

**Norfolk County Council
Education Department**

Standard Scale of Letting Charges from 1 April 2003

These charges are for a standard length of session between the end of the school day and 10 p.m. This session is 4 hours unless otherwise stated below. For sessions shorter than the standard session the full unit charge applies. For sessions longer than the standard session the charge becomes pro rata.

All charges are expressed in units of hire. **The cost of a unit is £11.15** Thus a unit charge of 1.35 would cost £11.15 * 1.35 = £15.05

Accommodation	Monday to Friday	UNITS OF HIRE	
		Saturday	Sunday
		(Charges subject to VAT at 17.5% where applicable)	

Non-Sporting Use

One classroom	1.00	1.10	1.30
Each additional classroom	0.35	0.45	0.50
Hall or gymnasium (Note 1)	1.35	1.55	1.80
Playground for car parking (Note 2)	0.70	0.70	0.85

Sporting Use

Hall (Note 1)	1.35	1.55	1.80
Gymnasium - <u>per 2 hours</u> (Note 3)	1.70	1.95	2.25
Sports Hall - <u>per 2 hours</u> (Note 3)	2.40	2.80	3.20
Showers - <u>per let</u>	0.50	0.70	0.75
Swimming pool - <u>per hour</u> (Note 4)			
- Unheated open air	0.90	1.00	1.05
- Heated learner	1.10	1.30	1.35
- Heated improver	1.40	1.75	1.85
Football, rugby or hockey pitch - <u>per fixture</u> (Note 5)	1.05	1.05	1.25
Tennis or netball court <u>per hour</u> (Note 5)	0.15	0.15	0.20
Cricket pitch - <u>per match</u> (Note 6)	3.80	3.80	4.05
Cricket nets	1.05	1.05	1.20
Athletics - <u>per meeting</u> (Note 6)	5.20	5.20	5.40
<u>per training session</u>	1.05	1.05	1.20
Changing room - <u>per let</u>	0.35	0.45	0.50
Use of playing field for fetes etc.	1.60	1.60	1.80
Playground for car parking (Note 2)	0.70	0.70	0.85
Use of kitchen facilities (for making drinks) - per let	0.25	0.30	0.35
(for cooking) (Note 7) - per let	0.60	0.65	0.70

Additional charges

Each 1/2 hour or part thereof after 10 p.m.	0.35	0.35	0.45
Movement of up to 100 chairs	0.20	0.20	0.25
Over 100 chairs	pro rata	pro rata	pro rata

Notes to Letting Charges Schedule

- 1) This category includes dining halls where these are separate from the main school hall.
- 2) A charge should only be made where special parking facilities are provided for the general public e.g. spectators and caretakers' costs are involved. No charge should be made for members of the group hiring the school.
- 3) The hire of a sports hall or gymnasium for sporting use includes the cost of changing rooms. The use of changing rooms is mandatory for groups hiring these facilities.
- 4) The hire of a swimming pool includes the use of both changing rooms and showers.
- 5) These charges are calculated on the basis that lines are not freshly marked for the user. If fresh lines are required an additional fee of 1.05 units is applicable.
- 6) These charges include all special preparations. If users do not require fresh lines for an athletics meeting this should be charged at the rate for a training session. If users do not require a new wicket or fresh lines for a cricket match this should be charged at the rate for a net practice.
- 7) Cooking facilities may only be provided to properly trained personnel. Schools must refer to the guidance sheet on 'Use of and Access to Kitchen, Served and Exclusive Use Dining Areas' before a let is confirmed.
- 8) All charges are calculated on the assumption the hirer lets the facility at the standard provided for pupils. If the hirer requires a higher standard this will be charged at a higher rate. Advice on appropriate rates can be obtained from the Education Department.

The set charges overleaf only apply to users with 100% subsidies. In the case of users qualifying for lesser subsidies the set charge reflect the maximum charge. Schools may charge less than the set charge.

Schools may charge what they wish for all lets by non-subsidised users (with a policy agreed by the Headteacher and Governors of that school).

Detailed Conditions on Charging Norfolk Adult Education Service for the use of School Premises – Specialist Areas - IT

From 14th May 2001, following a full review, the rate for using an IT suite will be:

UNITS OF HIRE PER 2 HOUR SESSION

<u>Monday to Friday</u>	<u>Saturday</u>	<u>Sunday</u>	
1.45	1.55	1.75	where hardware is 3 years old or over
1.75	1.85	2.05	where hardware is less than 3 years old

These charges represent a substantial increase for schools. Conversion of costs to units will bring IT suite lettings in line with other facilities.

The above rates are based on a 'per suite' basis for an IT suite with 12+ workstations. The session will be for 2 hours. Longer sessions will be charged pro-rata.

There will be no charge for additional students. This will save considerable staff administration time.

The above charges include room hire charge, an amount towards replacement hardware costs, all electricity charges and 20 minutes technician time per 2 hour session. This will ensure that the IT suite is left ready for the class and that any technical difficulties can be resolved speedily.

Additional unit charges are as follows:

Where the IT suite is the only room being used at the site, an extra 0.65 unit will be charged to cover caretaker costs.

Where internet access is required an additional 0.5 unit will be charged until such time as free internet access for schools is agreed.

Conditions of Hire

Where systems are networked, tutors will attend a short training session before the start of the course, run by the technician at the site where they will be working, to enable basic operation of the network, eg. accessing the print queue, loading pre-keyed exercises. The full cost of this training session will be charged to Norfolk Adult Education Service.

Schools will allow Norfolk Adult Education Service tutors, and students under supervision, access to the basic Windows functions such as Windows Explorer. Tutors will undertake to reset any changes made to settings during a session back to the agreed default.

If the system is networked and the network is down, rental will not be charged by the school for that session. The technician will undertake to advise Norfolk Adult Education Service staff in sufficient time so they can contact tutors and students. The school will be flexible in offering additional sessions in this case.

Payment for consumables will need to be negotiated and agreed between each individual school and the Norfolk Adult Education Service Area Manager because of differences in hardware, toners etc.

Norfolk Adult Education Service will pay for any software required in addition to that used by the school. The Service will also pay all installation costs.

Timetable of Cut Off Dates for the Submission of Summary Returns of Subsidised Use
The Financial Year 2003/2004

SUMMER TERM

AUTUMN TERM

SPRING TERM

Period Ending	34 st May 2003	19 th July 2003	24 th Oct 2003	19 th Dec 2003	13 th Feb 2004	2 nd April 2004
Submit By	13 th June 2003	12 th Sept 2003	7 th Nov 2003	16 th Jan 2004	5 th Mar 2004	16 th April 2004
Payment Processed	27 th June 2003	26 th Sept 2003	21 st Nov 2003	23 rd Jan 2004	26 th Mar 2004	30 th April 2004

NOTE : Payments will be processed by the date shown and appear on the subsequent Budget Control Report.

Lettings Returns should be sent for processing to : Central Admin.
Education Department,
County Hall,
Norwich.
NR1 2DL

