

## GUIDANCE FOR LETTING OF EDUCATIONAL PREMISES

### Facilities Management Services

It is the policy of East Lothian Council to maximise the use of education premises by making them available to the community and other groups. Facilities Management Services has a range of accommodation available for use, for a variety of activities.

Any individual, groups of individuals or organisations may apply for a let. Subject to availability and providing the accommodation is suitable for the proposed activity, the let will normally be granted. If for some reason the accommodation requested is not available, then every effort will be made by Facilities Management Services to offer an alternative venue.

There is, with a few exceptions, a charge to the user to help meet energy and janitorial costs. The scale of charges, a copy of which is attached, is reviewed annually and the charge relates to the type of activity for which the accommodation is required. Further information and application forms regarding the use of educational premises can be obtained from:

East Lothian Council, Facilities Management Services, 1<sup>st</sup> Floor, John Muir House, EH41 3HA  
Tel: 01620 827811  
E-mail: [primaryschoollets@eastlothian.gov.uk](mailto:primaryschoollets@eastlothian.gov.uk)

1. Lets shall be held in accordance with permission issued by Facilities Management Services/Education.
2. A responsible person must be present throughout the duration of the let. In case of sports lets the activity must be carried out and supervised in accordance with the appropriate rules and safety recommendations of the governing body of the sport concerned.
3. While the Council is responsible for the fabric of the building the permit holder must ensure that the provisions of the Health & Safety at Work Act are complied with in all activities of their group.
4. Where a let is granted for a ball game within the premises, the activity must be only that represented in the recognised rules for the playing of the game. No forms of football are permitted or any exercising with equipment which may lead to damage of the premises. Indoor football may be permitted in approved games halls with the Head Teacher's approval.
5. Lets for Martial Arts will be granted only to "bona fide" organisers recognised by the Scottish Sports Council.
6. Areas used by the applicant must be left in the original condition and or setup. Any damage to educational property during occupancy of the premises will be made good by the Council and the cost will be charged to the user. If additional cleaning is required this will be on-charged to the group using the premises.
7. The Council does not accept responsibility for the loss of property belonging to, nor for accidents sustained by, members of organisations using school accommodation.
8. Smoking (including e-cigarettes/vapes) in the premises or within the grounds of the premises is strictly prohibited.
9. Consumption of alcohol is not permitted within Education Assets that facilitate lets. There are alternative Council premises suitable for lets which may involve the consumption of alcohol which include community centres and halls providing the appropriate licensing compliance is achieved prior to the let.
10. Instructions from the janitor present must be complied with at all times.
11. Members of organisations using educational premises must wear suitable footwear. The use of studded boots on all-weather pitches is strictly forbidden.

12. Bookings are subject to alteration or cancellation should the premises be required for educational purposes or property maintenance. Written notice of cancellation by a user must be received by Facilities Management Services at least 48 hours in advance otherwise a charge will be made.
13. During school holiday periods, special application will require to be made and will be granted subject to the availability of janitorial staff and the maintenance programme of work on the building.
14. Weekend lets (school use only) for educational premises will be subject to availability of janitorial staff.
15. Access to the premises will be permitted only at the commencement time requested/granted and users must be completely clear of the premises by the finishing time requested/granted.
16. Polishing of floors for dancing is prohibited.
17. The use of school equipment eg pianos is subject to the following conditions:- Permission must be obtained from the Head Teacher
  - a) Only competent and authorised people are allowed to use school equipment/instruments who must obtain permission from the head teacher.
  - b) Any equipment/pianos to be used shall be those indicated by the school janitor.
  - c) Any damage resulting from the use or misuse of the equipment will be made good by the Council and cost will be charged to the user.
18. In the case of school discos/dances being permitted in school premises, it will normally be expected that there shall be a ratio of at least one supervising adult (over 21 years of age) present throughout the session for every fifteen persons attending the function.
19. For music and drama or dance groups, the let does not provide for the admission of any audience unless this is specified in the application.
20. Noise must be kept within reasonable limits and users must comply with the instructions of the janitor in this respect.
21. **Provision of accommodation will include toilets, heating and lighting of the building and seating appropriate to the activity for which it is booked. The use of kitchen/servery facilities will be supplementary to the use of the accommodation if required. Separate application must be made to the Senior Officer and where use of kitchen is permitted, a member of East Lothian Council's Catering Service staff must be in attendance and the cost of such attendance will be charged to the user. No person other than the catering staff member is permitted to use any kitchen equipment.**
22. Users may not use any school equipment, furniture or fittings apart that mentioned in Clause 21.
23. No other areas of the premises may be accessed other than the room/s booked and toilet facilities.
24. The user shall be wholly responsible for satisfying any conditions imposed by the Theatres Act 1968 or under the Performance Regulations and obtaining the necessary licences, performing rights and copyright for any performances being given. Premises are offered for let as seen at the time of application and no building or other work outwith normal maintenance will be undertaken by the Council to accommodate a special activity.
25. Bookings are subject to availability and may be made in advance for a school term. No payments should be made by users to any school staff. All cheques should be made payable to "East Lothian Council". Accounts will be raised for periods August – December, Jan – March and April – June.
26. Applications for the use of school premises must be reviewed each year and should be made on the standard forms available from, Facilities Management Services.
27. Applications for the hire of accommodation for single occasions should be made no later than two weeks before the date on which the accommodation is required.
28. All applications must be signed, dated & received by Facilities Management Services in hard copy. Scanned and emailed applications are acceptable.
29. It is the responsibility of the applicant to ensure that a risk assessment is completed for any activity to be carried out within a school and valid insurance is held. Information on risk assessments can be obtained by contacting the Health & Safety Implementation Officer for Education.