

Appendix 5 – Schedule of Charges

The letting costs set out below include the following assumptions:

1. A site agent will need to be on site at least half an hour before the letting begins and remain on site at least half an hour after the letting concludes
2. The site agent remains on site throughout the letting

Schools are free to identify their own charges from the example information below.

The costs identified in the table below are in addition to a flat rate of £15 to cover the cost of the site agent opening up before the hire and closing after the hire. This will be applied to all letting fees.

For example, the full cost of the Sports Hall hire would be:

- For one hour = £15 + £35 = £50
- For two hours = £30 + £70 = £100
- Please note that (1.5 or double time may be required for a site agent on a weekend) so costs should reflect this

	Monday to Friday Site agent required	Saturday Site Agent required	Sunday Site Agent required
Sports Hall (including changing facilities and toilets)	£35 Per hour	£45 Per hour	£55 per hour
Gym (including changing facilities and toilets)	£35 Per hour	£45 Per hour	£50 per hour
Main Hall (including foyer and toilets)	£60.00 per hour	£70.00 per hour	£80 per hour
ICT Room (30 computers, Data Projector, Interactive Whiteboard)	£45 Per hour	£50 Per hour	£60 per hour
Classroom (30 chairs, 15 tables, Dry-wipe board)	£25 Per hour	£35 Per hour	£45 Per hour
Playing Field only (no toilets or changing rooms)	£30 Per hour	£35 Per hour	£45 Per hour
Playing Field (including toilets and changing rooms)	£40 Per hour	£45 Per hour	£55 Per hour
Tennis Courts (only in summer – no lighting, including toilet facilities)	£30 Per hour	£45 Per hour	£55 Per hour
MULTI-USE GAME AREAS (MUGA use only in summer – no lighting including toilet facilities)	£30 Per hour	£45 Per hour	£55 Per hour
Other Resources			
ICT /Other Technician (If required)	£30.00 per hour	£40 Per hour	£50 Per hour
Data Projector Included in Fee ADVANCE NOTICE REQUIRED	Included in Fee ADVANCE NOTICE REQUIRED		
Flip Chart	Included in Fee ADVANCE NOTICE REQUIRED		