

# CONDITIONS OF HIRE

1. Bookings should be made at least 21 days in advance whenever possible. A booking is only deemed to be firm when a signed H1 booking form has been received from the hirer. In the case of single events, full payment is required before the date of the event. For bookings involving a series of dates, payment can either be paid in full before the first date of hire or can be made at the end of each calendar month for events that have taken place in the month.
2. The Authority has insurance cover for liabilities which it through the school incurs as a result of lettings, but personal accident insurance and any insurance for liabilities incurred by hirers are the responsibility of hirers themselves.
3. If the original hours of hiring are exceeded, then an additional charge equal to twice the hourly rate, will be made for each excessive hour or part thereof.
4. 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.
5. All entrances to the school to be kept clear of vehicles at all times.
6. Hirers must ensure that full supervision is provided during lettings, especially of playing fields and swimming pools, and the Authority will not be responsible for any claims which may arise as a result of negligence on the part of hirers or their supervisors.
7. Cars are parked at the owner's risk.
8. All fire exits to be kept clear at all times.
9. The school retains the right to refuse or cancel any application.
10. 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.
11. The *hirer* will be responsible for:
  - a) Any damage which may be caused to the school premises or its contents by any visitor **or**
  - b) Any loss or injury suffered by any person as a result of this hiring and the *hirer* shall indemnify the school in respect of any such damage loss or injury.
12. The *hirer* shall be responsible for the behaviour of their visitors at all times.
13. No smoking to be permitted anywhere on the school site.
14. Excessive noise may cause hiring to be terminated.
15. No booking shall extend beyond the hour of midnight.
16. All areas used by the *hirer* must be left in a tidy condition.
17. The *hirer* shall not cause, or permit, any person connected with the hiring to drive any nails, screws or other fixings to the walls or floors; or into any furniture or fitting; or do or permit to be done anything likely to cause damage to the building or any such furniture or fittings.
18. The *hirer* shall pay to the school on demand the cost of reinstating or replacing any part of the premises, or any property whatsoever belonging to the school, in or upon the premises, which be damaged, destroyed, stolen or removed during the period of hiring.
19. No dogs will be permitted except Guide dogs.
20. Electrical equipment is not included in hire charges.
21. Cancellation by *hirer* within 7 days of the event will incur administration charges.

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  
SITE MANAGER**

## **PRACTICES**

**With the aforementioned aims in mind, it is the policy of this school:**

- That the use of premises for school functions will take priority over lettings.
- The Governing Body will set charges for lettings guided by these principles:
  - Lettings to bona fide community groups will be charged at discounted rates to cover caretaking, energy, wear & tear, administration.
  - Where the school is used as a polling station the relevant authority will be charged the actual additional costs incurred by the school.
  - Lettings to all other hirers will be charged at cost plus profit margin determined by the Governing Body, within the scale of charges shown at the end of this document.
- The school will retain the income derived from lettings, and the costs to the school of lettings will be met from this income.
- The school premises will not be let to individuals or organisations if there is reason to believe that the name of the school will be brought into disrepute.
- The school premises can be let for functions where a Public Entertainment Licence is required.
- Decisions whether to permit lettings will be made by the Headteacher. If the Headteacher believes a letting should not be permitted he will report the reasons to the Governing Body.
- The Premises Manager will use his discretion whether a discount may be applied to secure the letting.
- All persons hiring the school premises will be expected to conform to the relevant Health & Safety regulations.
- There will be an annual review of policy and charges

# LETTINGS POLICY

## **PRINCIPLES**

We are committed to letting various parts of the school premises (e.g. Halls, classrooms, swimming pool etc) and to maximise the income received from these lettings for the benefit of the school and its students, and to ensure good links with the local and wider community.

## **We aim to:**

- Generate additional income to Ripon Grammar School for the benefit of its students.
- Allow lettings to three main categories:
  - 1) Community Use    2) Commercial Use    3) Residential Courses
- Ensure there are clear 'Conditions of Hire' and 'Scale of Charges'.
- Ensure insurance and Health & Safety requirements of lettings are met in full.
- Generate links and goodwill with the local and wider community.