



## **A Charging Policy for 5-7 Church Street**

Adopted: 17<sup>th</sup> Jan 2017

In setting this charging policy, the Town Council recognises two potentially conflicting pressures on the Council and the community that it represents. Firstly, as the owner of 5-7 Church Street, the Council has a responsibility to maintain the building and to ensure maximum income for the Council. This results in the need to charge organisations or individuals for hiring the building in order to cover the costs of caretaking, heating and lighting. Secondly, the Council recognises that the building is a public asset and should be available to as many and as wide a cross section of groups as possible to ensure maximum usage of the building and increased foot fall in the library provided by Milton Keynes Council.

The Council also acknowledges that any fees should be comparable to the charges set by other organisations in the town and should reflect the ability of the hirer to pay the fees that are requested.

The Council therefore confirms that its hourly charging fees for 2017/18 will be as follows:

### ***Main Areas: upstairs/downstairs***

Commercial: £30/hour

Statutory: £22/hour

Voluntary: £15/hour or part thereof.

In the event that the entire building (with the exception of the Council Office) is hired, the fees will be double.

**Out of hours opening/locking up charges:** £10 each (£20 both)

### ***Small Room (through the main library doors on the left)***

Commercial: £10/hour

Statutory: £7.50/hour

Voluntary: £5/hour

These charges apply outside normal library opening hours. However, the small room is available for hire during normal opening periods as it offers a self-contained private space.

At the same time, the Council recognises that, in exceptional circumstances, it may be appropriate to offer free hire or reduced charges to certain organisations. The Council will offer rooms free of charge for

- a) Meetings of statutory organisations to which the Council is invited or on which it is represented and
- b) Events organised by voluntary groups with limited funds that are part of other community activities such as Christmas Lights Switch-on Day, StonyLive! or Stony Open Gardens
- c) Organisations that are receiving a grant from the Council e.g. Milton Keynes Citizens Advice

In the second of these, the Council will ask groups to make a voluntary contribution towards the costs if they are able to do so.

All hirers will be required to complete a hire form with relevant contact details, regardless of whether there is to be a hire charge

