



OSC Terms of bookings:

All users must also be members of The Old School Centre.

There is no charge for membership, but we require all adults using the building to have provided their details via our members forms to become part of the membership.

Centre bookings are charged for full hours only

i.e. if using Centre for 2.5 hours 3 hours will be charged

Set up and take down

To be incorporated in booking time. So, charges apply from when you arrive until you leave. There is however, a 15-minute courtesy space between bookings to allow for changeovers.

The named person booking will be responsible for:

- The building being left in the state of **cleanliness** in which it is found. Any extra cleaning needed as a result of your session will be charged to the user at a rate of £15.00 per hour (minimum one hour)
- Any **damage** or loss to building or equipment to be charged to user.
- Only the **named booker** will be entitled to access the key-safe and provided with the code required to open and lockup facility.
- **Heating** is programmed to come on automatically to cover booked times. Coming on 15 mins before booking – off 15 mins before end (as temperature takes this time to heat and drop)



Please do not touch thermostat in hall unless the space is not heated upon arrival. As an emergency only you can manually override the programme by raising temperature to 19 on the thermostat located in the main hall. Please remember to also reduce thermostat temp before leaving and inform the office by phone or e-mail of any heating issues encountered asap.

- **When arriving and leaving the building.**

Please keep the front door shut when in use to keep the heat in.

When leaving please ensure all external **doors and windows are secured** and all **lights** turned off before locking up.

Ensure, if moving any furniture at all, that is left in the same position as you found it.

- **Agreed timings**

Additional charges will apply if there is regular early arrival or late departure

- **Use of provisions in kitchen**

Users/members are not to bring in their own food and beverages to the Centre, unless specifically agreed.

Please use our supplies of Tea, Coffee, Sugar, milk and crockery and put a contribution cost into the box in the kitchen provided to cover provisions. Suggested contribution amounts are indicated on the box.

All food and beverages are to be consumed in the café area only, unless specifically previously agreed.

- **Behaviour**

We are a member organisation with an emphasis on inclusion, partnerships and cooperation. Any users/members deemed to be significantly offensive to management or other members/users may be provided with a written warning that they may be excluded from the premises.

The Old School Centre reserves the right to refuse activities or participation within the premises to any individual or organisation it deems to be unsuitable at any time.

Cancellation or Termination of hire agreement by user

For cancellation of bookings for ongoing agreements: **4 week's notice** is required.

For cancellation of new confirmed bookings: **6 week's notice is required.**

Cancellation or Termination of Hire by the Centre

All new bookings are on a three-month trial period. Thereafter, if the activity is deemed suitable for our long-term community timetable, a continuous booking can be made.