

### Leeds Community Centres Letting Policy – current and proposed standard charges

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 Outer North West 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

### Leeds Community Centres Letting Policy – proposed schedule of discounts

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

Type of User	Current Charges	Proposed Charges /Discounted rate	Impact	Comments
<b>1. Adult Learning</b>  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"> <li>Wide variations in pricing at present.</li> <li>Links clearly to proposals for charging colleges, introduced from Sept 2005 following negotiations with the colleges.</li> </ul>
<b>2. Centre Management Committees</b>	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"> <li>Committees would be asked to demonstrate that they were meeting local community needs and seeking opportunities to</li> </ul>

Type of User	Current Charges	Proposed Charges /Discounted rate	Impact	Comments
<p><b>3. Community Meetings</b></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, neighbourhood watch, Parish Councils.</p>	<p>Varies from no charge to discount to standard charge.</p>	<p>£5 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>Much of this type of 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>promote the centre to all local communities in the area.</p> <ul style="list-style-type: none"> <li>• Links to City Council/Leeds Initiative policy to support community engagement and civic renewal.</li> <li>• Recognises that many groups have modest funds.</li> <li>• Some groups charge a membership fee and undertake fundraising activities.</li> <li>• City Councillor surgeries to be booked and paid by Member Services.</li> <li>• 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.</li> </ul> <p><b>Example of charge:</b> Bi-monthly meeting for 2 hours. 6 x 2 x £5 = £60 p.a.</p>
<p><b>4. Vulnerable Adults</b></p>	<p>Varies from no charge to discount to standard charge.</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>No groups meet at weekends at present. Weekend hire incurs additional costs due to caretaking etc therefore groups will have to pay, request a reduction from</p>	

Type of User	Current Charges	Proposed Charges /Discounted rate	Impact	Comments
			the Area Committee or move activities to another day.	
<b>5. Political meetings of registered political groups.</b>	Varies from no charge to discount to standard charge.	Standard Charge	Existing use for political meetings is quite low.	
<b>6. Commercial Use</b>	Standard charges	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	Very little commercial business use at present	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<b>7. Council Departments/ Other Agencies</b>  Covers: Delivery of council services not covered in other categories of use.  Examples: Polling Stations, Delivery of educational programmes out of school settings	Some uses are charged e.g. polling station usage.	Standard charges	There is currently a charge for polling station use – this would be apportioned at a flat rate of £60.	<ul style="list-style-type: none"> <li>• Not clearly included in current policies.</li> <li>• Use by the Area Management Team would be of charge</li> </ul>
<b>8. Lifestyle and leisure</b>	Varies from no charge to	Standard charges.	Some of these groups	Some groups pay and are content

Type of User	Current Charges	Proposed Charges /Discounted rate	Impact	Comments
<p><b>groups</b></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>discount to standard charge.</p>		<p>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 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>with charges and the need for review.</p> <ul style="list-style-type: none"> <li>Some groups feel that their current charge is high or have concerns about paying to use rooms.</li> <li>Some private operators are benefiting from the current policy for some centres which makes them much cheaper or free compared with other venues.</li> </ul> <p><b>Example of Charge:</b> 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><b>9. Older Peoples' groups (60+)</b></p>	<p>No charge Monday to Friday. Standard charges at weekends.</p>	<p>No charge Monday to Friday. £10 per room per hour at</p>	<p>Will mainly stay the same without any charges.</p>	<ul style="list-style-type: none"> <li>The group would be asked to demonstrate how the activity was meeting local needs for</li> </ul>

Type of User	Current Charges	Proposed Charges /Discounted rate	Impact	Comments
Examples: luncheon clubs, games sessions		weekends/council holidays.	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>older people.</p> <ul style="list-style-type: none"> <li>• These arrangements would also apply to intergenerational activities which bring young (0-18) and old people (60+) together.</li> <li>• Games activities involving prize giving – e.g. Bingo – will need appropriate licences.</li> </ul>
<p><b>10. Performances &amp; rehearsals</b></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><b>11. Private functions</b></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><b>12. Registered charities</b></p> <p>Covers: meetings, forums, fundraising events</p>	<p>No charge to standard charge.</p>	<p>50% discount on standard charge Monday to Friday.</p> <p>Standard charges at weekends/council holidays.</p>	<p>50% discount Mon – Fri makes rooms competitive with non-council venues.</p> <p>Small number of winners and losers.</p>	
<p><b>13. Young people – Under 19 Charged activities.</b></p>	<p>Varies from no charge, to discounted rate to standard charges.</p>	<p>£2.50 per room per hour Monday to Friday for small and medium rooms.</p>	<p>Not always clear at the moment if there is a charge for users. It is known that there are a</p>	<ul style="list-style-type: none"> <li>• Wide variations in pricing at present.</li> <li>• Some groups are charging for activities in rooms which are</li> </ul>

Type of User	Current Charges	Proposed Charges /Discounted rate	Impact	Comments
<p>Examples: playgroups, out of school clubs, sports, scouts and brownies</p>		<p>£10 per room per hour for large rooms and weekend/council holiday usage of rooms.</p>	<p>number of private providers benefiting from free room hire but 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>	<p>currently being provided without charge.</p> <ul style="list-style-type: none"> <li>• Each group would need to ensure it has a child protection policy.</li> <li>• Some groups which currently have free usage expressed concern about being charged to use rooms during the consultation.</li> <li>• Groups could approach the relevant Area Committee for support.</li> </ul> <p><b>Example of charge:</b> Mon- Fri sessions for 2 hours over 30 weeks.</p> <p>30 x 2 x 5 x 2.50 = £750 p.a. Based on a session with ten people, the cost per session is 50p per person.</p>
<p><b>14. Young people – Under 19. Non-charged activities</b></p> <p>(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.</p>	<p>No charge Monday to Friday.</p> <p>£10 per room per hour at 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>	<ul style="list-style-type: none"> <li>• Youth service and many voluntary organisations do not have specific budgets to pay for room hire.</li> <li>• Organisation would need to demonstrate it has child protection policies and meet local youth provision needs.</li> <li>• If youth service are 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</li> </ul>

<b>Type of User</b>	<b>Current Charges</b>	<b>Proposed Charges /Discounted rate</b>	<b>Impact</b>	<b>Comments</b>
				drawn up for the use of the space as an office base.