West Lothian Council
Education Services

LETTING CHARGES FOR EDUCATIONAL PREMISES FROM 1 APRIL 2012

Meetings in Premises Normally Open (Monday – Saturday)

Premises will be available for letting up to 10.00pm on designated openings.

CATEGORY **Charge**

1 Schools (Parents evenings and approved school managed clubs)
Parent Councils (Meetings only)
Parent & PT Associations (Meetings only)
Blood Transfusion Service
Old Age Pensioners (Meetings only)
Ward Consultancy for the Authority's Councillors
Trade Union Meetings for Council Employees
Community Council (Meetings only)
Gala and Festival Committee (on the day of the event only)
Approved Council Activities e.g. Elections
Education Service Sponsored Activities — Free Use

2 Registered Youth Organisations (excludes Business users) - Annual Registration Free

Minimum let two hours

Classroom/s	£2.50 per hour
Use of Gym/Small Hall	£3.90 per hour
All other areas - a reduction in letting charges	

3 Other recognised Community Organisations, Schools, Parent Councils and Parent or PT Associations. Fund raising/social events & activities; First Aid & Ambulance classes; other educational or recreational groups' business meetings; business meetings of recognised political parties; Church Services & activities; Fund raising for school funds. Internal Council Department hire (charged to appropriate department folio)

Minimum let two hours

Use of Classroom	£3.90 per hour
Use of Gym/Small Hall	£7.90 per hour
Use of Main Hall/Assembly Hall (not applicable to primary schools)	£12.40 per hour

4 Instructional classes for which participants pay a charge; local festivals, galas, language laboratory; necessary removal of furniture; public events for which entry charge is made or which are revenue earning; non-educational or non-recreational groups.

Minimum let two hours

Use of Classroom	£7.90 per hour
Use of Gym/Small Hall	£16.50 per hour
Use of Main Hall/Assembly Hall (not applicable to primary schools)	£24.85 per hour

5 Commercial use where an event, club, or activity is booked for business purposes to obtain personal gain or profit.

Minimum let two hours

Use of Classroom	£16.50 per hour
Use of Gym/Small Hall	£32.90 per hour
Use of Main Hall/Assembly Hall (not applicable to primary schools)	

If telephoning, please ask for Colin Bingham (01506) 281949 *or fax* (01506) 281685
e-mail:- "psh@westlothian.gov.uk"

6	Summer Schools	by negotiation
7	Youth Group Camps in Educational Premises	£4.80 per person per day
8	Use of Playgrounds for Car Parking when undertaking commercial or fundraising activities e.g. fetes, car boot sales	£24.65 per hour

Sports Activities in Premises normally open including facilities where available, and subject to V.A.T. where appropriate.

Indoor

			Adult Groups	Registered Youth Groups
9	General use of Games Hall	per hour	£28.15	£15.00
10	Gymnasium Halls, Badminton or Volleyball Courts	per hour / per court per person / per hour	£11.15 Or £3.00	£6.10 Or £1.90
11	Squash	per person per court	£3.00	£1.90
12	Swimming Pool Full Size A Small Pool B	 per hour per hour	 £37.35 £26.55	 £16.60 £13.15

Outdoor

			Adult Groups	Registered Youth Groups
13	Football, Rugby, Hockey, Training	up to 2 hrs	£24.20	£13.15
14	Cricket, Athletics	per hour	£7.40	£3.60
15	Tennis (per court)	per hour	£4.70	£2.80
16	Floodlighting	per hour	£7.90	£3.90

17 MEETINGS IN PREMISES NOT NORMALLY OPEN (Outwith Designated Openings)

An additional charge of £15.00 per hour (weekdays) or £22.80 (Sundays) will be made for all activities. A minimum of two hours will be charged if required to open and minimum of two hours will be charged if required to close under these arrangements.

When more than one group is utilising the premises the charge will be reduced as follows:- 2 groups 50%, 3 groups or more 60%.

18	**CHALMERS HALL, LINLITHGOW BRIDGE**	
Main Hall	per hour	£7.90
Ante Room (with Snooker Table)	per hour	£3.90
Kitchen	per hour	£3.30