



## **CONDITIONS OF LET**

1. **Hire of facilities** – An application form requires to be filled in and completed giving full details of the hire purpose and requirements.
  - The applicant will be responsible and liable for the cost of the hire and any loss or damage to equipment or facility structure.
  - All applicants must be over the age of 18 years of age.
  - Milngavie Youth Centre reserves the right to grant or refuse any application without giving any reason.
  - **Sport/Coaching Applications** – All lets of a sports coaching/teaching nature are approved on the understanding that the appropriate coaching qualification has been obtained or approved by the respective sport's Governing Body by the person taking the session.
  
2. **Charges**
  - Check our rates page
  - No application of let will be accepted while any account/payment remains outstanding.
  - Failure to pay any account within the time specified will result in the withdrawal of the let.
  - A minimum of 48 hours notice is required for any cancellation of a let, otherwise, the full cost of the let will be charged to the applicant.
  - Facility charges can be obtained from the centre manager/staff on request.
  
3. **Health and Safety**
  - It is the responsibility of the **applicant/group leader** to familiarise themselves with the Centre's Fire Regulation and the Safety procedures.
  - **Fire Evacuation** notices are displayed in each facility.
  - **On arrival all persons in charge of a group** require to complete the Centre's monitor sheet.
  - **All persons in charge of a group** are responsible for keeping a register of attendance – this should be completed at the start of the session.
  - All passages and exit doors to and from all facilities **MUST** be kept clear of any obstruction(s).

A first aid box is available in the kitchen and office.

4.       **Accident/Injury**  
Milngavie Youth Centre accepts no responsibility in the event of an accident/injury to any person using the centre; people attending the centre do so at their own risk.
  - Any accident/injury should be dealt with by the person in charge of the group
  - All Sports/Coaching leaders should carry their own first aid kit as part of their equipment.
  
5.       **THE MILNGAVIE YOUTH CENTRE OPERATES A NO SMOKING POLICY.**
  
6.       **Loss of Property**  
Milngavie Youth Centre accepts no responsibility in respect of loss or theft of individuals belongings.
  
7.       **Alcohol – MAY NOT BE CONSUMED ON THE PREMISES.**  
Alcohol may only be sold or consumed by the authority of an occasional licence granted by the East Dunbartonshire Council/Licensing Board and with the consent of the Board of Trustees of Milngavie Youth Centre. The applicant would be responsible for ensuring that all alcohol is sold in accordance with the Licensing Scotland Act.
  
8.       Milngavie Youth Centre or persons authorised by them shall have the Right to suspend or take action at their discretion on any matter which in their opinion does not comply with the terms of these conditions, or which they consider necessary in the interest of safety or to deal with any contingency not covered by the “Conditions of Let”