



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 Terms and Conditions for Hire of Facilities and a 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 School has 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.
- all bookings are to be made through BookingsPlus.co.uk.
- terms and conditions are available on the website.
- all persons hiring school premises must upload insurance documents and other relevant certificates onto the website.
- the Lettings Policy and the charges are reviewed annually.
- T&Cs, lettings Policy and H&S is available on Bookingsplus.co.uk website or request a copy direct from the school.

Policy date: March 2021

Review date: January 2022