

Contact: Jonathan Stanton
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Date: 28th November 2008

Dear

Subject: Community Centres Lettings and Discounts Policy Consultation

Community centres are costly to run and maintain. Cleaning and caretaking services have to be paid for, buildings must be heated and provided with other basic services. On the other hand, the price for use cannot be too high so as not to prevent them from being busy and well used.

New pricing and discount rates for the use of community centres are being developed and we hope to strike a balance between finance and open usage. We are welcoming your views on the proposed policy. Your comments will be used to ensure the revised policy takes into account the needs of our community partners and stakeholders.

I have enclosed a copy of the proposed charges and discounts for your information. The new rates are due for implementation during October 2009. Discounts will be available to organisations dependant upon their status and the services they provide. We understand that organisations may occasionally have difficulty paying and the Area Management Team can discuss individual needs and assist where necessary.

There are several ways you can register your views as part of the consultation process which include:

- Complete and return the enclosed comments form;
- Email your comments and/or information requests to east.north.east@leeds.gov.uk
- Contact Jonathan Stanton on (0113) 214 5833
- Request a one-to-one discussion

We look forward to working with you in the near future. If any further assistance is required please don't hesitate to contact me.

Yours faithfully

Jonathan Stanton
East North East Leeds Area Management Team
Leeds City Council
Host Media Centre
21 Savile Mount
Leeds
LS7 3HZ

Draft Community Centres October 2009 Pricing Schedule

Rooms in all centres have been measured and divided into three groups to provide three basic charging bands:

Room Band	Size
Band A	Large, typically up to 40ft X 40ft (1600 sq ft)
Band B	Medium, typically up to 30ft x 30 ft (900 sq ft)
Band C	Small, typically up to 20ft x 20ft (400sq ft)

The proposed charges for these rooms per hour are as follows:

Room Band	Proposed Standard Charge
Band A	£25.00
Band B	£18.00
Band C	£12.00

Minimal use of a kitchen (e.g. to make refreshments for a meeting) will be included in the standard charge. More extensive use will be covered by booking a kitchen under the Band C charge rate.

Draft Pricing charges and discounts available as detailed below will be effective from October 2009 for all existing and new users.

Category	Proposed Charges
Adult Learning	£2.50 per room per hour Monday to Friday for small and medium rooms.
Covers:	College block bookings would incur a charge based on proportion of space taken.
Adult education activities and use by colleges	£10 per room per hour for large rooms and weekend/council holiday usage of rooms.
Centre Management Committees	No charge Monday to Friday. £10 per room per hour at weekends/council holidays.

<p>Community Meetings</p> <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.</p>	<p>£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.</p>
<p>Commercial use</p>	<p>Standard charges</p>
<p>Council Departments/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>Standard charges</p>
<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: 0-18 activities and older peoples' groups (60+) are covered by separate categories.</p>	<p>Standard charges.</p>
<p>Older Peoples' groups (60+)</p> <p>Examples: luncheon clubs, games sessions</p>	<p>No charge Monday to Friday. £10 per room per hour at weekends/council holidays.</p>
<p>Performances & rehearsals</p> <p>Covers: Amateur productions by community and voluntary organisations.</p>	<p>Performances charged at the hourly room rate. Rehearsals charged at 50% of the hourly room rate.</p>
<p>Private functions</p>	<p>Fixed rate for weddings of £650 per booking to cover all costs.</p>

Covers: Birthdays, Weddings, Funerals, Parties	Standard charges for room hire for other functions. Additional charges as appropriate based on costs of any extra services needed for the function e.g. caretaking and cleaning.
Registered charities Covers: meetings, forums, fundraising events	50% discount on standard charge Monday to Friday. Standard charges at weekends/council holidays.
Young people – Under 19. Charged activities. Examples: playgroups, out of school clubs, sports.	£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.
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).	No charge Monday to Friday. £10 per room per hour at weekends/council holidays.
Minimum charge	Where charges are incurred, the minimum payment will be £5 per session (£25 for commercial bookings, private functions and fundraising events).
Regular usage by an organisation e.g. office base.	Licence or lease to be agreed with each user with charge based on market rate for space occupied.



LEEDS
CITY COUNCIL

Community Centres Review
Pricing and Lettings Policy Comments Form

Name:

Organisation:

Address:
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Contact Number(s):

Minicom:

E-mail Address:

Community Centre Used :

Comments on the enclosed draft pricing schedule (please continue on a separate sheet if required)

General views on the proposed Lettings and Discounts Policy:

How will these changes affect your organisation and what are your concerns:

For office use only:
Follow up required

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Officer _____ **Date** _____