

**West Lothian Council
Education Services**

REGULATIONS FOR LETTING OF EDUCATIONAL PREMISES

1. Premises shall be used only in accordance with the permit issued by the Corporate Manager of Education Services. Where several applications are received for a particular establishment they will be given priority as determined by the Management Committee.
2. A responsible person must be present throughout the duration of each let. In 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. 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 group. In addition to the Health and Safety requirements you will be responsible for complying with the Fire Action Plan as posted in the Pavilion.
4. Any damage to property during occupancy of the premises will be made good by the Council and the cost will be charged to the user.
5. The Council does not accept responsibility for the loss of property belonging to, nor for accidents sustained by, members or organisations using educational premises.
6. Smoking in the premises is strictly prohibited.
7. The consumption of alcoholic drinks in school premises is strictly forbidden.
8. The instructions of the Janitor or Community Education staff present must be complied with at all times. In the case of playing fields the Principal P.E. teacher's decision on the fitness of the ground for play will be final.
9. Members of organisations using educational premises must wear suitable footwear. The use of moulded or screw-in studded boots on all-weather pitches is strictly forbidden. All footwear should be clean.
10. Bookings are subject to alteration or cancellation should the premises be required for educational purposes. Fourteen days written notice will be given to users of such cancellations. Written notice of cancellation by a user must be received by the Letting Section at least 48 hours in advance, otherwise a charge will be made.
11. Access to the premises will be permitted only at the commencement time shown on the permit and users must be completely clear of the premises by the finishing time shown on the permit.
12. Noise must be kept within reasonable limits, and users must comply with the instructions of the Janitors or Community Education staff in this respect.
13. Along with the provision of accommodation the necessary toilets, heating and lighting of the building will be provided.
14. An account where appropriate will be rendered by the Corporate Manager, Education Services for the use of the premises.
15. No food or drink, except water, should be taken onto the pitch and no glass bottles are permitted in the changing rooms or on the pitch.