

Categories	Main Group	Sub Group	Inner West
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.
		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	Applies to meetings to discuss building related issues held either by the centre management	No charge Monday to Friday. £5 per room per hour at weekends/council holidays.
Cat 3	Meetings of Community Benefit	i.e. Pubwatch, TARA, N'hood Watch, Community Forums, crime reduction advice, fire safety advice, 'In Bloom', Friends of	No charge Monday to Friday £5 per room per hour for weekend/council holiday usage of rooms.
		Councillors & MPs surgeries	No charge Monday to Friday and £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 Monday to Friday £5 per room per hour for weekends / council holiday usage of rooms.
Cat 4	Commercial use	General - sale of goods - including gold, jewellery, carpets clothing, auctions	Standard charges + 50% seven days per week
		TV Filming	£1000 per day
		Public performance	£250 per half day (four hours)

Cat 5	Council Departments or Statutory Agencies	Internal / inter-agency meetings, public meetings, consultations, hosting of open days (recruitment, new service being launched), WYP Authority meetings	Standard charges to be applied seven days per week. Use by the Area Management Team would be free of charge
		Town & Parish Councils	If town and parish councils in your area do not have any buildings of their own, their use of our CCs will be free for meetings. For any other activity they can be charged so you'll need to agree a charge
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 Monday - Friday. £5ph charges at weekends and Council Bank Holidays
		Older Peoples' groups (60+), charged activity, income reinvested (no profit)	No charge Monday - Friday. 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 by community and voluntary organisations.	Performances	Performances charged at the hourly room rate.
		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 Ceremonies and Civil Partnerships	£90 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 upto 100 people	Parties of up to 100 people Room rate + £100 cleaning
		Parties upto 100 - 200 people	Parties 100-200 people £315 made up of: £25 room rate x 5 hours £100 cleaning and skip £9 x 2 stewards x 5 hours
		Parties upto 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 upto 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, un-registered groups, social enterprises, 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. 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 Monday - Friday. £5ph charges at weekends and Council Bank Holidays
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.
		Suuport Mental Health Support, Special Needs and Learning Disability Support, Physical disability Support	No charge Monday to Friday and £5 per room per hour for weekend/council holiday usage of rooms.
		Advice (free advice) CAB, debt counselling , any other free advice type session	No charge Monday to Friday and £5 per room per hour for weekend/council holiday usage of rooms.
Cat 13	Democratic Structures	Political party group meetings	Standard charges to be applied.
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.	Not applicable in this area.
Cat 15	Existing Users and Usage		Not applicable to this area, only to Outer North East
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