

## 1. FACILITY LETTING POLICY

### 1.1 Organisation Background

The Peoples Development Trust (PDT) is a company limited by guarantee with charitable status supervised by a Board of Directors drawn from the community.

Established as a vehicle to ensure that maximum community benefit is secured from the planned regeneration programmes and commonwealth games; the Legacy Hub works towards providing a welcoming and memorable service to the general public.

Developed by the community for the community; the legacy hub aims to integrate local services to reduce duplication and provide all with the opportunity to create, learn and develop whilst exceeding national legacy themed aims and objectives following the Glasgow 2014 Commonwealth Games.

- ❖ **Active:** Inspiring and enabling people to be more active.
- ❖ **Flourishing:** Promoting Scotland, enhance skills and support of businesses.
- ❖ **Connected:** Celebrating our culture and inspiring young people to create and learn.
- ❖ **Sustainable:** Regenerating our communities and enhancing our environment.

### 1.2 Basic Letting Policy Guidelines

- ❖ Guidelines are designed to protect current users by giving them a home for a long period of time which will enable users to flourish and develop.
- ❖ The Legacy Hub caters for users with or requiring long-term bookings.
- ❖ The Legacy Hub reserves the right to cancel any let of any club/organisation/group, to do so without obligation upon or recourse against them, and also to refuse to any person whomsoever e.g.
  1. A club/organisation/group with an outstanding debt to The Legacy Hub / The Peoples Development Trust
  2. Any person(s) that abuse The Legacy Hub facility and/or staff.
- ❖ Facility letting periods run in line with the financial year and for monitoring purposes the PDT may require users to complete related forms on a 6 monthly basis.
- ❖ Setup and take down time are to be included within all facility letting requests. If user groups exceed allocated timing they will incur additional charges.
- ❖ Allocation of Core Times (see overleaf)



### 1.3 Core Facility Letting Opening Times and Booking Timeframe

Day	Times
Monday to Friday	08:00 to 21:00
Saturday	Closed
Sunday	Closed

*(Time can be modified to suit community need dependant on staffing)*

#### 1.3.1 Weekly Booking Timeframe

Due to employee working hours, all facility letting requests will be processed on weekdays (**Monday to Friday**) between the hours of **09:00 – 17:00**. Requests out with this timeframe will be stored and processes accordingly. **Note:** All requests will be processes in line with community needs, wants and demands.

#### 1.4 Application Process

A **fully completed** booking form alongside any relevant documentation (Code of Conduct Agreement) is required prior to processing a booking. Related forms include:

- ❖ Ad-hoc Booking Form (*One-Off Bookings*)
- ❖ Block-Booking Form (*Long-Period Bookings*)
- ❖ Youth Let Form (*If activity involves participants under the age of 18 years exc. businesses*)
- ❖ Completion of Facility Code of Conduct Agreement (*Only for first time facility user*)

A total of 48 hours' notice (2 working days) are required to compete and/or cancel a booking. If supplied out-with this time period, the Legacy Hub does not guarantee booking completion/cancellation.

All applications are considered by Legacy Hub personnel on behalf of the Peoples Development Trust board of directors; with a view of serving local needs, wants and demands. All user groups are to abide by capacity regulations and not exceed the maximum permitted numbers per facility area booked, listed below:

Area	Capacity
Multi-Purpose/Function Hall	180 (150 Seated + 30 Standing)
Training Suite	26 (24 Seated + 2 Standing)
Conference Suite	17 (16 Seated + 1 Standing)

**Note:** Number are in support of Fire Safety regulations supplied by the Community Fire Safety Officer. All relevant documentation and agreements must be met in support of all bookings.



### 1.5 Equipment Set Up / Take Down

The time taken to setup and take down of equipment is to be included within a facility letting request. If this time is exceeded the user will be subject to receive additional costs which could include area and staffing costs.

The premises officer will assist equipment setup and take down and support any questions related to all related equipment supplied in-line with a facility letting request. **Note:** Setup and take down relates to equipment owned only by The Peoples Development Trust.

Additional equipment will require to be signed off by the most relevant individual to ensure that it has been tested by an appropriate person and has passed health and safety regulations prior to use. Users are required to undertake setup and take down of personal equipment.

**Note:** The Legacy Hub on behalf of the Peoples Development Trust does not take any responsibility if personal equipment is lost, damaged or stolen on the premises.

### 1.6 Payment Procedure

An invoice will be issued on a monthly basis and supplied within the first week of every month for Long Period Bookings. Adhoc Bookings for individual facility lets will receive an invoice alongside their confirmation email supporting facility use.

For Facility requests supporting parties, the PDT will require payment in full prior to a booking taking place. If parties require access to the on-site bar a total 'fixed' cost will be applied in the amount of **£100.00** (dependant on timings). Additionally, a deposit totalling **£50.00** will be required in addition to facility letting costs in support of any related incidents (damages) and will be refunded if no such incidents occur.

All invoices are to be processed within a period of **21 days** of the invoice date to ensure continued use of facility premises (Refer to basic guidelines p.1). Payment must be completed via cheque or BACS transfer upon receipt of an invoice.

Late payments will incur an administration fee of **4%**. This fee will be taken from the total amount of the invoice outstanding and when applied, a new invoice will be submitted for payment. If outstanding invoices continue, the PDT will progress toward recouping monies through a relevant agency.

All prices are supplied within the pricing structure and separated into specific categories. All prices details are inclusive of VAT.

The minimum duration of a let is 1 hour unless otherwise confirmed by personnel in representation of the Peoples Development Trust.



## 2. CONDITIONS OF HIRE

### 2.1 Breakdown

The hirer shall not use the premises for any other purpose than the purpose stated in the application and shall ensure that all activities shall be conducted in an orderly and lawful manner.

The hirer is responsible at all times for full provision of health and safety measures under the Health and Safety at Work 1974 Act and the Management of Health and Safety at Work Regulations 1992, and all other relevant health and safety statutory law as available on request. All hirers must have appropriate arrangement for monitoring who is on the premises during hire periods.

It is the hirer's responsibility to setup of their equipment and take down after their event within the hire period. If any equipment/furniture such as chairs/tables/IT is required, the premises officer will setup prior to booking commencing and remove thereafter to return the area to its original position at the end of hire period. Any hirer who takes it upon themselves to move Legacy Hub equipment/furniture/IT should do so at their own risk; taking due care and attention for themselves and others.

### Cancellations

The Legacy Hub must receive cancellations in writing no less than two working days (48 hours) before the date of hiring. Any cancellations taking place after this timeframe will incur a late cancellation fee of 25% of the total hire price.

If the hirer has not arrived within 15 minutes of the arranged time, the booking will be cancelled and full costs will be incurred. Premises must be vacated by the agreed facility time or additional costs will be incurred.

### Damage Liability

Damage to PDT property by a club/organisation/user group and/or representative will be seen as a breach of the facility Code of Conduct. A club/organisation/user group and/or representative will be refused access until such times as the matter has been dealt with to the satisfaction of the PDT.

The facilities must be left as found with any situations such as spillages being reported to the premises officer.

### User Group: Public Liability Insurance

The hirer is responsible for insuring their property and equipment against all unusual risk and hirers must take out Public Liability Insurance to cover themselves should a member of the public suffer any loss or injury due to negligence. It is not a policy for Personal Accident. A copy of the PDT Public Liability Insurance Certificate is displayed in the Reception Area.



Where the event or activity has elements of increased risk, the hirer will be required to submit a risk assessment and proof of public liability insurance cover.

### **Priority**

In the event that the PDT requires the use of any of the facilities (i.e. conference room, training suite, legacy theatre) at a time which has been previously booked by a hirer, then the hirer's booking will be asked to give way to such activities in support of community development. The PDT will provide the hirer with sufficient notice (minimum 2 weeks) to reduce the likelihood of impacting directly on activities.

### **Additional Equipment**

In the interest of safety, no additional cooking facilities may be brought into the building by the hirer or any person on their behalf. Any equipment the hirer would like to bring with them must be listed on the Booking Form. The hirer will not, without prior permission, introduce any electrical equipment for use on the Legacy Hub premises, alter fixed installations, remove/cover up any fire and safety notices or equipment or take any actions which may create hazard for persons using the premises. Permission will not be unreasonably withheld but the Premises Officer may at any time spot check equipment brought in, for example check electrical equipment has a current/valid **PAT** test sticker.

If you require equipment to be stored on site this must be agreed in writing. You may be asked to reduce your storage at any time and charges may apply. Any equipment stored must be appropriately labelled.

Any decorations, scenery, stage properties and costumes shall be made of fireproof materials and used so that they will not readily catch fire.

### **Related Equipment**

The use of inflatable play equipment is only permitted in the Legacy Hub if confirmation is received from the provider that the equipment is regularly maintained; the provider has public liability insurance (copy sent alongside booking form); the equipment does not require any anchorage to floor, and; wall and floor mats must be provided. User groups will be held liable for the cost of repairing any damage to the floor if found at the end of the booking.

The PDT does not permit the use of any equipment directly connected to the ceiling.

**Note:** The PDT reserves a right of entry to an area during the period of hiring. The hirer shall comply with any directions given on behalf of the PDT.

## **2.2 Consumption of Alcohol**

If a club/organisation/user group wishes to sell alcohol and access our onsite bar servery during an event, the leader of the club/organisation/user group is required to follow conditions of facility letting. Conditions of facility letting in support of selling alcohol include:

- **Stewards:** Stewards are to present throughout the duration of a let whereby alcohol is available to participants. Stewards will monitor the activity to reduce the risks associated with alcohol consumption.
- **Risk Assessment:** A detailed risk assessment is required **2 weeks** prior to an event/function/activity. The risk assessment will ensure that all factors associated with the selling of alcohol and its consumption is raised with processes introduced to manage risk (low, medium and high).
- **Supervision:** Children under the age of 18 are required to be supervised at all times by a responsible adult. A responsible adult will be attending an event/function/activity in representation of the hirer. **Note:** Children will be required to exit the premises at 22:00 when alcohol is sold on the premises.

### 2.3 Smoke-Free Policy

It is the policy of the PDT that all of our workplaces are smoke-free and all visitors have a right to access and develop in a smoke-free environment.

Smoking and the use of E-Cigarettes is prohibited throughout the entire facility (internal and external) whilst on PDT premises with no exceptions. The policy applies to all employees, consultants, contractors, customers or members and visitors.

Appropriate 'No Smoking' signs will be clearly displayed at the entrances to and within the premises. Non-compliance of this policy demonstrate a breach of conditions and will result in an individual being removed from the premises and future access refused until such times as the matter has been dealt with to the satisfaction of the PDT. Those who do not comply with the smoking law are also liable to a fixed penalty fine and possible criminal prosecution.

### 2.4 Safety Instructions

At all times emergency exits and doorways must be kept clear and free from obstruction.

The hirer must make; themselves familiar with the fire instruction on the site and must ensure their group is also aware, including location of fire extinguishers and fire alarm call points. Each group must keep a register of those present and know who is on site at any time. The Premises Officer or staff member may ask to see sight of your register for purposes of Safeguarding and Health and Safety at any time during your booking.

If hirer is using and external provider, please ensure that they do not use a smoke machine or any item that may accidentally trigger the smoke alarm.

All accidents are required to complete an incident report form after informing the Premises Officer. All leaders/deliverers of activities are required to undertake first aid for any representatives of their group and should always bring a first aid kit prior to commencing hire.



### 3. CONCLUSION

The Legacy Hub on behalf of the Peoples Development Trust thanks you for your cooperation in these matters. It is our aim to maintain our facilities to the very highest standards for your enjoyment. If we fail to reach these aims then please contact The Legacy Hub on 0141 556 4776 or via email [information@legacy-hub.co.uk](mailto:information@legacy-hub.co.uk).

