

South Leeds Community Centres Letting Policy – schedule of charges and discounts

Room Band	Current Standard Charge in Leeds City Council Directly Managed Buildings across the city	Proposed Standard Charge for Leeds City Council Directly Managed Buildings in South Leeds
Band A - Large, typically up to 40ft X 40ft (1600 sq ft)	£17.00 - £30.00	£25.00
Band B - Medium, typically up to 30ft x 30 ft (900 sq ft)	£10.00 - £17.00	£18.00
Band C - Small, typically up to 20ft x 20ft (400sq ft)	£5.00 - £10.00	£12.00
Band D - Kitchens	Variable	£5.00
Band E – Store rooms	Some centres apply charges	Subject to negotiation

The table below outlines the proposals for discounts for community centres pricing and lettings policy in South Leeds. The table also provides details of any potential impact the revised pricing schedule could have upon users of the facilities;

Type of User	Current Standard Charges	Proposed Standard Charges	Impact	Comments
Adult Learning Covers: Adult education activities and use by colleges	Varies from no charge, to discounted rate to standard charges.	£2.50 per room per hour Monday to Friday for small and medium rooms. College block bookings would incur a charge based on proportion of space taken. £10 per room per hour for large rooms and weekend/council holiday usage of rooms.	Proposals already implemented with Colleges. Non-college use isn't very extensive and charges are modest.	<ul style="list-style-type: none"> Wide variations in pricing at present. Links clearly to proposals for charging colleges, introduced from Sept 2005 following negotiations with the colleges. <p>Example of charge: Weekly 2 hour session over 30 wks 30 x 2 x 2.50 = £150 p.a. Based on a session with ten people this equates to £15 per person over the year or 50p per session.</p>
Centre Management Committees	No charge.	No charge Monday to Friday. £10 per room per hour at weekends/council holidays.	Typically meet Mon – Fri at present so will still have free use.	<ul style="list-style-type: none"> Committees would be asked to demonstrate that they were meeting local community needs and seeking opportunities to promote the centre to all local communities in the area.
Community Meetings	Varies from no charge to	£5 per room per hour Monday to	Much of this type of	<ul style="list-style-type: none"> Links to City Council/Leeds

<p>Covers: Communities of interest group meetings, community engagement activities, community forums and surgeries for Councillors and MPs.</p> <p>Examples: tenants and residents associations, Black and Minority Ethnic groups, disabled people's groups, neighbourhood watch, Parish Councils, political meetings of registered political groups.</p>	<p>discount to standard charge.</p>	<p>Friday for small and medium rooms.</p> <p>£10 per room per hour for large rooms and weekend/council holiday usage of rooms.</p>	<p>activity currently isn't charged but depends in some cases what groups have put on lettings forms.</p> <p>Groups meeting frequently could approach the Area Committees for support and request a discount if they don't have the means to pay charges.</p> <p>Some groups don't meet very often e.g. every two months, every quarter so amount to pay is very low.</p> <p>Existing use for members surgeries and political meetings is quite low.</p>	<p>Initiative policy to support community engagement and civic renewal.</p> <ul style="list-style-type: none"> Recognises that many groups have modest funds. Some groups charge a membership fee and undertake fundraising activities. City Councillor surgeries to be booked and paid by Member Services. Groups would be able to approach the relevant Area Committee for support through their small grants scheme if not able to pay a modest contribution to centre running costs. Relevant legislation applies for political meetings close to elections. <p>Example of charge: Bi-monthly meeting for 2 hours. 6 x 2 x £5 = £60 p.a.</p>
<p>Commercial Use</p>	<p>Standard charges</p>	<p>Each lettings application from a commercial business will be reviewed on a case by case basis – if businesses who generate significant amounts of income request to use a community facility, higher charges may be applied. If not, the business will be charged the standard lettings rate</p>	<p>Very little commercial business use at present</p>	<ul style="list-style-type: none"> Could look at encouraging commercial businesses to consider using community centres as an operational base – this would therefore generate additional income and be able to be used to subsidise lettings further. It would be ensured that if any business was wanting to use a community centres, there was sufficient space for community activities to still take place.
<p>Council Departments/</p>	<p>Some uses are charged</p>	<p>Standard charges</p>	<p>There is currently a</p>	<ul style="list-style-type: none"> Not clearly included in current

<p>Other Agencies</p> <p>Covers: Delivery of council services not covered in other categories of use.</p> <p>Examples: Polling Stations, Delivery of educational programmes out of school settings</p>	<p>e.g. polling station usage.</p>		<p>charge for polling station use – this would be apportioned at a flat rate of £250.</p>	<p>policies.</p> <ul style="list-style-type: none"> • Use by the Area Management Team would be of charge
<p>Lifestyle and leisure groups</p> <p>Examples: dance clubs, games clubs, diet and fitness where users pay a charge for the session.</p> <p>Note: 0-19 activities and older peoples' groups (60+) are covered by separate categories.</p>	<p>Varies from no charge to discount to standard charge.</p>	<p>Standard charges.</p>	<p>Some of these groups currently pay standard charges so will not see a significant difference (mainly those using previous Leisure Service centres and weekend use).</p> <p>Many of these groups are private providers e.g. Weightwatchers, Slimming World and have benefited from free use of some centres.</p> <p>There will be winners and losers in this group because of the way the current policies work e.g. a belly dancing class in one centre has been charged but a line dancing class in another is free!</p> <p>Standard charges are</p>	<p>Some groups pay and are content with charges and the need for review.</p> <ul style="list-style-type: none"> • Some groups feel that their current charge is high or have concerns about paying to use rooms. • Some private operators are benefiting from the current policy for some centres which makes them much cheaper or free compared with other venues. <p>Example of Charge: Weekly 2 hour session over 50 weeks in a small room. 50 x 2 x 10.00@50% = £500 p.a. Based on a session with 10 people this equates to £50 per person over the year or £1 per session.</p>

			<p>competitive with non-council providers.</p> <p>Activities for younger people and older people are not affected by these charges – reflecting corporate priorities.</p>	
<p>Older Peoples' groups (60+)</p> <p>Examples: luncheon clubs, games sessions</p>	<p>No charge Monday to Friday. Standard charges at weekends.</p>	<p>No charge Monday to Friday.</p> <p>£10 per room per hour at weekends/council holidays.</p>	<p>Will mainly stay the same without any charges.</p> <p>A small number of groups meet at weekends so will have to pay, request a reduction from the Area Committee or move activities to another day.</p>	<ul style="list-style-type: none"> • The group would be asked to demonstrate how the activity was meeting local needs for older people. • These arrangements would also apply to intergenerational activities which bring young (0-18) and old people (60+) together. • Games activities involving prize giving – e.g. Bingo – will need appropriate licences.
<p>Performances & rehearsals</p> <p>Covers: Amateur productions by community and voluntary organisations.</p>	<p>Performances charged at the hourly room rate.</p> <p>Rehearsals charged at 50% of the hourly room rate.</p>	<p>Performances charged at the hourly room rate.</p> <p>Rehearsals charged at 50% of the hourly room rate.</p>	<p>No significant change. Some large rooms will be a bit cheaper.</p>	<p>Same as current policy.</p>
<p>Private functions</p> <p>Covers: Weddings, Funerals, Parties</p>	<p>Weddings are charged at a standard rate of £450 plus additional charges to cover extra caretaking and cleaning requirements.</p> <p>Other private functions are charged at the standard hourly rate.</p>	<p>Fixed rate for weddings of £650 per booking to cover all costs.</p> <p>Standard charges for room hire for other functions. Additional charges as appropriate based on costs of any extra services needed for the function – security, caretaking and cleaning.</p>	<p>Parties, fashion shows, weddings etc will generally pay more as costs will seek to cover the full costs of services provided.</p>	<p>Prices will be based on standard room charges and will seek to cover the full costs of any additional services provided e.g. for large wedding functions when additional caretaking and cleaning is required.</p>
<p>Registered charities</p>	<p>No charge to standard charge.</p>	<p>50% discount on standard charge Monday to Friday.</p>	<p>50% discount Mon – Fri makes rooms</p>	

Covers: meetings, forums, fundraising events		Standard charges at weekends/council holidays.	competitive with non- council venues. Small number of winners and losers.	
Young people – Under 19. Charged activities. Examples: playgroups, out of school clubs, sports, scouts and brownies	Varies from no charge, to discounted rate to standard charges.	£2.50 per room per hour Monday to Friday for small and medium rooms. £10 per room per hour for large rooms and weekend/council holiday usage of rooms.	Not always clear at the moment if there is a charge for users. It is known that there are a number of private providers benefiting from free room hire but charging children for activities e.g. sports, martial arts. Charges per hour kept low to reflect that some providers, e.g. playgroups meeting several days per week, are trying to keep costs low for families. If groups don't feel they could pass on these modest room hire charges they could approach the area committee for support.	<ul style="list-style-type: none"> • Wide variations in pricing at present. • Some groups are charging for activities in rooms which are currently being provided without charge. • Each group would need to ensure it has a child protection policy. • Some groups which currently have free usage expressed concern about being charged to use rooms during the consultation. • Groups could approach the relevant Area Committee for support. <p>Example of charge: Mon- Fri sessions for 2 hours over 30 weeks.</p> <p>$30 \times 2 \times 5 \times 2.50 = \text{£}750 \text{ p.a.}$</p> <p>Based on a session with ten people, the cost per session is 50p per person.</p>
Young people – Under 19. Non-charged activities (e.g. pre-school activities, youth service programmes, voluntary/community organisations running	No charge.	No charge Monday to Friday. £10 per room per hour at weekends/council holidays.	There is much use of this type and mainly Mon – Fri at present so will not incur any charges.	<ul style="list-style-type: none"> • Youth service and many voluntary organisations do not have specific budgets to pay for room hire. • Organisation would need to demonstrate it has child protection policies and meet

programmes which do not incur any session charges to users).				local youth provision needs. <ul style="list-style-type: none">• If youth service are using community centres as an operational office base, a service charge will be apportioned based on square metrage of space used. A formal agreement would also be drawn up for the use of the space as an office base.
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