

Community Use of School Facilities

Charging Guidance

April 2023 - March 2024



Introduction

Approval of requests for community use of schools and the responsibility for setting charges for hire of premises rests with the Board of Governors of the school. In setting these charges the school should ensure the LMS budget is not used to subsidise use of premises. Beyond this schools have discretion to set their own charges however schools are encouraged to facilitate and encourage Community Use when doing so. This guidance document is provided to assist schools when setting these charges.

The document contains suggested charges for some common school facilities such as classroom, halls and pitches. Also included are standard rates for key cost components including staff and utilities that a school may need to factor in when calculating charges for other facilities. These rates are provided as guidance at the time of publication and are subject to change. The EA will publish updated charges in the next academic year.

Further useful information regarding Community Use of Schools is provided below:

Guidance: Department of Education Toolkit

Advice and guidance on Community Use of School premises can be accessed on the DE website [Community Use of school premises - a guidance toolkit](#).

The Toolkit also contains the following documents

- Application for [Hire of Premises Form](#) - Users should complete this Form and return to the school for the Board of Governors to approve. A copy of the completed form can be emailed to the EA email address on the form (for information)
- [Terms and Conditions](#) - copy should be provided to Users along with the Hire of Premises

Invoicing for Community Use of Schools

Once the Hire of Premises Form is approved the school can use this information to raise invoices directly to the user. This is done using the SMART invoicing system. Once the invoice is raised the school LMS account is automatically credited with the invoice amount.

Video Guide:

<https://www.eani.org.uk/school-management/school-finance/integrated-financial-system/ea-integrated-financial-system-ifs>

AR Information and Guides:

<https://www.eani.org.uk/accounts-receivable-information-guides>

For legal agreements the EA will issue invoices for schools over which it has managing authority. The income is credited to the school LMS account.

Charging VAT for Hire of Premises (guidance also contained in DE Toolkit)

Guidance on charging VAT is contained in the DE Toolkit however more information is available here: <https://www.gov.uk/guidance/vat-on-land-and-property-notice-742>

EA Community and Schools Team

The decision on hire of school premises for short term/casual use rests with the School Board of Governors. Schools are requested to email a copy of completed forms into the Education Authority to the email address on the form.

The EA community and Schools Team is available to support and facilitate Community Use of Schools. Further details including staff contact details are on the EA website page <https://www.eani.org.uk/services/community-and-schools>

For longer term use of schools premises (e.g. longer than two terms) a formal legal agreement between the managing authority and the user, known as a lease or licence, may be needed. Contact the Community and Schools Team for advice.

GUIDELINES ON CHARGING

April 2023 - March 2024

The responsibility for setting charges for hire of premises rests with the Board of Governors. In setting these charges the school should ensure the LMS budget is not used to subsidise use of premises. The information below is provided as guidance to help schools set charges for community use of schools.

Table A – Proposed charges for use of facilities

The table below provides suggested charges for the common facilities rented out by schools.

Cost Per Hour - Inc Building Supervisor and Utility Costs

Outside normal school hours		
	Mon - Fri Evenings/ Saturday or Days outside term time (£)	Sundays & Bank/ Public Holidays (£)
Classroom	37	42
Large Hall	53	61
ICT Suite	41	46
Swimming Pool	101	108
Playing Fields/ Outdoor facilities	30	37
Synthetic Pitch**	42	49
Synthetic Pitch** (Half)	25	32
Synthetic Pitch** Lights	57	64
Synthetic Pitch** (Half) Lights	32	39

*** Benchmarked against average NI Council rates*

Table B – Summary of staff and other resource costs per hour

The table below provides indicative figures for staff and resource costs to help calculate charges for use of facilities.

		2022*
Building Supervisor - (With Supervision)	Hourly Rate	£13.50
	Time and one half	£20
	Unsocial hours (after 8pm)	£24
	Double time	£27
	Unsocial hours (double) (after 8pm)	£32
Building Supervisor - (No Supervision)	Hourly Rate	£12.50
	Time and one half	£16
	Unsocial hours (after 8pm)	£20
	Double time	£22
	Unsocial hours (double) (after 8pm)	£26
Cleaner	Hourly Rate	£10.50
	Time and one half	£15
	Unsocial hours (after 8pm)	£18
	Double time	£20
	Unsocial hours (double) (after 8pm)	£24
Unit Catering Supervisor	Hourly	£12.50
	Time and one half	£16
Catering Assistant	Hourly Rate	£10.50
	Time and one half	£15
Oven	Per hour	£3
Boilers (Tea)	Per hour	£2

**rate at top of pay scale and rounded up for ease of use*

Time and one half applies after normal hours and up to 8pm on Weekdays and Saturdays

Double time applies only on Sundays and Bank Holidays.

Please note that, if an employee is a member of the Pension Scheme, the above hourly rates should be increased by 20% as overtime is pensionable. Please contact the Payroll Section should further clarification on this matter be required.

Table C – Utility Costs

The table below provides a breakdown of utility costs. The unit costs are based on the average of 6 months utility costs across EA primary and post primary schools.

These unit costs have been used to calculate an estimated cost per M² for classrooms etc

Primary Schools

Elect-pence per kWh	Gas-pence per kWh	Oil-pence per kWh					
26.5	12.55	10.03					
Prim Elect pence per m ² per hr	Prim Gas	Prim Oil	Elect per hour	Gas per hour	Oil per hour		Area (M ²)
1.63	1.69	1.05	£1.04	£1.08	£0.67	Typical classroom	64
1.63	1.69	1.05	£2.61	£2.71	£1.68	Multi-Purpose Hall	160

Post Primary Schools

Elect-pence per kWh	Gas-pence per kWh	Oil-pence per kWh					
26.5	12.55	10.03					
Post Prim Elect pence per m ² per hr	PP Gas	PP Oil	Elect per hour	Gas per hour	Oil per hour		Area (M ²)
0.67	0.98	0.42	£0.43	£0.63	£0.27	Typical classroom	64
0.67	0.98	0.25	£1.75	£2.54	£0.65	Multi-Purpose Hall	260
0.67	0.98	0.25	£2.96	£4.30	£1.11	Sports Hall	440
0.67	0.98	0.25	£1.75	£2.54	£0.65	Gymnasium	260
0.67	0.98	0.25	£0.67	£0.98	£0.25	Fitness Area	100
0.67	0.98	0.25	£0.67	£0.98	£0.25	Dance Studio	100

