



## HMS/4.04

## POLICIES/REGELVERK

### **Guidelines for renting the school premises** **Retningslinjer for leie av skolen og skoleområdet**

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Approved by: The Governors  
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#### English

The school's premises is a gathering point for the Norwegian families and community in Wimbledon. It is important for the school to act as a safe, pleasant and welcoming area for parents and children. Therefore, all activities in the school outside school hours that benefit the school's children and parents are free of charge.

The school's activities will be prioritised before any requests regarding renting the school.

According to Norwegian regulations the school cannot have significant revenues arising from renting the school premises. Renting the school to what resembles ordinary business and is lasting is thus not permitted. Individual requests with limited duration will need to be assessed individually and lease would need to reflect actual cost of rent (electricity, wear and tear etc).

Tenant(s) must be familiar with, and comply with, all school rules including fire procedures.

#### Norsk

Skolen og skolens område fungerer som et samlingssted for de norske familiene og det norske samfunnet i Wimbledon. Det er viktig for skolen å være et sted som er trivelig og der alle føler seg trygge og velkomne. Derfor tar vi ikke leie for aktiviteter utenom skoletiden som er til glede og nytte for barn og foreldre ved skolen.

Skolens egne aktiviteter vil bli prioritert dersom disse skulle sammenfalle med forespørsel om leie.

Skolen skal i henhold til norsk regelverk ikke ha betydelige inntekter fra utleie. Utleie til formål som bærer preg av næring og er varig vil dermed ikke tillates. Enkeltforespørsler om leie som har begrenset varighet vil måtte vurderes i hvert enkelt tilfelle og pris må vurderes ift kostnaden ved utleie (strøm, slitasje, vakthold mv).

Leietaker(e) må overholde skolens regler og sette deg inn i brannrutinene ved skolen.

Tenant	Lease	Other	Total amount	Notes
Activities that benefit our children and the parents	Free			This has been a tradition for many years
Private rentals (birthday parties and similar)	£40	£20 Key deposit	£60	£20 is refunded to tenant if there has been no damage and the key is returned
Other leases (requires attendance by a caretaker)	Individually assessed	£20 Key deposit £40 pr hour for caretakers pay	£60+	£20 is refunded to tenant if there has been no damage and the key is returned

