DATA LABEL: PUBLIC

West Lothian Council

LETTING CHARGES FOR EDUCATIONAL PREMISES FROM 1ST APRIL 2026

Meetings in Premises Normally Open (Monday – Friday)

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 Youth Organisations (excludes Business users)
Minimum let two hours

Classroom(s)	£7.28 per hour
Use of Gym/Small Hall	£12.08 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	£12.89 per hour
Use of Gym/Small Hall	£20.99 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	£31.48 per hour
Use of Gym/Small Hall	£53.34 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	£33.15 per hour
Use of Gym/Small Hall	£57.35 per hour

6	Summer Schools	by negotiation
7	Youth Group Camps in Educational Premises (price per person per day)	£12.08 per hour
8	Use of Playgrounds for Car Parking when undertaking commercial or fund raising activities e.g. fetes, car boot sales	£41.25 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
10	Gymnasium halls, badminton or volleyball courts	per hour / per court	£30.58	£12.53
			or	or
		per person / per hour	£5.98	£4.02

	Outdoor		Adult Groups	Registered Youth Groups
13	Football, rugby, hockey or training			
	synthetic pitch	per hour	£47.21	£22.95
	grass pitch	per hour	£45.18	£21.85
16	Floodlighting	per hour	£13.11	£9.97

17 **Meeting in premises not normally open (out with designated openings)**

An additional charge of £37.53 per hour (weekdays or Saturdays) or £51.02 (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.

Please direct enquiries as below:

Education Customer Services
Email: EducationCustomerServices@westlothian.gov.uk
Telephone: 01506 281952

For community centres please contact premises directly. For Broxburn Academy, Bathgate Academy and Whitburn Academy please contact premises directly. For all other secondary schools please contact xcitebookingsteam@westlothianleisure.com