



LETTINGS POLICY

Introduction

1. This policy sets out the framework for the use of the school premises by external individuals, groups and organisations outside of normal school hours. The school is committed to supporting community engagement and making its facilities available for educational, recreational, cultural and social activities provided it does not conflict with the school's core purpose.
2. The aims of lettings are:
 - To generate income to support the school's educational purpose.
 - To ensure that lettings are consistent with school's values and safeguarding responsibilities.
 - To promote community use of school facilities in a safe and responsible manner.

Scope

3. This policy applies to all lettings of school premises including:
 - Sports facilities including the swimming pool, 3G pitch, sports hall, gym, all-weather pitch, netball courts and grass sports pitches.
 - Boarding facilities (Summer holiday only).
 - Assembly Hall and Sixth Form Centre S1.
 - Classrooms.

Conditions of Use

4. The school will ensure that all users agree to the "Terms and Conditions for Hire of Facilities at Ripon Grammar School". This document will be updated as and when required. All hirers must:
 - Book through the BookingsPlus website and follow the procedures set out by the Lettings Coordinator.
 - Comply with the Terms and Conditions for Hire.
 - Comply with Health and Safety legislation and instructions.
 - Comply with the instructions of the facilities staff at all times.
 - Provide sufficient supervision of users.
 - Provide evidence of DBS checks for staff/volunteers and follow the school's safeguarding procedures where required.
 - Provide evidence of liability insurance (where applicable).
 - Ensure users comply with the access routes shown in the Terms and Conditions For Hire and avoid areas that are in use by boarders.
 - Ensure activities are appropriately risk assessed.
 - Leave the facilities in a similar condition and agreed condition as that in which the facilities were made available.

5. The school reserves the right to refuse or cancel bookings. Priority will be given to school activities.

Reviewed: September 2025