

Your Ref:

Our Ref:SD/Lets2016/17

School Lets  
Community & Commissioning  
Education Services  
Woodbank  
DUMFRIES  
DG1 1DD

Any enquiries please contact  
Shirley Daly  
Direct Dial: 01387 260107  
E-mail:[schoollets@dumgal.gov.uk](mailto:schoollets@dumgal.gov.uk)

Dear Customer

### **HARMONISED FEES 2016/17 & REVISED BOOKING PROCESS FROM 1 APRIL 2016**

As an existing or former school let customer I would like to advise fees/charges for session 2016/17 and changes to booking process from April 2016.

Please find enclosed Harmonised Fees and Charges for Financial Year 2016/17 effective from 1 April 2016. If you would like to continue/cancel current or future bookings for session April 2016-March 2017 please email the above mailbox **quoting your SL-ID booking number(s)** as soon as possible.

- Application amendments/continuations following Easter break should be made direct with associated secondary school with responsibility for the facility. This information is available using 'find my nearest' at: [www.dumgal.gov.uk/schoolets](http://www.dumgal.gov.uk/schoolets)

During the initial set up of the School Lets booking system in session 2015/16, applications were processed centrally to ensure consistency across the authority. A support function will remain within Community & Commissioning for school lets and contact details are as above. Please ensure that we hold correct contact details for your organisation and advise of any changes as soon as possible.

Thank you for your continued patience and support during system and process development following revised policy.

Please contact me should you have any queries.

Yours sincerely



Administrative Officer  
Community & Commissioning  
enc.

cc School Support Managers

## 2016-17 Scale of charges

AREA	HARMONISED FEES 2016/17
Small room hire	Junior (<18)/Senior (60+) - £5.75 per hour Community Groups - £7.60 per hour Commercial - £14.85 per hour
Classroom hire	Junior (<18)/Senior (60+) - £7.85 per hour Community Groups - £10.30 per hour Commercial - £20.35 per hour
School Hall (Halls not specifically built for sport, irrelevant of activity)	Junior (<18)/Senior (60+) - £10.60 per hour Adult - £14.05 per hour Commercial - £27.90 per hour
Small Sport Hall (Annan Academy, Douglas Ewart High, Kirkcudbright Academy, Maxwelltown High, Sanquhar Academy)	Junior - £18.42 per hour Adult - £24.50 per hour Commercial - £41.21 per hour (VAT at standard rate will be charged)
Medium Sport Hall (Castle Douglas High, Dalbeattie High, Dumfries Academy, Langholm Academy, Lockerbie Academy, Moffat Academy, Stranraer Academy, Wallace Hall Academy)	Junior - £24.58 per hour Adult - £32.67 per hour Commercial - £57.33 per hour (VAT at standard rate will be charged)
Large Sport Hall (St Joseph's College)	Junior - £30.83 per hour Adult - £40.83 per hour Commercial - £71.67 per hour (VAT at standard rate will be charged)
Dance Studio	Junior - £15.54 per hour Adult - £29.67 per hour (VAT at standard rate will be charged)
Gymnasium	Junior) - £12.33 per hour Adult - £16.33 per hour (VAT at standard rate will be charged)
Badminton Court	Junior - £6.17 per hour Adult - £8.17 per hour Commercial - £14.38 per hour (Vat at Standard rate will be charged)
External Grass Pitch (without changing)	Junior - £10.13 per match Adult - £10.83 per match (VAT at standard rate will be charged)
External Grass Pitch (with changing)	Junior - £12.50 per match Adult - £21.67 per match (VAT at standard rate will be charged)

MUGA – Tennis Courts	Junior - £3.54 per hour Adult - £6.67 per hour (VAT at standard rate will be charged)
MUGA – 1 Court	Junior - £8.58 per hour Adult - £16.33 per hour (VAT at standard rate will be charged)
MUGA – 2 Court	Junior - £12.92 per hour Adult - £21.67 per hour (VAT at standard rate will be charged)
MUGA – 3 Court	Junior - £16.67 per hour Adult - £25.83 per hour (VAT at standard rate will be charged)
Car Park	£15.45 Standard Charge
Playground	£15.45 Standard Charge
Playing Field	£15.45 Standard Charge
Dining Hall	£15.45 Standard Charge
Toilets	£15.45 Standard Charge
Hydrotherapy Pool	£20.60 per session
Various Areas	POA

Vat exempt charges will be applied to a sports hall where the sporting purpose meet all the following conditions:

- The series must be for 10 or more sessions
- Each session has to be for the same sport
- Each session has to be in the same place (the same place can, however, be a different badminton court in a hall, or a different pitch on the same playing fields)
- The interval between each session has to be at least 24 hours and not more than 14 days
- The series has to be paid for as a whole whether or not the right to use the facility for any specific session is actually exercised
- The lets must be to a school, club or association
- The person to whom the facilities have been let must have exclusive use of them

**A VAT Exemption Form should be completed and submitted with the application to qualify for vat exemption charges.**