

## Gawthorpe Community Academy Lettings Charging Policy

### Introduction

This document sets out the Governing bodies' recommended charges for the use of Gawthorpe Community Academy's facilities. The charges include the hire of the room and any equipment relevant to the letting for all of the above users.

### Charges:

#### The Gym Hall, Assembly Hall or any other space less than 140 metres squared

- Nil cost per room per hour or part hour on weekdays finishing before 6.00 pm for non-profit making organisations delivering activities that are purely for the benefit of Gawthorpe Community Academy pupils that are supported by the Governing Body;
- £8.00 per room per hour or part hour on weekdays finishing before 6.00pm for all other groups;
- £12.00 per room per hour or part hour on weekdays finishing between 6.00 pm and 10.00 pm;
- £18.00 per room per hour or part hour on Saturdays up to 10.00 pm;
- £20.00 per room per hour or part hour on weekdays and Saturdays after 10.00 pm;
- £24.00 per room per hour or part hour on Sundays and Public Holidays.

#### The External Classroom (Band Room)

- £4.50 per room per hour or part hour at all times due to the fact that the hirer would have their own key and the building has an independent heating system.

#### The Dining Room

- £3.50 per hour or part hour at all times.

**NB** – Non-profit making organisations delivering activities that are purely for the benefit of Gawthorpe Community Academy pupils with the aim of improving their outcomes will receive a reduction of 62.5% on all charges.

### Charges for Playing Fields and Playgrounds

The charges to be applied for the letting of playing fields and playgrounds are those as shown for the Gym Hall, Assembly Hall or any other space less than 140 metres squared.

## **1 “One-Off” Letting Fees**

On occasions, it may be deemed necessary to negotiate “one-off” letting fees for particular events. An example of such an event would be a private celebration party. The appropriate fee would be negotiated by the hirer with the Academy Business Manager. Charges implemented should at least cover the actual costs likely to be incurred in providing the letting and generate a small profit.

### **Monitoring the Effectiveness of the Policy**

Annually the effectiveness of this policy will be reviewed, or when the need arises, and the necessary recommendations for improvement will be made to the governors.

### **Notes**

All accommodation charges, whether for rooms, halls or the playing fields, are inclusive of the ancillary use of related cloakrooms and toilets. (In the case of the hiring of outdoor facilities it may be possible to use the toilets serving the Dining Area if the area is not been hired by another user.

The use of any additional accommodation will be charged for separately, for example a classroom being used as a changing room (in connection with a dramatic production)

For a separate letting consisting of a cloakroom only, a separate letting fee equivalent to that for a classroom will be made.

No reduction in the letting charges is made where there is more than one hirer on the same occasion.

The time during which premises are required by a hirer for preparing for a letting and cleaning up afterwards is regarded as part of the letting for the purposes calculating the charge to be made.