



Policy: Letting Regulations - Education Premises:
Halls & Schools

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Glossary of Terms

- (a) **“The Premises”** means any hall, pavilion, primary school or other premises administered by Education & Cultural Services and offered by them for Letting.
- (b) **“The Lessee”** means the person in whose name the premises have been booked.
- (c) **“The Lessor”** means West Lothian Council, represented by Education & Cultural Services or appointed representative.

Conditions of Let

1. Permission

No let will be allowed within any premises unless prior authority has been granted and only in accordance with the permit issued by the Director of Education and Cultural Services or appointed representative.

Where several applications are received for a particular Educational Establishment they will be given priority in order of the categories listed on the scale of charges.

2. Responsible Person

A responsible person must be present throughout the duration of each let. In the case of sports lets the activity must be carried out and supervised in accordance with the appropriate rules and safety recommendations of the governing body of the sport concerned.

3. Health and Safety

While the Council is responsible for the fabric of the building the permit holder must ensure that all Health and Safety requirements are complied with in all activities of their groups. In addition to the Health and Safety requirements the lessee will be responsible for complying with the Fire Action Plan and the Swimming Pool Safety Plan. Fire exits should be kept clear at all times.

4. Ball Games

Where a let is granted for a ball game within the premises, the activity must only be that represented in the recognised rules for the playing of that game. No forms of football are permitted or any exercising with equipment which might lead to damage of the premises.

5. Martial Arts

Lets for Martial Arts will be granted only to *bona fide* organisations recognised by the Scottish Board of Control for Karate or the Martial Arts Commission.

6. Damage to Property

Any damage to property which occurs during occupancy of the premises will be made good by the Council. The lessee will be charged by the Council for the cost of making good any damage or losses incurred as a consequence of the let, to any furniture, fixtures or equipment belonging to the premises.

7. Loss of Property

The Council does not accept responsibility for the loss of property belonging to or for accidents sustained by, members or organisations using educational premises.

8. Smoking

Smoking in the premises is strictly prohibited.

9. Consumption of Alcohol

- the consumption of alcohol is strictly forbidden in school premises except for approved cheese and wine meetings or those of a similar type organised by Parent Councils, Parent/ Teacher or Teaching Staff Associations where no tickets are sold or other consideration given. The lessee will be responsible for the removal of bottles and related articles at the end of the let.
- if a lessee wishes to hold a function at which licensed facilities are to be offered, the event would require to be licensed under the Licensing (Scotland) Act 1976. In addition, application must be made to the Director of Education and Cultural Services. Where such lets are subsequently agreed the following additional conditions will apply:
 - i. No licensed event will be approved if other users are in the building at the same time, unless they can be kept completely separate.
 - ii. The permit holder must be responsible for the supervision of the main entrance door(s) and any doors which give access to the event. This supervision must be actively maintained throughout the duration of the let.
 - iii. The siting of the bar facility must be arranged with the approval of Education & Cultural Services.
 - iv. No bar stock will be permitted to remain on the premises overnight.
 - v. The applicant will be responsible for obtaining appropriate licenses from the Licensing Board. (application for a licence can be made by telephoning 01506 281627)
 - vi. The permit holder will be responsible for the removal of bottles and related articles at the end of the let.
 - vii. If music is to be played and tickets are to be sold for entry to the event, a public entertainment licence must also be obtained from the Licensing Board.

10. Instructions

The instructions of the Caretaker, FMA or Community Education staff present must be complied with at all times. In the case of playing fields, the groundsman's decision on the fitness of the ground for play will be final.

11. Footwear

Members of organisations using educational premises must wear suitable footwear. The use of studded boots on all-weather pitches is strictly forbidden.

12. Rights of Cancellation

The lessors reserve the right to cancel the let of any premises, to do so without obligation upon or recourse against them, and also to refuse admission to any person whomsoever. The lessees shall have the right of appeal to the council.

Written notice of a cancellation by a user must be received by the Letting Section at least 48 hours in advance, and in the event of any let being cancelled without sufficient notice or reason as the lessors shall deem expedient the lessees shall be bound to pay such a sum to the lessors, as shall be deemed as recompense for any financial loss suffered by the lessors.

Primary School Bookings are subject to alteration or cancellation should the premises be required for educational purposes.

13. Premises Availability

Primary School Premises

a) During School Sessions

	Non-social Meetings	Social Meetings
Monday-Thursday	6.00 pm - 10.00 pm	6.00pm - 11.00 pm
Friday	6.00 pm - 10.00 pm	6.00 pm - Midnight
Saturday / Sunday	Lets for education premises will be subject to availability of facilities management services	

b) During School Holiday Periods

Application will require to be made and will be granted subject to the availability of facilities management staff and the maintenance programme of work on the building.

Halls / Pavilions

Monday-Thursday	09.00 am - 10.00 pm
Friday	09.00 am - 01.00 am
Saturday	09.00 am - 12.00 midnight

14. Access to Premises

Access to the premises will be permitted only at the commencement time shown on the booking confirmation and users must be completely clear of the premises by the finishing time shown on the booking confirmation. Any additional use of the premises either before or after a let will result in an additional charge being made in accordance with the scale of charges. Any special requirements should be requested at the time of the booking and although every effort will be made to meet requirements, no guarantee can be made.

15. Floors

Polishing of floors for dancing is prohibited as is the use of slipperene or other such substances. Dry Ice must not be used in Council Premises.

16. Pianos

The use of pianos in Primary School Premises is subject to the following conditions:

- only competent and authorised persons are allowed to use the instruments.
- that the pianos to be used shall be those indicated by the school facilities manager.
- any damage resulting from the use or misuse of the premises will be made good by the Council and the costs will be charged to the user.

17. Discotheques and Dances

In the case of discotheques and dances being permitted

- in Primary School Premises it will normally be expected that there shall be a ratio of at least one supervising adult (over 21 years of age) present

throughout the session for every 15 persons attending the function. Under certain circumstances, this ratio may require to be adjusted after consultation between the user and the appropriate Community Education Officer. An appropriate proportion of supervisors shall be female.

- b) In Halls or Pavilions, Special stewarding requirements will be advised for individual lets and must be strictly adhered to.

18. Music and Drama

For music and drama groups the let does not provide for the admission of an audience unless specified in the application.

19. Noise

Noise must be kept within reasonable limits and amplifiers must not be used in the premises to increase the volume of music, or sound, to a point where the music is audible outside the premises (sound volume must not exceed the maximum level of 85dBA). To this end, doors and windows should be kept closed and users must comply with the instructions of the FMA, Caretaker or Community Education staff in this respect.

20. Equipment

Along with the provision of accommodation the necessary toilets, heating and lighting of the building will be provided.

In Primary Schools, the use of kitchen/serving facilities will be supplementary to the use of the accommodation if required (where use of kitchen equipment is permitted, a member of the Education Catering Service staff must be in attendance **for guidance in use of heavy equipment and security**). The cost of such attendance will be charged to the user.

In Halls, although some have kitchens equipped for basic level cooking, they are not equipped for full catering and in the interests of good food hygiene they should not be used beyond their limits. Caterers should only use kitchens in accordance with the results of their own risk assessment, required under Regulation 4(3) of the Food Safety (General Food Hygiene) Regs 1995. For example where chilled cabinets are required these should be provided by the caterer.

The users shall not have the use of any other equipment or fittings apart from that mentioned in this clause.

21. Performance Regulations

The user shall be wholly responsible for satisfying any conditions imposed by the Theatre Act 1968 or under the Performance Regulations and obtaining the necessary licences, performing rights and copyright for any performances being given. Premises are offered for let as seen at the time of application and no building or other work outwith normal maintenance will be undertaken by the Council to accommodate a special activity.

22. Charges

A Charge for the let, where appropriate, will be levied in accordance with the scale of charges determined periodically by the Council - attached. Charges will be rendered in the form of an account sent to the lessee. Any queries regarding accounts should be addressed to the Service Accounts Section at the Revenues Unit, St David House, South Bridge Street, Bathgate, EH48 1TT. **All one-off bookings are payable in advance.**

Payment should be made to any CIS Office – see attached list. No payment should be made by users to any Primary School or Hall Staff.

23. Protection of Children (Scotland) Act 2003

In compliance with the legal requirements of the Protection of Children (Scotland) Act 2003, the council is required to obtain written confirmation from potential applicants that suitable measures are in place for the supervision and/or protection of young people participating in activities delivered on council premises. Application Form FyouthLet1 (attached) **must** be completed and returned together with an Application for use of the accommodation - see paragraph 24 below.

24. Applications

All applications, whether for Primary School Premises, Halls or Pavilions, should be made using the standard application form (attached).

Applications for the hire of:

- Primary school premises, Hall or Pavillions on a **recurring** basis must be renewed each year and must reach the Letting Section no later than the last Friday in May preceding the new session.
- Primary school premises, halls and pavilions for **single** occasions must reach the Letting Section no later than two weeks before the date on which the accommodation is required.
- The application forms are also available from Letting Section, Education Services, West Lothian Civic Centre, Howden South Road, Livingston EH54 6FF - Telephone: 01506 281949.

25. Chairlift

Burgh Halls, Linlithgow - The chairlift must always be returned to lower level after use.

26. Swimming Pools

No Swimming will take place without supervision. A competent person holding at least the Bronze Medallion of the Royal Life Saving Society or a similar qualification will be responsible for the group and will be present on the poolside throughout the duration of the let.

The person responsible will ensure that:

- (i) no outdoor shoes will be worn in the pool area.
- (ii) when appropriate, showers are used before entering the water.

27. Sub Aqua Clubs

- (i) In the event of cylinders being used, these must be restricted to the single size; twin cylinders will not be considered acceptable for pools.
- (ii) When being conveyed to and from the dressing rooms, cylinders must be carried in the hand and only worn on the back when the swimmer is about to enter the water.
- (iii) Entry to the water should be by the steps only. It is not permitted to backflip from the pool edge.
- (iv) If exercises involving the removal of the cylinders in the water are being undertaken, a suitable mat must be provided by the users and laid on the pool floor to prevent any possibility of damage.

- (v) Weight belts should be carried to the bottom, not thrown into the water or released in the water to drop to the bottom.
- (vi) There must be present on the poolside one instructor for every swimmer using cylinders.
- (vii) Somersaults, turns and similar manoeuvres will not be permitted in the pool unless over a mat as in item (iv) above.

28. Canoeing

- (i) No canoeing will be permitted unless an instructor holding the Senior Instructor's Certificate or Approved Instructor's Qualification of the British Canoeing Union is present.
- (ii) The Bat type of canoe only shall be used.
- (iii) The paddle blades must be plastic and have no metal edges.
- (iv) During the activity, in addition to the instructor in charge, there must not be more than two persons per canoe in the water - one under instruction and the other assisting.

GENERAL NOTES FOR GUIDANCE ON LETTING

- In the event of an accident the person in attendance should complete an accident form available from the Janitor/Caretaker.
- Young people will not be allowed to enter the building or commence activity prior to the arrival the approved adult.
- At the end of the let, young people should be taken by the approved adult to the entrance of the building and met by the waiting parent/guardian.
- No unauthorised persons are permitted in the premises.
- A register with details of participants, including emergency contact numbers, should be in place and kept up to date. In the event of an evacuation of the building, the responsible adult will be asked by the fire officer if everyone in their organisation has been accounted for.