

Appendix A

Room Band / Charges - Outer North East	Room Band / Charges - Inner North East	Room Band / Charges - Inner East
Band A -£25	Band A -£25	Band A -£25
Band B £18	Band B £18	Band B £18
Band C £12	Band C £12	Band C £12 (kitchen use is at Band C rate, only to be charged for food prep)
Band D £5 (only charge if kitchen booked for food prep)	Band D £5 (only charge if kitchen booked for food prep)	
Band E - negotiable	Band E - negotiable	

Categories	Main Group	Sub Group	North East Inner	Comments
Cat 1	Adult Learning / Educational Classes (inc. provision for under 19s) (inc. Colleges)	Colleges as per rates agreed corporately (£2.50 ph under 2000 hrs, percentage of running costs above 2000. Colleges this applies to - Leeds City College (ex T Danby, P Lane, C of Technology) and Joseph Priestley. Colleges are invoiced at academic year end.	£2.50 per room for all rooms. (This rate applies up to 2000hrs use) The charging year for colleges runs from Sept-Aug. Above 2000 hrs NST to calculate annual charge for college block bookings.	Charges worked out by NST and invoiced by Finance
		Schools - Core business delivery to 4-19yr during school hours 8.30 -16.00. This applies to projects involving young people in statutory education who are not in mainstream school, at risk of exclusion etc.	£2.50 per room for all rooms	
		WEA (Workers Education Association)	Suggest £2.50 per hour where WEA charge users, free use if they do not charge users.	
Cat 2	Centre Management Committees / User Groups	Applies to meetings to discuss building related issues held either by the centre management committee or groups who are based in or use the centre and call a meeting to discuss centre issues.	No charge Monday to Friday.	
			£5 per room per hour at weekends/council holidays.	
			6 Free Events per year. £5 per room per hour thereafter.	
Cat 3	Meetings of Community	i.e. Pubwatch, TARA, N'hood Watch, Community	No charge Monday to Friday	

	Benefit	Forums, crime reduction advice, fire safety advice, 'In Bloom', Friends of Groups, faith groups (not prayers), disability groups	£5 per room per hour for weekend/council holiday usage of rooms.	
		ADP (Area Delivery Plan) Priority events Groups which fall under this category will only be put forward by area management, lettings will not assess groups against this criteria, they will be advised by AMT	No charge	
Cat 4	Commercial use	General - sale of goods - including gold, jewellery, carpets clothing, auctions	Standard charges	
		TV Filming	£1000 per day	
		Public performance	£250 per half day (four hours)	
Cat 5	Council Departments or Statutory Agencies	Internal / inter-agency meetings, WYP Authority meetings (officer meetings)	Standard charges to be applied seven days per week. Use by the Area Management Team would be free of charge. Any meetings consulting or involving members of public to be charged at Cat 3 rates	
Cat 6	Lifestyle and leisure groups	Lifestyle and leisure groups - charged activity, income reinvested in service (no profit)	No charge Monday - Friday. 50% charges at weekends and Council Bank Holidays	
		Lifestyle and leisure groups - charged activity income not reinvested (profit)	Standard charges seven days per week	
		Lifestyle and leisure - free activity	No charge Monday - Friday. £5ph charges at weekends and Council Bank Holidays	
Cat 7	Older Peoples Groups	Older Peoples' groups (60+) free activity	No Charge	
		Older Peoples' groups (60+), charged activity, income reinvested (no profit)	No charge Monday - Friday. £2.50 charges at weekends and Council Bank Holidays	

		Older Peoples' groups (60+), charged activity, income not reinvested (profit)	50% charge Monday - Friday. Standard charges at weekends and Council Bank Holidays	
Cat 8	Amateur Productions by community and voluntary organisations.	Performances	Performances charged at the hourly room rate.	Anything other than amateur productions would come under the commercial category
		Rehearsals	Rehearsals charged at 50% of the hourly room rate.	
		Set Building	No charge when building is already in use / caretaker on site. Otherwise group will have to pay caretakers charge.	
Cat 9	Private Functions	General functions e.g. conferences, seminars, presentations	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.	
		Wedding Ceremony	Standard room rate seven days per week	
		Wedding Reception	The wedding reception falls under charges for parties	
		Birthday parties under 13 yrs	Children's Birthday parties (under 13) room rate only plus cost of cleaning	
		Parties up to 100 people	Parties of up to 100 people	
			Room rate + £100 cleaning	
		Parties up to 100 - 200 people	Parties 100-200 people £315	
			made up of:	
			£25 room rate x 5 hours	
			£100 cleaning and skip	
Parties up to 300 - 400 people	Parties 300 – 400 people £405			
	made up of			
	£25 room rate x 5 hours			
	£100 cleaning & skip			

			£9 x 4 stewards x 5 hours	
		Parties up to 500 - 600 people	Parties 500-600 people £495 made up of	
			£25 room rate x 5 hours	
			£100 cleaning & skip	
			£9 x 6 stewards x 5 hours	
Cat 10	Not for profit organisations (Changed from Charities)	Charities, Company Limited by Guarantee, unregistered groups, Industrial societies or co-operatives carrying out charitable fundraising events (jumble sales, charity auctions etc),	50% discount on standard charge seven days per week	
Cat 11	Young People	Young people – Under 19. Charged activities, income reinvested - Breakfast clubs, after school clubs, playschemes, playgroups, uniformed services (scouts, guides, St John's Ambulance)	No charge Monday - Friday. £2.50 charges at weekends and Council Bank Holidays	
		Young people – Under 19. Charged activities income not reinvested - Martial arts, Under 18 discos, Dancing classes	50% charge Monday - Friday. Standard charges at weekends and Council Bank Holidays	
		Young people – Under 19. free activities - e.g. Youth Service provision	No Charge	
Cat 12	Vulnerable Adults (Self Help and Support Groups)	Self - Help Alcoholics Anonymous, Narcotics Anonymous, Mental Health Support Groups, Disabled groups (blind, deaf, physically impaired, learning disabilities), Counselling	No charge Monday to Friday and £5 per room per hour for weekend/council holiday usage of rooms.	Most of these groups are unfunded, or rely on voluntary contributions from users and are run by volunteers who've experienced similar difficulties.
		Support Mental Health Support, Special Needs and Learning Disability Support, Physical disability Support		Most of these groups are unfunded, or rely on voluntary contributions from users and are either run by volunteers who've experienced similar difficulties or are supported by paid staff with minimal budgets

		Advice (free advice) CAB, debt counselling , any other free advice type session		Sessions are usually run with a combination of volunteers and paid staff.
Cat 13	Political Meetings	Councillors & MPs surgeries	No charge Monday to Friday and £5 per room per hour for weekend/council holiday usage of rooms.	We can charge them
		Political group meetings	Standard charges to be applied.	
		Town & Parish Councils		Can only charge for these if they have no buildings of their own to hold Parish or Town Council meetings. Rooms used for activities organised by them can be charged
		Area Committee meetings	No Charge	
Cat 14	Changing Rooms/shower facilities	Changing and shower facilities. Covers the use of community centres by sports teams where changing and shower facilities are attached to pitches and playing fields.	No charge if booked with sports hall, otherwise standard room rates apply.	
Cat 15	Existing Users and Usage			
Cat 16	Polling Station use	It is unconstitutional to charge a hire fee for polling centre use. The only charges that can be levied is for heating, lighting, caretaking (and for any damage that might be caused).	Relevant chargers apportioned in line with costs incurred	