

NORTH LANARKSHIRE COUNCIL

REPORT

To: Education (Community Services) Sub-Committee	Subject: SCHOOL LETTING GUIDELINES
From: Director of Education	
Date: 12 May 1997	
Ref: JMcG/LL	

Purpose of Report

This report proposes the implementation of operational guidelines for school letting to take account of the need to make more effective and efficient use of school buildings. The guidelines include revised charging levels to take effect from 1 August 1997.

Recommendation

The sub-committee is asked to:

- (i) note the contents of the report and
- (ii) approve the revised school letting charges for 1997/98 to take effect from 1 August 1997.

Members wishing further information please contact
Michael O'Neill, Director of Education on 01236 812337 or
Jim McGuinness, Head of Service, Support for Learning on 01236 812280

NORTH LANARKSHIRE COUNCIL ; DEPARTMENT OF EDUCATION**School Letting Guidelines****Report by Director****1. Introduction**

- 1.1 At its meeting on 12 March 1996 the education committee considered a report from the director of education explaining the background to the council's school letting arrangements and authorised increases to letting charges for school session 1996/97.
- 1.2 The above paper also advised members of the duty of the authority to promote wider community use of schools and their facilities. In particular it highlighted the need for officers to discuss with headteachers ways of improving such community access. At the same time it was noted that, in the prevailing financial climate, there would be a need to examine how the authority could make more efficient use of school buildings thus reducing costs.
- 1.3 In the course of the 1997/98 budget process an increase of £30,000 in the income generation target for school lets was set by the council.

2. Developments Since April 1996

- 2.1 In the course of the current school session officers have reviewed the operation of the school letting system and have produced draft operational guidelines for its future implementation. The guidelines, which are attached as Appendix A, have been the subject of consultation with headteachers.
- 2.2 The guidelines, will supersede the previous arrangements which were essentially a continuation of those operated by the antecedent authority. They take account of the changing nature of the demand for accommodation and the increased use of premises both in the evenings and during the school day. They highlight developments such as multi-purpose all year round use of school facilities and the advent of initiatives such as "out of school care". The guidelines lay stress on the importance of partnership amongst schools, their school boards, the communities which they serve and the community education service which has the responsibility for managing and administering the letting arrangements.
- 2.3 The guidelines cover issues such as letting plans, lets outwith recognised periods, use of school facilities and equipment, the role of the community education service in monitoring the letting arrangements and the procedures for reporting and dealing with incidents. They also include the use of premises by school staff for school-related and extra-curricular activities.

- 2.4 The guidelines also incorporate details of proposed charging levels for 1997/98 to take account of the income generation targets set by the council. Related issues, such as internal charging for school usage and costs of additional cleans, are also covered. Aspects of health and safety and the respective roles of key staff are highlighted.
- 2.5 The proposed guidelines will be implemented from the beginning of the next school session in August 1997. Officers will promote the guidelines and meetings of heads of establishments and school boards will be used to re-emphasise key points.

3. Recommendation

- 3.1 The sub-committee is asked to:
- (i) note the contents of the report and
 - (ii) approve the revised school letting charges for 1997/98 to take effect from 1 August 1997.

Members wishing further information please contact
Michael O'Neill, Director of Education on 01236 812337 or
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**North Lanarkshire Council
Department of Education**

School Letting : Operational Guidelines

Purpose of Paper

- 1.0 The purpose of this paper is to describe the letting scheme in detail and to explain how the scheme is to be implemented within the context of the administrative machinery of the education department.

General Principles

- 2.0 The Director has a duty to ensure that school premises are let in accordance with the policy of the council and that an appropriate scheme is put into operation.
- 2.1 These responsibilities are discharged via the Community Education Service (CES) and lets are processed via the 6 Area Community Education Offices (see Appendix 1).

The School Letting Year

- 2.2 Schools are a major resource within the communities they serve, not only during the day but also in the evenings, at week-ends and outwith normal term times.
- 2.3 There is however a realisation that there is a financial limit on the use of schools and to this end Area community Education Officers are charged with providing a letting plan for their area, which makes the most economic use of schools.
- 2.4 The school letting year for running lets is published as an appendix to this document (Appendix 2).
- 2.5 One off lets outwith this period will be charged at cost to organisations already letting the school.
- 2.6 Outside organisations will be charged at the commercial rate.

- 2.7 Schools can be used for school parties, holiday play activities, community education schemes, out of school care projects and church services during the traditional school holiday periods.
- 2.8 Due cognizance will be taken of the need to ensure that cleaning, maintenance and holiday entitlements are taken into account.

The Letting Plan

- 3.0 To allow planning to take place it is essential that Schools, School Boards, P.T.A. and community groups apply for lets timeously.
- 3.1 It is incumbent on Head Teachers to ensure that all major usage envisaged by schools and school boards should normally be in the hands of the CE Area Office by the end of June each year.
- 3.2 When the letting plan for running lets has been finalised the CES will circulate this to the School and to the School Board for information and comment.
- 3.3 There may be occasions when School Boards or PTA's will be asked to change their meeting day or venue to allow efficient use of resources.
- 3.4 Running lets should only be disrupted in exceptional circumstances.
- 3.5 Schools should request only the accommodation which they intend to use. Wherever possible community and school lets should be accommodated together rather than community lets being cancelled.
- 3.6 Requests for one-off lets should be made in writing to the Area CE office at least 14 days in advance on the appropriate form (Appendix 5).
- 3.7 Organisations from outwith the authority requiring a running let will be charged at Category 'C' rate.

26 Eligibility for Use of Schools / Implications of the Cullen Enquiry

4.0 The vetting of groups using schools is the responsibility of the Community Education Service. It is likely that during 97-98 all groups will be subject to a new registration procedure. Groups dealing with under 8's may also require to be registered by the early years service and where necessary SCRO checking will take place.

4.1 The CES will liaise with the school/school board concerning use by groups of specialised equipment and facilities and will ensure that health and safety and other procedures are followed as appropriate. Suitability of buildings for particular activities will be carefully examined prior to lets being granted.

The Cullen Enquiry: Implications for School Letting

4.2 Chapter 10 of the Cullen Enquiry focused on school security, while chapter 11 was concerned with the vetting and supervision of adults working with children and young people.

4.3 As the major provider of accommodation to the voluntary youth work sector, the Education Department has considerable responsibility regarding implementation of the reports recommendations.

4.4 The document for consultation regarding vetting is awaited from the Scottish Office, but once it is published and consultations completed, a separate paper will go to the Education Committee which will itemise our response. This will become appendix of this document once approved by the Council.

4.5 In terms of school security the Community Education Service will undertake, before June of this year an assessment of letting in all schools and liaise with environmental services regarding the role of the janitor with evening security.

4.6 Day time lets are an issue which should be discussed jointly by the Head Teacher and the Area Community Education Officer.

Use of School Equipment

5.0 Usage of school equipment and resources should be fully negotiated prior to commencement of a let and details will be specified on the let form.

- 5.1 It is important to note that resources purchased by the council should be made available to the community where practicable.
- 5.2 Any damage resulting directly from misuse as opposed to normal "wear and tear" would be passed on to the user. Equipment should be checked by the user before and after each let and any damage noted and witnessed by the janitor.
- 5.3 The schools and Community Education Service will be encouraged to examine the possibility of extending dual use / dual purchase schemes to encourage new developments and joint work. The area of new technology could prove particularly fruitful in this context, as could the development of parents rooms.

Reporting of Incidents / Damage

- 5.4 It is imperative that the day school recognises the need to report any problems concerning behaviour or damage next day, or Monday in the case of weekend lets, to the Area Community Education Office. Only by doing so can responsibility be correctly apportioned and action taken.
- 5.5 It should be recognised that given the nature of the letting policy and the volume of usage, damage will occur from time to time and accidents will inevitably occur. There is no provision other than within the DMR allocation to cover the costs of breakages. Where blame can be appointed to a group then they will be required to pay for the repair.

In these circumstances, the school and Community Education Service must work in partnership to resolve the situation.

- 5.6 The Community Education Service will undertake random visits to all lets, to monitor implementation of the policy is being followed. The role of the janitor is crucial in ensuring the smooth operation of lets and he/she should report any incidents or causes for concern to the Community Education Service or Head Teacher timeously.
- 5.7 All lessees will be issued with a copy of the conditions of let and will be requested to comply with them at all times.
- 5.8 Lessees will be informed that failure to comply will result in the withdrawal of the let. Similar sanctions will apply in the case of persistent damage or misuse of premises.

28 Use of School Kitchens / Dining Areas

- 6.0 Dining areas can be let for use as a meeting or activity area as part of the normal letting scheme.
- 6.1 Kitchens can only be opened when a member of the Catering Staff is present. Lessees will be charged separately for this service and will be informed of the cost when the let is approved.

Use of Schools for Residential Purposes

- 7.0 A review of schools presently authorised for use as residential schools will be undertaken by June 1997. The present list of schools which meet the Health and Safety requirements will remain in force till the results of the review are known.

Use of Schools for Extra Curricular Activities / Staff Activities

- 8.0 The Head Teacher authorises such activities and these should take place between 3.30 - 5.00 pm.
- 8.1 Any plans to conduct evening activities should be kept within the bounds of the allowance given by CARS within the DMR budget. This allowance is at present set at 75 hours per secondary and 50 hours per primary (as per CARS service level agreement).
- 8.2 Lets approved outwith this allowance but within the letting plan will be charged at Category 'A' rates.
- 8.3 Teachers clubs and activities will be charged at Category 'B' rates. These should not clash with Community usage.
- 8.4 THE NEED FOR CO-OPERATION AND FORWARD PLANNING CANNOT BE OVER EMPHASISED. IT IS IMPORTANT THAT THE HEAD TEACHER AND AREA COMMUNITY EDUCATION OFFICER WORK CLOSELY TO ENSURE THAT THE LETTING PLAN WORKS SMOOTHLY AND COST EFFECTIVELY.

- 9.0 This is given in Appendix 3 and reflects the council's priority with regard to anti-deprivation strategies, and its commitment to Youth Work, Lifelong Learning and partnership with the voluntary sector.

Out of School Care Groups

- 10.0 There is increasing demand for use of surplus school accommodation for use by Out of School Care Groups. There is a general wish to encourage these groups and any Head Teacher approached by a group should immediately contact the Area Community Education Officer.
- 10.1 Out of School Care Groups will be charged a fee of £5 per day.
- 10.2 All Out of School Care Groups will receive visits from Community Education and Early Years Service to ensure they comply with all appropriate legislation.

Daytime Usage of Schools

- 11.0 Mainly relates to situations where activities take place. Many groups sponsored by the school themselves or supported by Community Education meet and take part in educational activities during the school day. These groups will now require to be registered and a free let issued. For ease of administration where there is a substantial CE presence in a school a letting book will be held at school level listing all regular and one off meetings and courses.
- 11.1 Other groups may also apply for lets as may other departments of the council. These groups will be charged in line with the letting charges in appendix 3.

Internal Charging of Lets

- 12.0 The janitor is issued with a sheet which contains a code for Community Education lets and a code for those lets authorised by the school. Careful recording of usage will ensure recharges from CARS are correct.
- 12.1 The Head Teacher should authorise all lets from the school allocation and the hours should be clearly itemised in the box provided on the application form.

- 30 12.2 Where the let is outwith the allocation but takes place on an evening where the school is already open then the school will be issued with a free let provided no extra janitation is required. If a further janitor is needed then a 50% charge at the appropriate rate will apply.

Janitors Log Sheets

- 13.0 All lessees should sign the janitors log sheet individually at the end of each let. This sheet is the documentation which enables janitors to be paid and accounts issued.

Debt Control

- 14.0 Any group known not to have paid their letting charges will be disqualified from receiving further lets until proof of payment is produced.

Complaints Procedures

- 15.0 Complaints from lessees or schools should be addressed to the Area Community Education Officer in the first instance.
- 15.1 Wherever possible the complaint should be dealt with and resolved amicably at that level within 10 working days.
- 15.2 Any complaints thereafter will be referred to the Principal Community Education Officer who will deal with them in conjunction with the Area Education Officer.

Additional Cleaning

- 16.0 There will normally be one clean of each part of school premises per day. This clean will normally take place on the following morning if an area has been used by a let on the previous evening.
- 16.1 Additional cleans at the weekend due to heavy usage must normally be authorised prior to the event by the Area Community Education Officer.
- 16.2 The actual cost of cleaning will be included in the cost of the let and notified to the lessee in advance.

16.3 No separate budget exists within the Community Education Service for additional cleans.

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All additional cleans must be paid for by the lessee including those lets authorised by the school.

Health and Safety

17.0 Lessees at the start of a running let will be informed of the conditions of let and asked to comply with them.

17.1 It is imperative that the janitor has access to accident report forms, health and safety files, a first aid box and a telephone. Swimming pools are governed by a separate set of regulations which should be strictly adhered to at all times.

17.3 A visitation form (APPENDIX 6) will be used by staff performing random checks, and this includes a Health and Safety check.

List of Area Community Education Officers

Mr Patrick Whelan
Area Community Education Officer
Area Resource Centre
31 North Biggar Road
Airdrie
ML6 6EJ

Tel 01236 751538
Fax 01236 756570
e.mail Airdrie@rmpc.co.uk

Mr Stewart Wright
Area Community Education Officer
Area Resource Centre
John Street CEC
Bellshill
ML4 1RJ

Tel 01698 844607
Fax 01698 749644
e.mail bhill@rmpc.co.uk

Mr Graham Norman
Area Community Education Officer
Area Resource Centre
8 West Canal Street
Coatbridge
ML5 1PR

Tel 01236 431313
Fax 01236 436524
e.mail cbridge@rmpc.co.uk

Mr Richard Teale
Area Community Education Officer
Area Resource Centre
Muirfield CEC
Brown Road, Seafar
Cumbernauld
G67 1AA

Tel 01236 725448
Fax 01236 453237
e.mail cumber@rmpc.co.uk

Mr William Davidson
Area Community Education Officer
Area Resource Centre
303 Brandon Street
Motherwell
ML1 1RS

Tel 01698 259103
Fax 01698 265607
e.mail mwell@rmpc.co.uk

Mr Alex Hendry
Area Community Education Officer
Area Resource Centre
Lammermoor Primary School
Rowan Street
Coltness
Wishaw
ML2 7EG

Tel 01698 386886
Fax 01698 382389
e.mail wishaw@rmpc.co.uk

NORTH LANARKSHIRE COUNCIL
EDUCATION DEPARTMENT
SCHOOL LETTING POLICY

Dates and Term Times for School Lets : 1997 - 1998

1997 -1998

Monday 18 August - Friday 10 October 1997

Monday 20 October 1997 - Friday 9 December 1997

Monday 5 June - Friday 3 April 1998

Monday 20 April - Friday 26 June 1998

NORTH LANARKSHIRE COUNCIL
DEPARTMENT OF EDUCATION
SCHOOL LETTING POLICY

FREE LETS

- Schools activities organisations and clubs (provided they take place before 5pm)
- PA/PTA/School Board sponsored fund raising events in their school (provided they take place before 11pm) (within the letting allocation.)
- PA/PTA/School Board sponsored extra curricular activities (eg concerts) until 11pm (** within the letting allocation)
- All School Board and PA/PTA business meetings (within the letting allocation)
- All activities run by the Community Education Service
- North Lanarkshire Councillors when involved in council business

**** NOTE** A let requiring a liquor licence for the specific purpose of fund raising for the school in question would be granted one free let per term within the allocation but any subsequent let of the same nature would be granted at 25% of the Category C charge. Full janitorial costs will be charged after 11pm as well as full cleaning costs.

NORTH LANARKSHIRE COUNCIL
DEPARTMENT OF EDUCATION
SCHOOL LETTING POLICY

CATEGORY A LETS

(These apply to the new Social Strategy Priority Area 1 , the regeneration areas and remote areas where the school is the sole community resource (see list of eligible schools).

They apply to the following types of groups:

- Youth, voluntary organisations properly constituted and registered with the authority
- Sports activities arranged by youth groups and amateur sports teams
- Schools activities, organisations and clubs meeting after 5.00 outwith the letting allowance
- Community Councils and Associations

Remote areas where the school is the sole community resource are listed in APPENDIX IV.

NORTH LANARKSHIRE COUNCIL
DEPARTMENT OF EDUCATION
SCHOOL LETTING POLICY

CATEGORY B LETS

- * Meeting of political groups (including business of political parties)
- * Youth, voluntary and not for profit organisations (outwith Category 'A' areas)
- Sports activities arranged by youth groups and amateur sports teams (outwith Category 'A' areas)
- Community Councils and Associations
- Church services where a church building does not exist, church functions where the church's' property is unsuitable
- Sunday schools
- School Employee activities (socials, meetings, clubs etc)
- Candidates in Local Authority Elections
- Business meetings of trade unions (including teachers' professional organisations)
- * Lets from other departments and similar agencies within the normal letting period.

Note: Any other lets for organisations in Categories A and B which require a school or facility to be made available when it is not scheduled to be open as part of an area letting policy will be charged at actual cost. In the case of the school or PTA or School Board only janitorial and cleaning costs will be charged.

NORTH LANARKSHIRE COUNCIL
DEPARTMENT OF EDUCATION
SCHOOL LETTING POLICY

CATEGORY C LETS

- All other organisations using playing fields, football pitches and other sports facilities
- Any function with a special liquor licence unless specified above
- All lets to individuals or organisations for private purposes or commercial gain (eg Karate, Judo, Dance groups, Keep Fit, where tutor is self employed)
- Members of Parliament when involved in Parliamentary business
- Other Council Departments and agencies (outwith the letting plan/ period)
- Organisations from outwith the council area

IN ALL CATEGORIES YOUTH ACTIVITIES WILL BE ACCORDED PRIORITY AND PRECEDENCE WITHIN AREA LETTING PATTERNS.

NORTH LANARKSHIRE COUNCIL
DEPARTMENT OF EDUCATION
SCHOOL LETTING POLICY

OTHER CHARGES

Out of School Care Groups will be charged a flat rate of £5.00 per room per day. A room will be defined as a classroom, lecture room, library, or hall. No charge will be made for admin/(or cupboard space).

1. **Value Added Tax**

Value added tax at standard rate will be applicable to certain lets eg one off sport /physical recreational events not exceeding 24 hours. Full details are available at letting offices.

2. **Lets related to Parliamentary and Local Authority Elections**

Separate advice will be issued which relates to charges which should be made to candidates in Parliamentary/Local Authority Elections and to charges which should be levied for the let of premises for the purposes of polling.

Proscribed Organisations (examples)

1. The National Front
2. Other known Racist organisations

NORTH LANARKSHIRE COUNCIL
DEPARTMENT OF EDUCATION
SCHOOL LETTING POLICY

SCHOOL LETTING CHARGES 1997/98

CHARGE PER HOUR

DAY	WEEKDAY			WEEKEND		
CATEGORY	A	B	C	A	B	C
Small Unit	2.00	2.50	20.00	2.50	3.50	25.00
Large Unit	2.50	3.50	35.00	3.00	4.50	50.00
Adult Team Sports (Games Hall)	15.00 per hour			20.00 per hour		

DAY	WEEKDAY			WEEKEND		
CATEGORY	A	B	C	A	B	C
Pitches only	2.50	5.00	20.00	3.50	6.50	25.00
With changing rooms	5.00	10.00	48.00	6.50	13.00	60.00

List of Schools Eligible for Cat "A" Lets

Schools within P.P.A. areas or serving those areas.

Airdrie

Chapelside Primary School
St. Serfs Primary School
St. Andrews Primary School
Mavisbank School
Chapelhall Primary School
St. Aloysius Primary School
Plains Primary School
St. Davids Primary School
Airdrie Academy
St. Margarets High School
Dunrobin Primary School
Petersburn Primary School
St. Dominics Primary School
St. Edwards Primary School

Cumbernauld, Kilsyth & Chryston

St. Michael's Primary School (Moodiesburn)
St. Barbara's Primary School (Mount Ellen)
Gartcosh Primary School
Glenmanor Primary School (Moodiesburn)
St. Joseph's Primary School (North Carbrain)
Langlands Primary School (North Carbrain)
Carbrain Primary School (North Carbrain)

Kirkwood/Kirkshaws

St. Monica's Primary School
St. James' Primary School
St. Timothy's Primary School
Kirkshaws Primary School
Rosehall High School
Columba High School
St. Mary's Primary School
St. Augustine's Primary School (Langloan)
Langloan Primary School (Langloan)
St. Kevin's Primary School (Bargeddie)
Bargeddie Primary School (Bargeddie)
St. Bernard's Primary School (Shawhead)

Motherwell

Castlehill Primary School
St. Bernadettes Primary School
Muirhouse Primary School
St. Brendans Primary School
Logans Primary School
Braidhurst High School

Bellshill

Bothwellpark School
St. Columba's Primary School
Burnhead Primary School
St. Gabriel's Primary School
Hozier Nursery
Sacred Heart Primary School
Holy Family Primary School
Belvidere Primary School
Tannochside Primary School
Lawmuir Primary School
Mossend Primary School
Bellshill Academy

Craigneuk/Wishawhill

Berryhill Primary School
St. Matthew's Primary School
Coltness Primary School (Coltness)
Lammermoor Primary School (Coltness)
St. Aidan's Primary School (Coltness)
Coltness High School (Coltness)
St. Aidan's High School (Coltness)
Cambusnethan Primary School
Old Monkland Primary School
(Cambusnethan)
St. Ignatius Primary School (Greenhead)
St. Patrick's Primary School (Dykehead)
Dykehead Primary School (Dykehead)
Calderhead High School (Dykehead)
Stane Primary School (Springhill
/Torbothie)
St. Mary's Primary School (Cleland)
Cleland Primary School (Cleland)

Schools unknown for Newmains till maps
from Chief Executives are received

**NORTH LANARKSHIRE COUNCIL
DEPARTMENT OF EDUCATION
COMMUNITY EDUCATION SERVICE**

SCHOOL VISITATION REPORT

School: _____

Date / Time of Visit: _____

Let visited (State Name of Group/Type of Activity, Accommodation used): _____

Janitor present YES/NO

If NO give reasons: _____

Lessee or their delegate present: YES/NO

Group Activity as stated on let form: YES/NO

Register kept and up to date: YES/NO

Numbers Attending: _____

Numbers of leaders in attendance (if appropriate): _____

General impression: _____

Janitor - Any specific problems with group: _____

Group - Any problems re sanitation, suitability of accommodation, access to equipment/start/finish times, or other concerns: _____

Health & Safety - Phone, accident and report forms, First Aid Kit available YES/NO

If NO specify which items:

Any other comments: _____

Signed: _____

Date: _____

Designation: _____

1. Where educational premises are let for the purpose of private gain by an individual or commercial organisations full commercial rates will be charged.
2. An organisation having the use of educational premises may be required to meet the cost of making good any damages to property or equipment which occurs through occupation of the premises.
3. Organisations making use of the premises must accept full responsibility for any accident, injury or damage to any person which may occur as a result of the use of the premises. When a playground is let for parking cars the lessees are required to free and relieve the Education Authority of any responsibility for third party accident during occupancy and to have an attendant on duty to supervise the parking.
4. North Lanarkshire Council cannot accept responsibility for any loss of possessions. Let holders are responsible for ensuring that personal possessions are adequately safeguarded.
5. The grant of a let does not confer automatically the use of specialised equipment and facilities within the premises.
6. Smoking in school classrooms is forbidden. Rules may be prescribed limiting smoking to certain parts of the building and these must be enforced.
7. When sporting activities are being conducted soft footwear must be worn.
8. Lets are not transferable and must be used for the purposes stated.
9. Normally **at least 10 working days notice must be given when a let is required.**
10. The person applying for the let is responsible for ensuring that the conditions of let are observed. The person supervising on the evening of the let must report to the janitor and sign the Let Record Form.
11. Groups wishing a liquor licence must submit their application for let prior to the licence being applied for.
12. Certain educational premises may require to be licensed to allow public performances where money or tickets exchange hands. If a public performance is intended it is important that the applicants indicate this clearly in the Let Form.
- 12.1 The lessee must indemnify the Authority against any claim arising out of breach of or an infringement of the Copyright Act 1988 of the Performing Rights Society Agreement.
13. Special conditions may apply to the letting of the undernoted units and separate details may be required with each Let Application:-

Pitches
Dog Training Facilities
Specialist Classroom Equipment

Play Areas
Playing Fields
Kitchens / Cafeterias/Serveries

Gymnastics Equipment
Swimming Pools

14. **Health and Safety**

- 14.1 In the event of an accident within the premises the let holder must report the incident immediately to the janitor and an Accident Report Form (obtained from the Janitor) should be completed and returned as specified on the form.
- 14.2 Fire drills must be conducted once per term and members of each group must be aware of the method of exit from the building and the position of the assembly areas after leaving the building.
- 14.3 The let holder is responsible for ensuring that a safe and healthy environment is provided for participants. Practical and physical education activities must be conducted in accordance with the appropriate Code of Practice. A copy of the Council's Code of Practice (Masterfile) must be inspected by arrangement with janitors.
- 14.4 Lessees who make use of Council swimming pool facilities are required to abide by the Authority's legislation with regard to Health and Safety Practice.
15. Charges and Conditions of Let may be subjected to variation by the decision of North Lanarkshire Council.
16. All lessees shall observe such restricted letting periods as may be determined from time to time, in addition to the normal statutory holidays.
17. If the lessee fails to attend on the stated day and times on the application form, the let will be charged at the full rate. Failure to attend for a let which is subsidised in whole or in part will result in the review of further lets.
18. The let may be cancelled by the lessee provided at least seven days written notice is given. If the let has to be cancelled by the Council for any purpose as much notice as possible will be given.
19. A let will not normally extend beyond 11.00pm. Lets extending beyond 11.00pm will only be given when suitable arrangements can be made and then only normally on Fridays and Saturdays.
20. The use of educational premises for any form of gambling or commercial gain is expressly forbidden.