



LONGHILL

HIGH SCHOOL

Lettings Policy



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Acceptable Use Policy

SLT (I:), Policy Library, Longhill High School Policies, Ratified 21 May 2019

Longhill School Lettings Policy

Introduction

The school leaders and governors seek to maximise the use of the school site and premises to:

- generate income to support the delivery of education for all Longhill students.
- support the local community in enabling it to benefit from the school facilities.

1) General

The school is prepared to consider any application for the use of the facilities or resources, including the minibus, provided that;

- a) An official application form is completed and sent to Longhill Sports Centre
- b) All hires agree to abide by the regulations outlined in the 'Longhill Sports Centre /Longhill High School Facility Hire Policy' or 'Longhill School Policy – For the use of the Minibus'
- c) All hirers must produce a valid certificate of Public Liability Insurance. The school/Longhill Sports Centre can arrange this with an additional 15% on letting fees.
- d) All hirers agree to enforce the school's whole-site no smoking policy.
- e) All organisations involved in the school, but not directly employed by the school, must provide written confirmation on headed paper that they carry out enhanced DBS checks to the same standard as the school.
- f) First aiders are provided via the Longhill Sports Centre that requires a first aider on duty at all times.

2) Minibus

The school has two minibuses that are available for hire when not required by the school. Fees are subject to VAT, except to colleges within the LEA.

Please see 'Longhill School Policy – For the Use of the Minibus'

3) Charges

Charges are per the current rates.

4) VAT

Lettings are subject to Brighton & Hove VAT regulations as set out in section B11/6 of the Schools Finance Handbook. VAT is not chargeable for a series of lettings of ten or more.

5) Delegation

The Head Teacher is authorised by the Governors to implement the policy statement; power of delegation should be as those embodied in the scheme of delegation.

6) Review of Charges

The Personnel and Finance Committee is delegated the authority to review charges on an annual basis.