

Privacy Statement

In order for us to provide services to you as a Local Authority, we need you to give us your personal information. To deliver our services, to meet our legal obligations and protect public funds we need to collect, store, use, share and dispose of personal information. This is known as data processing. We also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records.

We collect and use different categories of personal information, depending on the service we provide to you. Further details on how we use your data with this form can be found on our website www.dundee.gov.uk/service-area/chief-executive/chief-executives-services/privacy-statement.

APPLICATION FOR USE OF ACCOMMODATION IN COUNCIL FACILITIES

A separate form should be completed for each application. Return completed form to Customer Services by e-mailing **community.centres@dundee.gov.uk** or posting to Dundee City Council, Floor 3, Dundee House, 50 North Lindsay Street, Dundee, DD1 1NL.

14 days' notice must be given for each application and the person responsible must attend an induction session prior to a let permit being granted.

- | | | |
|--------|--|---|
| 1. (a) | Name of Council facility at which accommodation is required | _____ |
| (b) | Alternative accommodation if location (a) is unavailable | _____ |
| 2. (a) | Name of individual/organisation on behalf of which application is made | Dundee u3a
_____ |
| (b) | If individual/organisation is affiliated to a National Association, give contact details | U3a in Scotland |
| | Name | Rosie Alexander
_____ |
| | Email | u3ascotlandsecretary@gmail.com
_____ |
| (c) | Name of Lessee /Let Leader who will be responsible for compliance with the Regulations for use | _____ |

This Lessee /Let Leader will be responsible for attending all lets and an induction briefing prior to the let commencing.

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| (d) | Name of person who will take responsibility of the let in the Lessee /Let Leader absence. | _____ |
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This person will also be responsible for attending all lets and an induction briefing prior to the let commencing.

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| 3. | Do any let attendees require a PEEP?
(Personal Emergency Evacuation Plan) | YES/NO |
|----|--|--------|

If yes, it is the responsibility of the individual/organisation booking the accommodation to make sure PEEPs are in place.

DUNDEE CITY COUNCIL STAFF AND CONTRACTORS CAN NOT EVACUATE CENTRE USERS. IT IS THE RESPONSIBILITY OF THE INDIVIDUAL/ORGANISATION TO ENSURE APPROPRIATE RESOURCES AND PROCEDURES ARE IN PLACE FOR PEEPS

4. Type of accommodation required (e.g. Small/Large Hall, Games Hall)

If a specific room required, provide name of room

5. Purpose for which required **(please specify the types of entertainment/activities or recreation to be carried on, whether there is any charge to participate and if any equipment is being hired or sourced to facilitate the planned activities (e.g. bouncy castles, rides, etc.)**

Anticipated Number of attendees

6. (a) Day(s) and Date(s) on which accommodation is required

Start Date

End Date

If this is a recurring Let, please indicate the frequency: Daily/Weekly/Fortnightly/Monthly

Please indicate any date during the period on which the Let is not required: _____

Please include preparation and clear up time. The premises **must** be vacated by the end time detailed above.

Unless otherwise agreed, school accommodation is only available during term time from 1800 – 2200 hours (weekdays) and 0900 – 1300 (Saturdays). Outwith term time accommodation is available 0800 – 1800 hours (weekdays).

Any requests outwith these times may incur an additional charge and must be approved prior to going ahead. Football pitches where no changing facilities are required are available outwith these times at no additional cost.

7. Indicate by a tick in the appropriate box if special facilities or resources are required.

Piano		Stage & Lighting		Kitchen Facilities SEE APPENDIX 2 PARAGRAPH 7	
Computer Equipment					
Chairs		How many			
Projector/Screen		Laptop			
Flipchart					
Other Equipment		Please specify			
Special requests for equipment may be made but will be subject to specialist induction being available on site. Please state requirements below.					

Permit holders must ensure that any personal electrical equipment being used must have a current Portable Appliance Testing Certificate (PAT Certificate).

Preferred Room Layout

Theatre Style		Boardroom Style		Café Style	
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Hospitality Requirements, please provide numbers

Tea/Coffee		Water		Buffet	
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8. If the booking is to carry out Regulated Work with children or protected adults, are the organisation a Registered Body with Disclosure Scotland? **YES/NO**

If Yes, who is/are the Registered Person/s?

9. Services to the public require Public Liability Insurance. If applicable – a copy must be submitted with this application **YES/NO**

10. Does the event require a liquor licence? **YES/NO**
If yes – a copy must be attached to this application form

11. Will there be music? **YES/NO**
Does the event require an entertainment licence? **YES/NO**
If yes – a copy must be attached to this application form

- Has the event been risk assessed? **YES/NO**
If yes – a copy must be attached to this application form

12. I have read and understand the 'REGULATIONS FOR USE OF ACCOMMODATION' (**Appendix 2**) and hereby undertake to comply with the Conditions of Let therein, I undertake

to effect payment, on receipt of any account for the charge appropriate to this application, to Dundee City Council and I as an individual guarantee payment of such account and the council may at its own option recover payment of such account from me or from the above-named organisation.

LESEE/ LET LEADER SIGNATURE

Signature: _____ Date: _____

Print Name: _____

Name of Applicant: (BLOCK LETTERS)

Email Address: _____

Mr/Mrs/Miss/Ms): _____ Signature: _____

Position: _____

Organisation: _____

Address: _____

Contact Tel: _____

Appendix 1

HIRING OF FACILITIES AND COST OF ACTIVITIES

Dundee City Council

This policy sets out the terms of charges for hiring DCC facilities. The charges are reviewed annually and applied from 1st of April. The charges and application of the pricing structure are applicable across all premises and there is no facility to create local arrangements or flex from the agreed scale of charges.

1.0 STANDARD RATES

All charges will be at standard rate unless they meet the criteria for concessionary rates or operate as a commercial enterprise are deemed to be commercial.

2.0 CONCESSION RATES

Concession rates will be given to groups, not for profit community groups and registered charitable organisations who are covered by the criteria below. Over 75% of the participants must meet the concession criteria to be given the concession rate.

Criteria

- 2.1 People in receipt of Council Tax Reduction
- 2.2 People who have reached State Pension Age
- 2.3 People in receipt of Housing Benefit/Universal Credit
- 2.4 People under 18

3.0 COMMERCIAL RATES

- 3.1 Any individual or company that gains private benefit for themselves or their company, from the let.

4.0 FREE LETS

- 4.1 All Dundee City Council Services to communities - Council staff must make advanced booking following standard procedure for the facility and any programme of use must be agreed with the relevant department before the booking is confirmed.
- 4.2 All Community Councils, Neighbourhood Representative Structures, RTO's linked to DCC Estates, Out of School Care who Partner with DCC, Community Planning Partnership Meetings.
- 4.3 Free lets can be allowed in exceptional circumstances and for a stated period of time at the discretion of the Executive Director of Children and Families Service, Executive Director of Neighbourhood Services.
- 4.4 Leisure & Culture Dundee, can use certain schools' facility for free, if it is to undertake part of their work with groups, subject to the use not displacing a paid let and being available, they must make the booking following standard procedure for the facility and any programme of use must be agreed with the relevant department before the booking is confirmed.
- 4.5 All Councillors' Surgeries as well as local MSPs and MPs with any associated costs being absorbed by the relevant departments or Leisure & Culture Dundee.

5.0 SURCHARGES

- 5.1 Surcharges will be applied on a full cost recovery for lets out with normal operating hours and for any additional cleaning costs.

6.0 LENGTH OF LET

- 6.1 All let's will be charged by the hour e.g. 1.30 would be rounded up to 2 hours.
- 6.2 Annual lets can be submitted.

Off Peak Mon – Fri 9am-6 pm Peak Mon – Fri 6pm-9pm

Saturday/Sunday Surcharges will be applied on a full opening cost recovery for lets out with normal operating hours (need to further clarify this)

ROOM DESCRIPTOR	CONCESSION LET OFF PEAK	CONCESSION LET PEAK
SMALL ROOM 10 OR LESS	4.95	6.20
MEDIUM ROOM 50 OR LESS	8.50	10.00
LARGE ROOM/ SMALL HALL 50-100	10.00	12.50
GAMES HALL 100 +	15.00	18.75

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We collect and use different categories of personal information, depending on the service we provide to you. Further details on how we use your data with this form can be found on our website www.dundee.gov.uk/service-area/chief-executive/chief-executives-services/privacy-statement.

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| | Name | Rosie Alexander |
| | Email | u3ascotlandsecretary@gmail.com |
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