

Regular Bookings in City of Edinburgh Council Primary & Special Schools & Sports Pitch Facilities

These terms and conditions will be enforced by City of Edinburgh Council and are binding on both parties.

General

1. The right to use the facility is subject to City of Edinburgh Council's School Lets team receiving an application on the required form, by the proposed hirer undertaking to comply with these conditions.
2. Other than football pitches and swimming pools there will be no Let bookings available for the first 2 weeks of the new academic year – other than at the discretion of the School's Head Teacher.
3. Alcohol is not permitted on School premises and Lets will not be issued a license for alcohol.
4. Let holders will be held accountable for any costs incurred due to damage of facilities or equipment.
5. The use of inflatables (e.g. bouncy castles) is only permitted when the company supplying the inflatable is on site and have their own insurance in place. The let holder will need to complete an appropriate risk assessment.
6. If you intend to have fireworks as part of your let, a meeting will be needed to discuss feasibility and risk assessment.

Payment

1. School Lets are charged in advance of your booking. All chargeable Lets will have the hourly rate and total for the Let confirmed at the point of issuing a permit. Invoices will be sent out to customers separately by email, where permission is provided to issue electronically. Alternatively, invoices will be sent in the post. Instructions for payment can be found on the invoice.
2. If a let runs for over 3 months, an instalment invoice will be used to pay the balance across the year. An email will be sent to the customer each quarter requesting payment. If the customer fails to pay the balance, a second reminder email will be sent, and the customer will be advised that their let will be on hold until payment is received.

School Specific Conditions

1. Areas locked or not available for hire are classified as prohibited areas and not to be entered or used in any way by the hirer/associated participants.
2. Storage availability for regular facility users is not automatically included in the Hire Agreement and must be discussed with City of Edinburgh Council School Lets team. Storage of equipment in facility storage cupboards/areas is undertaken at the owner's own risk. City of Edinburgh Council will not accept responsibility or liability for theft or damage to items stored in or at the facility. It is recommended that users seek their own insurance cover for such items. In the event that a hirer ceases hire of the facility, the hirer is required to collect and remove all goods and/or equipment stored at the facility.
3. It is the responsibility of the hirer to ensure that all persons involved in their activities are familiar with the Emergency Plan.
4. It is the responsibility of the hirer to provide adequate first aid requirements relative to the activity being undertaken.
5. Booking times include the safe and correct set up and recovery of equipment, which will be the responsibility of the hirer(s). All hired areas must be presented at the end of the booking with no equipment in place.
6. In the instance of the hirer letting out a swimming pool area, the hirer agrees to provide a lifeguard and to abide by the maximum numbers permitted in the swimming pool at any time as per their hire agreement. Coach to swimmer ratio must never exceed 1:30 in a 4-lane pool.
7. All lifeguards must hold a valid in date qualification either an NPLQ, NRA or STA award.
8. The hirer must abide by the maximum capacity numbers for indoor bookings.
9. Any clubs or regular extended let users intending to use music must indicate this on the online booking form.

Sports Pitch Specific Conditions

1. City of Edinburgh Council shall service and maintain the activity areas and facilities covered by the agreement to ensure customer safety throughout the term of agreement.

2. If a hirer ceases hire of the facility, they are required to remove any of their own equipment within 7 days of the final use. If the hirer fails to do this, City of Edinburgh Council may dispose of the equipment and charge the hirer for any costs incurred
3. Cancellations will only be honoured by contacting the School Lets Team.

Kitchen use

1. Any hirer requiring the use of a kitchen must specify this at the time of booking.
2. A catering FM team member must be present during any lets/activities which require a kitchen.
3. The hirer must advise what the kitchen is being used for to avoid cross contamination and presence of potential allergens.

Cancellation policy

1. Hirers are required to provide 48 hours' notice when cancelling a let.
2. If hirers fail to do notify of cancellation, the let will be fully charged.
3. If non-use of a pitch relates to weather conditions, responsible let holder must notify school lets team within 5 working days otherwise charges will still apply.

Safeguarding Checklist

By signing up to City of Edinburgh Council's School Lets Terms and Conditions, the Club has agreed that it will abide by the relevant governing bodies Safeguarding Policy. It is the responsibility of the club to ensure these policies and procedures are made relevant and that any specific additional requirements regarding child or adults at risk protection shall be implemented.

Please tick to indicate the club also has the following documentation/resources in place:

Safeguarding Policy

Child Protection Officer

Safeguarding Code of Conduct (covers athletes, officials & volunteers, coaches, teachers, parents and spectators)

Fire Regulations and Guidance

From 1st July 2023 new Fire Safety Regulations will be introduced in Scotland. CEC have reviewed their processes decided the following arrangements for LETs and out of hours, should a fire alarm sound:

- **where there is an FM presence:** the FM staff member will ensure the fire alarm activation is investigated and will either contact the Scottish Fire and Rescue Service (SFRS) or silence and reset the alarm where it is a result of a false activation
- **where there is no FM presence on site:** if the fire alarm sounds, you should evacuate as normal, if there are any obvious signs of fire, smoke, smell etc you must call emergency services. Where there are no signs of fire, call the Area FM contact on 0131 200 2000. You should also inform the Area FM immediately, following any call to the SFRS.

Fire alarms sounding do not automatically connect to the SFRS so it is important to follow the guidance above. Fire Risk Assessments should incorporate the above.

Agreement

On behalf of this booking, I agree to be bound by the terms and conditions which have been supplied

Name:

Email:

Position in Club:

I agree to the booking Terms &
Conditions stated above:

Signature:

Date:

Important: The completion of this form does not guarantee your booking request. We will be back in touch once we have reviewed the form.