



West Dunbartonshire Council
Educational Services

Conditions and Regulations of Let for
Accommodation in Schools & Pitches

School Session 2016/2017

West Dunbartonshire Council
Educational Services
Resources Section
Council Offices
Garshake Road
Dumbarton
G82 3PU

Tel. No. 01389 737329 (Indoor Lets) 01389 737319 (Outdoor Lets)

Conditions of Let for School Session 2016/2017

Please read carefully as breaches of these regulations and conditions may lead to a let being withdrawn

Application

All applications for lets of accommodation in an Educational Establishment must be made on the official application form supplied by West Dunbartonshire Council.

The receipt of a completed application does not constitute an acceptance of the application, all applications are subject to Council approval to ensure that they are consistent with the principles and values of the Council. The applicant will receive written confirmation from the Council when let is approved.

Should the responsible person for group change the letting section must be informed immediately for invoice purposes.

There is normally more demand for school lets than can be met, so the early submission of an application is important to avoid disappointment. Sometimes there is competition for a particular space and in these the activity considered to be of the highest priority shall be granted the let.

Cancellations or adjustments to the booking must be made in writing

Charges are based on an hourly rate according to the size of the accommodation in use. Accounts will be issued to your organisation either each month or quarterly. Should invoices not be paid the let will be cancelled and not renewed until paid, should the accommodation still be available.

Should a lessee fall into arrears of more than 2 months the let will be stopped until payment is made.

Please note that priority is given to school lets and your let may be cancelled on occasions. We will try and give as much notice as possible of a cancellation due to school use, however in urgent circumstances less notice may be given

If a let is cancelled 5 working days notice must be given (or 3 days for PPP Schools) otherwise the appropriate charge will be levied. If you wish to cancel your let completely a charge will be levied until the required written notice of cancellation is given.

Granting of a let does not confer the use of specialist equipment and facilities within the school. Specialised accommodation such as laboratories, workshops and language laboratories shall not be let under the general letting scheme to organisations. The Executive Director of Educational Services will deal with such requests.

School premises should not normally be let to organisations during the summer holiday period. The following exception which is not exhaustive will be permitted:-

Summer games and extension programme operated by the Education Authority, summer camps and visiting parties, exchange groups. Recognition of the need for the Authority to carry out painting, maintenance and repair work and bank holiday entitlement of janitorial and cleaning staff should be taken before granting use of school premises during the summer holiday period. All organisations shall observe two weeks holiday over Christmas and New Year period in addition to the normal statutory holidays when the janitor is not normally on duty during the day.

Dining halls shall be let in accordance with the normal letting procedures only where no other suitable accommodation is available.

School kitchens will not be let under the general letting procedures. Separate applications must be made to the Housing, Environmental and Economic Development, Elm Road, Dumbarton.

General Code of Conduct

For Football Pitch and Hockey Pitch users the following applies:

- Noise levels must remain reasonable at all times showing consideration to nearby residents, abusive and foul language will not be tolerated.
- No Urinating in public. Toilet facilities are available in the building.
- No Alcohol is permitted anywhere on the premises.
- No Smoking is permitted anywhere on the premises.
- No Eating is permitted on the pitches
- Only plastic bottles are allowed on the Sports Pitches, all litter must be cleared away after lets. Bins and plastic bags are located nearby the facilities.
- Only footwear appropriate to the sports pitch must be worn. For the sand dressed Hockey Pitch currently for football the following applies
- **NO STUDS NO SPIKES NO BLADES**
- **Lessees must take full responsibility for all spectators and away team**

For all users:

The users of school premises shall comply with the "Smoking & Social Care (Scotland) Act 2005, which strictly forbids smoking within premises including outside entrances, exits & fire exits of the surrounding curtilage.

Alcoholic beverages may not be brought onto or consumed in the school premises unless written permission to consume alcohol has been granted by Educational Services, individuals attending the event must not be under the influence of alcohol. Permission will only be granted where the let applicant can demonstrate appropriate measures will be put in place to protect the safety of children and young people.

Let Times & Licensing

All bookings made in respect of the premises shall be subject to the times sated on the application form. Entry to the premises will be given at the time requested on the application form. Lessees shall ensure that the premises are cleared by the time stated on the let application form.

A let normally would not extend beyond 11.00pm. Lets extending beyond 11.00pm would only be given when suitable arrangements could be made and normally only on Friday and Saturdays.

Educational premises should not be let for the purpose of private gain by an individual or commercial organisation. School premises are not licensed for public entertainment and admission to function where a charge is made must be by ticket only and no money must be taken at the door.

Community groups can now obtain a limited number of special licences for sale of excisable liquor for functions in schools. Request for approval to apply for a liquor licence in connection with a let should be made to the Department of Educational Services. Such requests would be considered on their individual merits and **should be made at least 4 weeks prior to the date of the let**. Permission shall not be given for the consumption of excisable liquor in school premises on Mondays to Thursdays inclusive during the school term.

If your event requires approval for a civic entertainment licence for example, a gala day where animals are present, selling of food or similar activity is to take place, applications should be made to Access Officer, Garshake Road, Dumbarton, telephone 01389 608407.

PVG

The legal responsibility for ensuring the safety and wellbeing of children (under 18 years) that attend school lets rests with the individual or organisation that organises the let. The responsibility does not rest with the council.

Loss, Injury or Damage

Organisations making use of school premises shall accept full responsibility for any accident, injury or damage to any person, which may occur as a result of their use of the premises. The Authority must be indemnified by the lessees against any damage to property or equipment, which may occur through occupation of the premises. Notification of any damage should be made to the janitor and the Letting Section immediately

When an event is open to the public, the lessee shall obtain Public Liability Insurance of £5m. The lessee must provide evidence that the Insurance has been obtained. Where required the lessee is advised to take out insurance to cover loss or damage of property belonging to the lessee, the Council or members of the public and to cover death or injury of persons in the building during the period of let.

Health & Safety

In the event of an accident occurring within the school premises while the club is using the school the accident must be reported immediately to the janitor and an accident report form obtainable from the janitor must be completed and returned as specified on the form.

The lessee shall make himself/herself aware of the method of exit from the premises and the position of the assembly area after leaving the premises. The lessee shall ensure that there is a method of accounting for each occupant of the premises in the event of an emergency evacuation.

Should there be any damage to the premises before you are due to commence your let this should be reported to the janitor and inform the letting section the following day.

All organisations and activities shall be supervised by at least one leader or qualified instructor for each group of up to 30 members. **Youth organisations should note that no entry can be obtained to the accommodation unless there is at least one adult member of staff in attendance.**

Separate application must be made for the use of any school swimming pool. Sponsored swimming competitions shall not exceed 8 hours and shall not be permitted to take place over night. (Special regulations apply to pool lets).

No alterations or additions of whatever nature shall be carried out to the premises without the prior written consent of the Council. Electrical equipment used within the premises shall carry a current Portable Appliance Test certificate.

With the exception of guide dogs or hearing dogs, all individuals involved in and or attending the event must not bring dogs into the grounds or inside the school except with prior permission of Letting Section.