

Inner North East Leeds Community Centres Letting Policy – draft schedule of charges and discounts

The table below outlines the proposals for discounts for community centres pricing and lettings policy in Inner North East Leeds.

Type of User	Proposed charges	Impact	Comments
Adult Learning Covers: Adult education activities and use by colleges	£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.	College use currently not extensive and uncertainty over renewal of letting.	Example of charge: Weekly 2 hour session over 30 wks $30 \times 2 \times 2.50 = £150$ p.a. Based on a session with ten people this equates to £15 per person over the year or 50p per session.
Community meetings such as community forums, interest group meetings, community engagement activities for example tenants and resident associations, neighbourhood watch and faith groups, and surgeries for Councillors and MPs.	£5 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.	There is very little of this type of activity in the Mandela Centre and Palace Youth Centre. City-wide, much of this type of activity currently isn't charged but depends in some cases what groups have put on lettings forms. Groups meeting frequently could approach the Area Committees for support and request a discount if they don't have the means to pay charges. Existing use for members surgeries is nil.	<ul style="list-style-type: none"> • Links to City Council/Leeds Initiative policy to support community engagement and civic renewal. • 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 if not able to pay a modest contribution to centre running costs. Example of charge: Bi-monthly meeting for 2 hours. $6 \times 2 \times £5 = £60$ p.a.
Political meetings of registered political groups	Standard charge	There is very little of this type of activity in the Mandela Centre and Palace Youth Centre.	

Community meetings such as young people, older people, Black and Minority Ethnic groups, disabled people's groups	No charge Monday to Friday £10 per room per hour at weekends/council holidays	Currently existing use for this type of activity is minimal	<ul style="list-style-type: none"> Groups would be able to approach the relevant Area Committee for support if not able to pay a modest contribution to centre running costs.
Centre Management Committees	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.	
Commercial Use		No commercial business use at present	<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. Community activities take priority however.
Council Departments/ Other Agencies Covers: Delivery of council services not covered in other categories of use. Examples: Polling Stations, Delivery of educational programmes out of school settings	Standard charges	There is currently a charge for polling station use – this would be apportioned at a flat rate of £250. Existing use is mainly by Leeds City Council Youth Services who use as an operational office base. A service charge will be apportioned based on square metreage of office space used.	<ul style="list-style-type: none"> Not clearly included in current policies. Area Management Team would be charged
Lifestyle and leisure groups Examples: dance clubs, games clubs, diet and fitness where users pay a charge for the session to cover costs to run activity If group is found to be making a profit	No charge Standard charge	Currently most of these groups are not charged. Standard charges are competitive with non-council	<p>Example of Charge: Weekly 2 hour session over 50 weeks in a small room. $50 \times 2 \times 10.00 @ 50\% = £500 \text{ p.a.}$ Based on a session with 10 people this equates to £50 per person over the year or £1 per session.</p>

Where activity is free Note: 0-19 activities and older peoples' groups (60+) are covered by separate categories.	No charge Monday to Friday £10 per room per hour at weekends/council holidays	providers. Activities for younger people and older people are not affected by these charges – reflecting corporate priorities.	
Older Peoples' groups (60+) Examples: luncheon clubs, games sessions	No charge Monday to Friday. £10 per room per hour at weekends/council holidays.	Currently most of these groups are not charged. Currently at Mandela Centre no such groups meet at weekends. As the Mandela Centre is being developed as a "youth hub" for Chapeltown.	<ul style="list-style-type: none"> • 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.
Older Peoples' groups (60) where users pay a charge for the session to cover costs to run the activity If group is found to be making a profit	No charge £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	As above. It is unclear how many groups charge a fee for the activity	
Performances & rehearsals Covers: Amateur productions by community and voluntary organisations.	Performances charged at the hourly room rate. Rehearsals charged at 50% of the hourly room rate.	.	Same as current policy.
Private functions Covers: Weddings, Funerals,	Fixed rate for weddings of £650 per booking to cover all costs. Standard charges for room hire	Parties, fashion shows, weddings etc will generally pay more as costs will seek to cover the full costs of services	For parties etc...additional charges will be incurred as appropriate based on costs of any extra services needed for the function – security, caretaking and cleaning.

Parties	for other functions.	provided.	
<p>Young people – Under 19. where users pay a charge for the session to cover costs to run activity.</p> <p>Examples: playgroups, out of school clubs, sports, scouts and brownies</p> <p>If group is found to be making a profit</p>	<p>No charge</p> <p>£2.50 per room per hour Monday to 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>Currently unclear how many groups who are not charged for room hire charge are charging children for activities e.g. sports, martial arts.</p> <p>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.</p> <p>If groups don't feel they could pass on these modest room hire charges they could approach the area committee for support.</p>	<ul style="list-style-type: none"> • Wide variations in pricing at present. <p>Example of charge: Mon- Fri sessions for 2 hours over 30 weeks.</p> <p>30 x 2 x 5 x 2.50 = £750 p.a.</p> <p>Based on a session with ten people, the cost per session is 50p per person.</p>
<p>Young people – Under 19. Non-charged activities (e.g. pre-school activities, youth service programmes, voluntary/community organisations running programmes which do not incur any session charges to users).</p>	<p>No charge Monday to Friday, weekends/council holidays.</p>	<p>There is much use of this type and mainly Mon – Fri at present so will not incur any charges.</p> <p>Currently there is weekend use at Mandela by groups which is likely to increase in demand from the local community. The Area Committee to consider subsidising additional caretaking costs from the operational budget of the centre or through use of Well-Being funds</p>	<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 local youth provision needs. • If youth service is using community centres as an operational office base, a service charge will be apportioned based on square metreage of space used. A formal agreement would also be drawn up for the use of the space as an office base.