**TERMS AND CONDITIONS**

**FOR MEMBER’S AND PRE-REGISTERED MEMBER’S BOOKING ROOMS**

It is the policy of The Bowlby Centre that, subject to availability within any six month period, rooms booked for Blues Project clients will be given priority.

To book a room at the Bowlby Centre, please go to the member’s and student’s Resource website. On the CALENDAR page, click to view the room-booking’s chart.

The chart shows all ongoing – contracted – room-bookings and available rooms. Below the **Click-for-room-bookings-chart** please also check the list of future, occasional (one-off), room-bookings before requesting a room-booking.

Once you have identified a suitable space, please complete either the on-going, contracted, room-booking form or the ‘occasional’, one-off, room-booking form on the CALANDER page of the Resource website and return it to the Administration Office.

Once your room-booking has been confirmed the room-booking chart, or the ‘occasional’ room-booking list, on the Resource website will be updated.

All regular, ongoing, room bookings are subject to a six month contract being submitted to and agreed by the Administration Office.

Notice is required to cancel contracted room bookings and you will be invoiced for the room-booking until the end of the month in which notice is given

Any change you wish to make in the contracted booking of rooms will be subject to the submission of a new contract, to be agreed by Administration Office.

No charges will be incurred by members/pre-registered members for rooms booked for Blues Project clients.

Rooms booked by members/pre-registered members will be charged at £7.00 an hour, except for Blue’s Project appointments.

All chargeable room-bookings have to be paid for whether the room is used or not. This means that there will be charges for those times when the therapist/clients are on holiday or there are cancellations. The only exception will be for Bank Holidays in England, when charges will not be automatically invoiced.

Room-booking charges must be paid one month in advance and all outstanding room-booking charges must be paid prior to the new contract being agreed by the Administration Office.

Invoices will be issued at the beginning of the month for the forthcoming month and must be paid by the end of the following month. Failure to pay invoices within this time period will result in the automatic loss of the room use.

**Use of the Centre and room**

As The Bowlby Centre does not have a receptionist who can let your clients into the building, please ask clients to arrive no earlier than five minutes prior to their appointment, unless you as their therapist are prepared to answer the door earlier.

An ‘Administration Office Only’ bell is being fitted to the front door, so as to enable clients to assess their therapy appointments directly with you by ringing the existing buzzer.

As other work is being undertaken in the centre, clients should be met in reception and escorted to the booked room. After their appointment, clients should be escorted to the front door.

Clients are not permitted to use the kitchen area as this area is for use by members, students and invited visitors.

In booking a room at the Centre, members/pre-registered members are required to both understand and follow The Bowlby Centre’s Health and Safety and Fire Policies. All room users are agreeing to take responsibility for the health and safety of their clients while they are in the centre. It is strongly advised that room-users advise their clients of what the fire procedure is – where the exits are located – and of any potential hazards that may have been identified (e.g. to be careful on the stairs).

Please do not adjust the boiler settings. The radiators in individual rooms can be adjusted for heat regulation.

Please check with the administration office that you know where the fuse box is located.

Please leave rooms in a tidy and clean state for the next person using the room: including straightening covers and cushions, removing rubbish and cups and returning clocks.

The centre only employs a cleaner on three evenings a week. Therefore, please put cups, plates and cutlery in the dish-washer and do not leave them in the sink or on the side.

*This is our centre: if the dishwasher is full, please put it on wash or if it is full of clean cups and glasses, please take a couple of minutes to empty it.*

Please wipe up spills and put rubbish in the appropriate bin.

Please switch off lights in all rooms, the kitchen and toilets when they are not in use.

Please use the engaged/vacant signs on doors, to indicate that a room is in use or not.

It is very important that all lights are turned off, windows are locked and the front door is mortise-locked, if no one else is in the building when you leave.

Please contact the Administration Office to arrange for keys to access the centre.