

**ANGUS COUNCIL
EDUCATION AND LIFELONG LEARNING**

**CHARGES FOR THE LETTING OF
EDUCATIONAL PREMISES**

STANDARD RATE (charges per hour)

These rates (Table A) are set for user groups taking place in premises which have a Facility Assistant. The groups include Aerobic/Keep-fit classes; Dancing classes; Discos and WRI Groups.

TABLE A

	Category 1 Classroom, Staffroom, Lounge	Category 2 Hall, Gymnasium	Category 3 Sports Field (no changing facilities)	Category 4 Sports Field (incl. changing facilities)	Category 5 Games Hall	Category 6 Swimming Pool
	£	£	£	£	£	£
Mon/Fri	23.00	39.00	31.00	54.00	69.50	90.50
Saturday	39.00	61.00	48.00	61.00	78.00	116.50
Sunday	48.00	78.00	61.00	78.00	99.00	130.50

COMMUNITY BLOCK BOOKING CHARGES – (charges per hour, occasion and accommodation)

This category is designed to allow any bona fide youth or community group or association who are non-profit making to plan regular bookings for a complete school year (based on a minimum of 10 consecutive meetings to maximum of 40 meetings per year).

The groups in this category are Art & Craft Workshop; Athletic Clubs; Badminton Clubs; Boys Brigade; Brownies; Camera Clubs; Cubs; Football Clubs; Guides; Martial Arts Clubs; Netball/Basketball Coaching; Non-commercial Theatre Clubs; Recognised Adult/FE Education Classes; Scouts; Skater/Hockey Clubs; Staff Recreation Clubs & Former Pupil Sports Clubs; Swimming Clubs; Tennis Clubs; Toddler Groups and Youth Clubs with Education Links.

Senior Citizens will be charged 20% of the Concessionary Rate.

TABLE B

	Category 1 Classroom, Staffroom, Lounge	Category 2 Hall, Gymnasium	Category 3 Sports Field (no changing facilities)	Category 4 Sports Field (incl. changing facilities)	Category 5 Games Hall	Category 6 Swimming Pool
	£	£	£	£	£	£
Concession*	7.50	8.00	8.00	9.00	11.50	11.50
Adults	11.00	12.00	12.00	19.00	22.00	22.00

*Concession = up to 16 years of age

- If groups require to book more than two units of accommodation, they should email the Business Support Team at education.lets@angus.gov.uk to discuss a suitable charge.

- Groups granted a community block booking let will be able to book additional meetings subject to the availability of accommodation and at the discretion of the Schools Operation Team.
- Unemployed Adults and Student Groups will be charged the rates applied to the Concession age group.

Playgroups/Mother & Toddler Groups

- These groups will be charged £4.20 per week. There will be no charge for Playgroups if they are in partnership with Angus Council.

Profit Making Groups

When a group does not meet the criteria to qualify for a Community Block Booking rate (i.e income of £3000 or more per annum) Table A rates will apply.

If **all** participants within the group are under 16 years of age a 50% reduction on Table A will be charged.

Extra Curricular Activities and Fund Raising etc.

- School lets will remain free of charge for schools until 2200 hours Mon-Fri and until 1800 hours on a Saturday. Lets outwith these times will be charged at Table A Category 1.

Additional Notes

- School premises are normally available during the school term and will **not** be available during school holidays (including public holidays). Facilities will not be available during examination periods.
- Groups should ensure premises are vacated by the end of the let period. Lessees should allow sufficient time for putting away equipment, changing etc.
- Individual groups qualifying for block booking rates may find it more economical to apply for standard rate charges depending on their particular circumstances. Assistance in this matter will be provided by the Business Support Team, email education.lets@angus.gov.uk

FREE CATEGORY

A large number of users of Educational premises enjoy free use of the facilities. Priority is given to these users on the basis of 1) Schools, 2) Communities Service, 3) Adult Education Associations. These user groups include: -

- The School (all school activities, business meetings and school fund-raising activities, Parent Councils, Parent/Teacher Associations,
- Any group, vouched for by the Head Teacher, who organise a social event/fund raising event for the benefit of the school.
- Communities Service Activities
- Councillors holding Surgeries.
- Regular monthly meetings of Community Councils.
- Organisations for people with disabilities.

In addition several activities are promoted by the Communities Service at no cost to the users. These activities include.

- Training with an educational focus for voluntary organisations including Scottish Pre-School Play Association and the Angus Association of Youth Clubs
- Community For All/Liaison meetings
- Adult Basic Education
- Classes for English as a second language
- Supported issue-based groups
- Youth Work/Consultation/Development meetings
- Partnership meetings/Groups.

ANGUS COUNCIL – EDUCATION AND LIFELONG LEARNING CONDITIONS OF HIRE AND USE OF EDUCATIONAL PREMISES

The Children and Learning Committee welcomes applications for use of Council premises.

Use of the premises shall be granted on the understanding the use does not interfere in any way with the Council's requirements for educational purposes or otherwise and that the stated views or objectives of the users are acceptable to the Council.

1. Area of Use

It is the hirer's responsibility to check that the premises are suitable for their needs before applying for the let. Activities must be confined to the times and area of the premises for which have been approved and all areas used should be left as found. The hirer shall not transfer, assign or sub-let any part of the premises or equipment hired.

2. Use of Equipment

The use of school equipment (e.g. audio visuals, pianos, gymnasium apparatus) is not automatically included in the permit of use. Permission for the use of equipment should be sought from the Head Teacher. A suitable risk assessment should be completed for the use of gym equipment.

All equipment used **must** be returned as found.

3. Specialist/Sport/Coaching Bookings

Bookings of a coaching/teaching/instructing nature will only be granted where the appropriate coaching qualifications from the recognised sport or coaching body or association are held. Angus Council reserves the right to inspect such qualifications.

4. Swimming Pool Use (Carnoustie HS and Monifieth HS only).

Swimming Pool attendants will not be provided by the Council. The hirer will be responsible for making their own safety arrangements. Please see Pool Users Safety Guide.

5. Supported Bookings

Partner agencies undertaking at the request of or in conjunction with Angus Council may qualify for free use of the premises.

To qualify for an exemption from charges at school premises, your booking should be submitted by an Angus Council representative or Head Teacher.

6. Safe Guarding

Anyone who works closely with children or groups of vulnerable adults on a regular basis should be a member of the Protection of Vulnerable Groups (PVG) Scheme. Further information and guidance about the Scheme is available from Disclosure Scotland at: www.mygov.scot/disclosure-types

All Clubs and organisations must ensure that the following controls and procedures are in place:

- Vetting arrangements, as mentioned previously, for any adult working/helping/supervising activities with young people under the age of 18

- Where these are mixed sex groups, a male and female adult should be present
- There should be a sufficient adult to child ratio in relation to the number of young people and the nature of the activity as per affiliated association guidelines.

7. Footwear and Clothing

It is the responsibility of the hirer to ensure that correct clothing and footwear are worn for specific activities. Outdoor shoes must not be worn in gymnasiums or halls allocated for indoor sport activities.

8. Electrical Equipment

Portable electrical equipment may only be used in the premises if it has been PAT tested to ensure that it has no electrical defects which could constitute a hazard. It should be noted that this may be audited at any time during the let period.

9. Health & Safety

The hirer shall appoint a competent and responsible person who shall be present and in charge during the entire period of use, and an adequate number of competent persons for supervisory duties, who shall take appropriate action to safeguard the health and safety to all participants and to prevent any form of damage to the premises or any misuse of the facilities granted by the Council.

Efficient door control must be maintained at all doorways leading to and from the premises to ensure that free egress by the various exits is maintained during the period of use. The person in charge will be responsible for completing and signing the nightly attendance log provided by the Facilities Assistant.

It is the responsibility of the hirer to arrange for First Aid Facilities/Personnel throughout the duration of the hire.

10. Reporting of Accidents/Incidents

The hirer is responsible for any damage to Council property and for the conduct of its members during the let. Alterations to the premises, such as fixing of apparatus and equipment or decoration are prohibited unless agreed in writing by the Council. Repairs required as a result of damage to the premises will be charged to the hirer. The Council accepts no responsibility for accidents on the premises.

Damage to property and injury to persons during the time of use should be notified immediately to the Facility Assistant/School Office Staff/Business Support Team/Head Teacher where possible.

11. Personal Property

The Council will not be liable for any damage, injury or loss of property brought to or left in Council premises or car parks by persons using the premises.

12. Evacuation

The hirers and person in charge must acquaint themselves with the fire procedures in respect of the premises and the position and use of fire appliances (if trained to do so) and Fire Exits within the area of the let. Details can be obtained from the Facility Assistant.

Persons in charge should know the location of the nearest telephone in case of emergency, location of the accident report forms and first aid kit, as per Fire Safety Statement.

13. Licences

The hirer shall be responsible for securing any permits required for the performances of copyright work. The Council will not be liable for any damage and expenses claimed by person or company as the consequence of the performance of copyright work for which the user did not obtain a permit from Performing Rights Society or any appropriate licensing body.

With any hire involving the sale of goods or public entertainment, the hirer is responsible for ensuring that the correct licence, if required, is obtained.

For further information on Licensing requirements call the Contact Centre 03452 777 778

14. Alcoholic Beverages

Subject to the conditions imposed by either the Council or Licensing Board, alcohol may, be served, but not sold on the premises. Please note that provision of alcohol following payment of a ticket price is considered to be a sale. The hirer should contact the Business Support Team (education.lets@angus.gov.uk) for advice or the Licensing Board to discuss the need for a licence.

The hirer is responsible for obtaining the necessary alcohol licence and must comply at all times with the conditions of licence issued by the Licensing Board.

15. Public Liability Insurance

The hirer shall indemnify the Council against all costs, expenses, liabilities, injury, loss or damage howsoever arising due to any act or omission of the hirer, or any of his agents, volunteers or staff in connection with the hire of the premises or the activities carried out during the period of let.

The hirer must obtain and maintain in force a policy of public liability insurance to cover such indemnity. Such insurance shall be for the minimum sum of £5million in respect of any one incident. The hirer must exhibit to the Council if requested, a certified copy of the insurance policy and evidence that all premiums are paid and up-to-date.

If you do not have suitable insurance please liaise with Business Support Team, (education.lets@angus.gov.uk) without insurance you are personally liable for any damage to the facility or other liability claim associated directly as a result of your usage and/or actions.

16. Cancellation, Non-payment, Advance Booking and Refund Terms

Written notification of cancellations must be received by the Business Support Team a minimum of 7 days before the day of the booking, unless there are exceptional

circumstances. Failure to provide this will result in the customer being charged the full amount of the booking value.

Payment arrangements will be agreed at the time of booking. If the hirer fails to comply with these payment arrangements, the Council may cancel and reject any future bookings.

17. No Smoking Policy

Smoking is prohibited in all Council premises. All users will be required to adhere to The Smoking, Health and Social Care (Scotland) Act 2005 and The Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006. Failure to comply with the law is a criminal offence.

18. Photography

The use of cameras, videos and other equipment with the capacity to photograph is allowable provided the hirer for the let has obtained written permission, ie from parents of children or persons being photographed. It should be noted that this may be audited at any time during the let period.

19. Conduct

Behaviour deemed to be inappropriate may result in the cancellation of a booking. The Council reserves the right to investigate any incidents deemed to be serious in nature or where complaints have been received.

ANGUS COUNCIL – EDUCATION AND LIFELONG LEARNING

LETTING PROCEDURES

FIRE SAFETY

The following list of procedures is required by The Fire (Scotland) Act 2005.

General Requirements

- 1 A Fire Risk Assessment has been carried out by the lessee to cover the use of the building and activities and a copy is kept in the school fire log. (This should be carried out with the Facility Assistant).
- 2 An Emergency Fire Action Plan is in place and that a copy is kept in the fire log. (This should be carried out with the Facility Assistant).
- 3 Ensure that the responsible person, for the let have received the relevant Fire Safety Training from the Facility Assistant.
- 4 Ensure that all persons who attend the let have received a relevant induction (For multiple use lets, this need only be done on the first let and for any new members who attend at a later date. (A refresher should also be provided as required).

ANGUS COUNCIL – EDUCATION AND LIFELONG LEARNING

LETTING PROCEDURES

POOL USERS SAFETY CODE

In the interests of safety, users shall NOT:-

- 1 Enter the swimming pool before using the shower area and footbaths.
- 2 Enter the swimming pool wearing a dressing or bandage.
- 3 Enter the swimming pool knowingly suffering from a condition of health which might endanger him/herself or others. Specifically, swimmers must be free from the symptoms of diarrhoea for at least 14 days before entering the pool.
- 4 Bring glass containers into the dressing rooms, shower or pool areas.
- 5 Bring any alcoholic drink into the building or enter the building under the influence of drink or drugs.
- 6 Smoke, eat or drink in the swimming pool, dressing rooms or shower areas.
- 7 Foul or pollute the water whilst in the swimming pool.
- 8 Enter the dressing room which is reserved for the opposite sex (unless it is a child of pre-school age or a non-ambient person being assisted by a parent or guardian).
- 9 Use offensive language or conduct him/herself in a disorderly or violent manner.
- 10 Disobey or ignore any instructions given in the interest of safety.
- 11 Be allowed to enter the swimming pool if their bathing costume is considered to be unsuitable.
- 12 Wear face masks, flippers or snorkels without prior consent by the group leader.
- 13 Be allowed to use swimming aids except in a learning/training situation.
- 14 Run along the poolside or push or pull others into the water.
- 15 Allow unauthorised persons on the poolside unless they have the approval of the person in charge. Any such persons given permission must wear suitable footwear.
- 16 Person in charge (let holder or his/her nominee) will be in attendance prior to and after the conclusion of any swimming period.
- 17 All first aid and medical equipment associated to the pool will be available for use during the period of the let.

In the interests of pool users, the following rules must be strictly adhered to:-

- 1 Any activities which are dangerous and which cause inconvenience, interference and/or annoyance to other users are forbidden.
- 2 No diving in shallow water.
- 3 No running dives.
- 4 No entries which may cause damage, danger or inconvenience, eg dive bombing.
- 5 Non-swimmers or young children on their own should not be allowed near the deep end of the pool.
- 6 No "ducking" of other bathers.
- 7 No unnecessary splashing causing nuisance or annoyance to other bathers.
- 8 Ensure all swimming aids are used in a proper manner.
- 9 No person is allowed in deep water if they are using swimming aids (except in organised and recognised teaching situations).
- 10 No person is allowed to leap from the poolside onto small inflatables or rafts that are in the water.