

Green Room Place (GRP) – Accommodation and Facilities Use Policy

Updated & Approved by Company Directors and Qualified Pastoral Staff on January 27th, 2025.

1. Purpose

The purpose of this **Accommodation and Facilities Use Policy** is to outline the rules, expectations, and procedures for students staying in accommodation during residential courses organised by **Green Room Place (GRP)**. This policy applies to both temporary accommodation hired from external venues (e.g., boarding houses, hotels) and accommodation owned or operated by **Green Room Place (GRP)**. The policy aims to ensure the safety, comfort, and wellbeing of all students, staff, and visitors, as well as to maintain the integrity and proper use of the accommodation and shared facilities.

2. Scope

This policy applies to all students attending residential courses, including **Green Room Music Theory** and **Green Room Piano Festival**, which run for **5 days and 4 nights**. It covers the accommodation arrangements, use of shared facilities, and behaviour expectations for all students while on-site, whether staying at external accommodation or GRP-owned properties.

3. Accommodation Arrangements

- **External Accommodation:** During residential courses, **Green Room Place (GRP)** arranges for students to stay in external boarding houses, hotels, or similar venues. GRP ensures that these venues meet high standards of safety, cleanliness, and comfort, and are fully compliant with local regulations.
- **GRP-Owned Properties:** Where **Green Room Place (GRP)** operates its own properties for accommodation, the same high standards for safety, cleanliness, and security will apply to all accommodation spaces.
- **Room Allocation:** Students will be allocated rooms based on factors such as age, gender, and any specific requests made at the time of registration. Room assignments are made by **Green Room Place (GRP)** staff with the aim of ensuring students are comfortable, safe, and in a positive social environment. If students have specific needs (e.g., medical, religious), parents/guardians are encouraged to inform **GRP** at the time of registration to help us make appropriate arrangements.
- **Room Sharing:** Depending on the accommodation type, students may be required to share rooms with other students. Where room sharing occurs, every effort will be made to ensure that the room assignments are appropriate for the students' age and needs, and that privacy and personal space are respected.

- **Personal Belongings:** Students are responsible for their own personal belongings during the course. **Green Room Place (GRP)** does not assume responsibility for lost or stolen items, so students are encouraged to keep their valuables securely stored in their rooms.

4. Use of Shared Facilities

- **Common Areas:** Students will have access to shared facilities such as lounges, dining areas, and recreational spaces, depending on the accommodation venue. These areas are intended for communal use, and students are expected to treat them with respect, keeping them tidy and adhering to any rules set by the accommodation provider.
- **Bathrooms and Toilets:** Bathrooms and toilets may be shared depending on the accommodation. **Green Room Place (GRP)** ensures that the facilities are clean and well-maintained. Students should respect others' privacy when using shared bathrooms.
- **Noise and Disruptive Behaviour:** Students are expected to be considerate of others when using communal areas, particularly in the evenings when others may be trying to sleep or relax. Noise should be kept to a minimum in shared spaces and in rooms. Quiet hours may be implemented to ensure all students can rest adequately.
- **Kitchen and Dining Areas:** If the accommodation includes kitchen or dining facilities, students must follow the rules and guidelines set by the venue or by **Green Room Place (GRP)** staff. Students must respect mealtimes and adhere to any dietary restrictions or requirements set out in advance by parents/guardians.

5. Behaviour Expectations

Students are expected to behave responsibly and respectfully at all times while in accommodation. Behavioural guidelines include:

- **Respect for Property:** Students must treat all accommodation and facilities with respect. Any damage to property, whether in their room or shared areas, should be reported immediately to **Green Room Place (GRP)** staff. Parents/guardians may be held responsible for the cost of repairing any intentional damage caused by the student.
- **Alcohol, Drugs, and Smoking:** The use of alcohol, drugs, or tobacco products is strictly prohibited for all students under the age of 18. Students aged 18-20 should refer to the specific rules of the accommodation, whilst also adhering to GRP's policy - the latter of which allows students 18-20 to consume alcohol off-site (away from students under 18, and abiding by UK laws), and in moderation. For smoking/vaping, students must only use the designated areas, or off-site, at the appropriate times. Students aged 18-20 must make a senior staff member aware before they either consume alcohol, or smoke/vape. Any violation of this policy may result in the student being sent home at the parents'/guardians' expense.
- **Safety and Security:** Students must adhere to all safety protocols provided by **Green Room Place (GRP)** and the accommodation venue. This includes evacuation procedures in case of fire or other emergencies. All doors, windows, and personal belongings should be securely locked when not in use.

- **Visitors:** Students are not permitted to have visitors at the accommodation unless explicitly approved by **Green Room Place (GRP)** staff in advance. Visitors may be subject to access restrictions based on the rules of the accommodation venue.

6. Supervision and Staff Responsibilities

- **Supervision:** Students will be supervised by **Green Room Place (GRP)** staff throughout the course, including during their time in accommodation. Staff will ensure that students follow the accommodation guidelines and will be available to assist in case of any issues or emergencies.
- **Emergency Procedures:** In the event of an emergency (e.g., medical, fire, security), students should immediately notify the supervising staff member. Emergency contact numbers will be provided to students and parents/guardians prior to the course, including information on how to reach staff or emergency services.

7. Health and Wellbeing in Accommodation

- **Health Concerns:** Students with any medical concerns or specific health needs (e.g., allergies, medications) should inform **Green Room Place (GRP)** staff and the accommodation venue at the time of registration. Staff will work with the accommodation providers to ensure that any special medical or dietary needs are met.
- **Rest and Sleep:** Students should adhere to set bedtime rules to ensure they get enough rest for the following day. Quiet hours may be enforced to maintain an environment conducive to sleep and rest.

8. Confidentiality and Data Protection

Personal and medical information related to students will be handled in accordance with **Green Room Place (GRP)'s Data Protection & Privacy Policy**. This information will be stored securely and used solely for the purposes of providing care and ensuring the safety of students during their time at the residential course.

9. Review and Updates

This policy will be reviewed periodically to ensure that it remains relevant and effective. Any significant changes to accommodation arrangements or facilities will be communicated to parents/guardians and students prior to the course start.