

Terms and Conditions for groups hiring Greenhill Library rooms and facilities

APPENDIX 2 – ROOM HIRE CHARGES

Charging bands

There are three bands into which groups using the facilities fall, which determine how much a group should pay for use of the library facilities. This includes groups using our People's Network computer facilities

Band A

Includes: MP and councillor surgeries, Community Assembly and police meetings, non-charging pre-school / adult education / theatre groups (if group members have to pay a yearly subscription, this would count as charging), community tea mornings, reading and writing groups and events.

Band B

Includes: Meetings for a political party, community/residents' associations and forums, trade union meetings, faith group meetings, voluntary organisations, e.g. scouts, sports, leisure, youth groups, health and interest groups and societies, other educational groups, profit-making theatre performances and rehearsals, public sector organisations

Band C

Includes: Private social functions, profit-making ventures, e.g. commercial training courses, slimming sessions, jumble sales and fund-raising activities if private, private sector organisations.

Charges

	Use of room per hour (pro rata)	Use of whole library space per hour (pro rata)
Band A	Free	Free
Band B	£6.00	£10.00
Band C	£20 for first hour £10 for subsequent hours	£25 for first hour £15 for subsequent hours

Block bookings are eligible for a discount if paid in advance (book six sessions and get the sixth free). You can make regular bookings up to 6 months in advance

Equipment charges

Use of laptop: £5 per session

Use of projector: £5 per session

Use of flipchart and marker pens: £2.50 per session

Refreshments

Groups may use the kitchen facilities, kettle, cups etc. They should provide their own tea, coffee, milk, etc.