all operations are governed by the following broad policy.

Policy

- The range of facilities available for let are identified by the school's management. This list includes classrooms, sports facilities, public spaces and boarding accommodation.
- The pricing of facility letting is done in conjunction with the letting agency as governed by the contract. Pricing is assessed in April for change in September of each year and should reflect a balance between a competitive commercial rate which ensures a good return to the school while being sensitive to community support.
- Use of the school's facilities by external lets will not hinder or impede the normal operations of the school and the school reserves the right to use any facility, during the designated hours of hire, for use by the school, subject to suitable notification as set out in the contract.
- The school will act to promote equality of opportunity for those hiring its facilities and will monitor usage for the purposes of community cohesion. This specifically applies to the use of the 3G pitch which is governed by a Community Use Agreement that in turn designates 3 partner clubs as able to hire at a community partnership rate.
- The school will ensure that appropriate safeguarding and health and safety procedures are in place to ensure the school's facilities are safe to let.
- The school reserves the right to cancel a booking if it brings the school into disrepute.
- Residential courses remain outside of the agency contractual agreement and are booked via the Finance Office and handled by the Premises Manager and caretakers.

Procedures

For all use of the school's facilities whether arranged by an external agency or, in the case of residential hire, booked direct through the school, the following practices apply:

- Clear Conditions of Hire and Scale of Charges are available on request from either the agency for general hire, and the school for residential hire.
- Health and Safety requirements are met in full for all facilities and equipment
- School premises can be let for functions where a Public Entertainment Licence is required.
- The agency may use its discretion as to whether a discount is applied to secure the letting.
- All persons hiring school premises conform to the relevant Health & Safety regulations.

Policy Reviewed: 27 January 2020