

## **Looe Community Academy**

### **Schedule of Community Charges (to 31 August 2013)**

#### **Purpose**

Looe Community Academy Trust (the Academy) is constantly seeking to promote and encourage community, social, educational and sporting diversity through the use of its facilities. As a charitable trust, the Academy's charges are constantly reviewed and are aimed at recovering costs and receiving contributions to maintain, repair and replace the facilities and equipment.

This Schedule reflects the standard charges for established activities, though it is possible to arrange a specific quote from the Business Manager for new, special or non-standard activities.

Decisions to waive charges are only made in extreme circumstances and only by the Headteacher, as the waiver of income amounts to an expenditure by the Academy and needs to be approved accordingly. All waivers, regardless of value, will be formally recorded and lodged with the Finance Officer for audit purposes.

#### **Points of contact**

For all room and hall bookings, please contact Trevor Frasle, Site Manager on 01503 262625 in the first instance.

For all sports and adventurous activities, please contact Stan Minnette, Sports and Community Development Officer on 01503 264665 in the first instance.

#### **VAT**

The Academy has elected to not register for VAT, therefore VAT cannot be charged on services provided.

#### **Review**

This Schedule will be reviewed at least annually and as required to remain relevant. The next scheduled review will be July 2013 to set the charges for the Academy's financial year starting 1 September 2013.

#### **Adoption**

This Policy was adopted by the Governing Body on 15 October 2012.

Annex:

- A. Schedule of Charges.

**Annex A Schedule of Charges to 31 August 2013**

Facility	Period	Price	Additions	Period	Price
Rooms including classrooms, dance, drama and music rooms					
up to	2 hours	£12			
	3 hours	£16			
	4 hours	£20			
Main hall					
Weekdays between 5:00pm and 10:00pm	per hour	£20	Chairs	per hour	£6
At all other times	per hour	£23	Chairs	per hour	£6
Performances: 2 or more consecutive days	per performance	£45	Chairs	per performance	£10
			Additional staging	per performance	£30
			Lighting and/or sound systems including technical support	per hour	£25
(Special performance package options can be negotiated separately with the Academy's Business Manager)					
Rehearsals: up to 8 for booked performances	per hour	£8			
Small hall					
Weekdays between 5:00pm and 10:00pm	per hour	£16	Chairs	per hour	£4
At all other times	per hour	£19	Chairs	per hour	£4
As an area for refreshments when hiring the main hall	per performance	£15	Chairs	per hour	£4
Astroturf mini-pitch/multi-use games area					
Unlit	per hour	£20			
With lights	per hour	£25			
Sports hall					
Including lighting	per hour	£20			
Badminton/table tennis					
Adults	55 minutes	£6			
Juniors (U16)	55 minutes	£4			
Football pitch					
	per match	£30			
	10 match booking	£260			
Looe Juniors (Saturdays)	2013/14 season	£260			
Cricket pitch					
	per match	£30			
	10 match booking	£260			
Looe Cricket Club	2013 season	£300			