Private and Sponsored Use of The Royal Conservatoire of Scotland Facilities for rehearsals and teaching of non-Conservatoire activities

Essential Reading for: All Staff and Students

Information for: Public

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Private and Sponsored Use of The Royal Conservatoire of Scotland Facilities for rehearsals and teaching of non - Conservatoire activities

The use of Conservatoire facilities for private teaching and gain is forbidden.

On occasion Staff, Students and associated groups may request the use of Conservatoire facilities as complimentary and/or at reduced rates.

The Conservatoire aspires to support the arts, Staff and Students (including Ex Students). Anyone wishing to use the Conservatoire facilities on a complimentary or at reduced rates basis must obtain authorisation from the appropriate Director.

Applications for complimentary and/or reduced rates events must be submitted as an external hire through the gateway process via the Conservatoire Space Planning Team.

Authorisation

The following personnel can authorise complimentary and/or sponsored events/activities within the Conservatoire:

Drama, Dance, Production and Film (DDPF): Director of DDPF/ Director of Finance and Estates

Music: Director of Music/ Director of Finance and Estates

Research/KE: Director of Research/Director of Finance and Estates

External Relations: Director of External Relations/ Director of Finance and Estates

Widening access and Post Graduate Learning and Teaching: Director of Fair Access/ Director of Finance and Estates

Other: Director of Business Development/ Director of Finance and Estates

External Applications: Direct to Space Planning Manager: Production Planning Group (who will liaise with the relevant Director).

Associated costs and charges for events will be identified though the Conservatoire Space Planning Manager and or through the gateway process at the Production Planning Group stage.

All reduced and complimentary offerings will be charged to an internal budget held by the Directorate.

Documentation

All documentation required for events can be obtained from the Conservatoire Space Planning Manager.

Definition of Public

Anyone not an employee or student of the Royal Conservatoire of Scotland are members of the public.

Risk Assessment

A risk assessment must be carried out for all activities/events taking place at the Conservatoire. This is the responsibility of the event organiser and a copy of the

risk assessment documentation must be passed to the Health and Safety Manager.

Public Liability Insurance

Any activity/event involving public must have valid public liability insurance, a copy of which must be provided with the completed risk assessment.

Implementation and review of Policy

Compliance with the Conservatoire policy will ensure a secure and safe environment within Conservatoire and facilitate public access

Staff are reminded of the requirement to adhere the Conservatoire policy. Any questions regarding this policy should be addressed initially to the Client Services Manager.

Document Control Information Overview

Author of Policy:	HR
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Committee Requirements:	Major changes to be approved by CSMT, operational changes to be approved by Director of HR and noted by CSMT.
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Approval confirmed (date):	30.8.19
Approval confirmed by:	Director of HR

9. Document Revision History

Version No.	Version Date	Prepared By	Approved By	Summary
1	2015	Client Services Manager	CSMT	Initial policy document
2	2019	Client Services	CSMT	Operational changes to titles

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		Manager		