

REGULATIONS FOR USE OF ACCOMMODATION

1. All applications should be made on the standard form of application and submitted to the Customer Services Department, **at least fourteen days prior to the booking request.**
2. Use of premises shall be granted at the discretion of Dundee City Council (hereafter “the Council”) on the understanding that the use does not interfere in any way with the Council’s requirements and that the stated views or objectives of the user are acceptable to the Council.
3. The use of facilities with Facilities Co-ordinator/Resource Assistants will be subject to a Facilities Co-ordinator/Resource Assistant or approved substitute being available.
4. Facilities will not normally be available to outside organisations during the Christmas and New Year holiday period.
5. Election meetings, elections or referenda will take priority over all requests for the premises during, National or Local Government periods.
6. Person in charge of let will be required to attend all lets and attend an induction/fire safety briefing prior to the let commencing. A second person would also be required to attend this induction in case they are required to take charge of the let in the person in charge’s absence.
7. Applications to Tayside Contracts, Catering Service, Soutar Street, Dundee, will be required for the use of school kitchen facilities. A charge, over and above the cost of the use of the accommodation, will be made for the services of Tayside Contract staff. If requiring to use the kitchen facilities you will be required to attend an induction for the kitchen that you will be using. This induction must be carried out prior to let starting.
8. Should an organisation which has been granted a let not require the premises on a particular occasion, at least 14 days’ notice of cancellation must be given to the Customer Services Department otherwise no refund will be paid. Shorter notice will be acceptable for outdoor facilities when cancellation is due to weather conditions. When an organisation which has been granted a let for a block of evenings fails to attend on two consecutive evenings without reasonable cause and/or without giving at least 14 days’ notice on either occasion, then the remaining evenings for that block let will be cancelled.
9. Activities must be confined to the times and area of the facility for which a permit is issued. Please allow time for setting and clearing up when booking a let. All parts of the facility used should be left as found.
10. Subject to the regulations imposed by the Council, alcohol may, on certain occasions, be served in premises. The user should contact the Executive Director to seek permission for this.
11. The Council reserves the right to cancel any approved permit in exceptional circumstances. The maximum advance notice as is reasonable and possible will be given.
12. Current charges are outlined on the enclosed form. In certain circumstances, VAT is not levied and details of this VAT rebate scheme are given in Appendix 3.
13. Public Liability Insurance must be held by all organisations/groups providing a service to the public. Proof of such insurance cover is a condition of the let. Failure to evidence this cover will result in the let not being approved. The user is responsible for any damage to property

and for the conduct of the members during the period of use. No liability will be accepted for accidents on the premises. Damage to property and injury to persons during the period of use should be notified immediately to the Facilities Co-ordinator/Assistant. In the absence of a Facilities Co-ordinator/Assistant please notify a member of staff immediately.

14. The Council shall provide normal heating, lighting and ventilation. Any incidental expenses incurred shall be met by the user.
15. The Council will not be liable for any damage, injury or loss of property brought to or left in the establishment or car parks by persons using the premises.
16. The user shall appoint a competent and responsible person who shall be present and in charge during the period of use, and an adequate number of competent persons for supervisory duties, who shall take appropriate action to safeguard the health and safety of all participants and to prevent any form of damage to the premises or any misuse of the facilities granted by the Council. Risk assessments for any activities are the responsibility of the permit holder. Risk assessments for the premises are the responsibility of the Council and are available on request. Efficient door control must be maintained at all doorways leading to and from the premises to ensure that free egress by the various exists be maintained during the period of use. The person in charge will be responsible for completing and signing the nightly attendance log.
17. The permit holder must ensure that any person that requires assistance to exit the building must have a Personal Emergency Evacuation Plan (PEEP).
18. If the premises are to be used for activities directed wholly or mainly at people under the age of 18 or vulnerable adults over 18 years of age or if the Council has reasonable cause to believe that the people taking part in activities on the premises will wholly or mainly be under the age of 18 or vulnerable adults over the age of 18 years, the permit holder will demonstrate to the Council that suitable measures are in place for their supervision and/or protection.
19. Permit holders bringing electrical equipment into an establishment should ensure that it has no electrical defects and has a current Portable Appliance Testing Certificate.
20. The use of equipment (e.g. pianos, gymnasium apparatus, projectors, flip charts) is **NOT** automatically included in the permit of use. Special permission for the use of such equipment must be sought prior to the commencement of the let. Organisations using specialist equipment can only use that equipment if there is present a person authorised and qualified to use that equipment. **Please note that where a classroom is booked no information should be wiped from blackboards or whiteboards.**
21. The use of halls and gymnasiums will require the permit holder to:
 - Wear footwear which is considered appropriate i.e. non-marking soles.
 - Provide adequate protection from damage for floors, in certain cases this may require protective floor covering to be provided.
 - For dancing, light shoes only will be worn and no substances will be applied to the floor.
22. Smoking is not allowed in any area of a council facility during the period of a let.
23. The person(s) in charge must acquaint themselves with the fire procedures in respect of each facility and the position and use of fire appliances and fire exits. Also, persons in charge should carry a mobile telephone or know the location of the nearest public telephone, in case the office telephone is not immediately available. Details can normally be obtained

from the Facilities Co-ordinator/Assistant/staff member on duty. The person in charge will be responsible for communicating to the group, information regarding fire procedures, health and safety/emergency procedures.

24. PLEASE NOTE THAT IT IS THE SOLE RESPONSIBILITY OF THE APPLICANT TO APPLY FOR AND OBTAIN ANY NECESSARY LICENCES, PERMITS OR OTHER CONSENTS REQUIRED UNDER APPROPRIATE LEGISLATION IN RELATION TO THE EVENTS WHICH ARE TO TAKE PLACE DURING THE COURSE OF THE LET. THIS INCLUDES, BUT IS NOT LIMITED TO, ACTIVITIES FOR WHICH A LICENCE UNDER THE CIVIC GOVERNMENT (SCOTLAND) ACT 1982 MAY BE REQUIRED (e.g. PROVISION OF PUBLIC ENTERTAINMENT WHERE THERE IS A CHARGE TO PARTICIPATE). THE PERMIT FOR USE OF THE COUNCIL FACILITY WILL NOT BE ISSUED UNTIL PROOF IS PROVIDED BY THE APPLICANT THAT ANY SUCH LICENCES, ETC. HAVE BEEN OBTAINED.
25. Failure to observe these regulations may result in the withdrawal of the permit. In these circumstances, monies already paid will be forfeit