

# Booking Terms and Conditions

- 1. Facility Preparation**

Facility preparation and recovery time are included in the overall booking. Sufficient time should be included within user group bookings to take account of time required for setting up and clearing away equipment. As an example the preparation time required for indoor football is 5 minutes.
- 2. Clothing and Footwear**

All user groups should ensure that correct clothing and footwear are worn for specific activities. Cultural differences and the specific needs of disabled people will be respected. Indoor non-marking soles and appropriate outdoor studded boots and track shoes are mandatory.
- 3. Equal Opportunities**

Fife Sport and Leisure Trust (FSLT) have a policy of equal opportunity for all regardless of gender, ability, ethnic or cultural background. Bookings are accepted on the understanding that user groups conform with FSLT policy.
- 4. Conduct**

Facility users will be held responsible for damage to equipment/fittings/furnishings and premises unless deemed to be reasonable/acceptable wear and tear. Facilities should be left in good order and a safe condition. Bookings are accepted on the understanding that management regulations concerning the safety and convenience of players and spectators are observed.
- 5. Evacuation**

User groups should familiarise themselves with the evacuation procedures of the venue. In the event of any emergency situation, arising advice and directions from venue staff should be strictly adhered to.
- 6. Adverse Weather**

In the event of severe weather which necessitates venue closure, information will be posted on our website ([fifeleisure.org.uk](http://fifeleisure.org.uk)), Fife Council's website Fife Direct ([fifedirect.org.uk](http://fifedirect.org.uk)) and relayed over Kingdom Radio if possible.
- 7. Smoking Policy**

Fife Council has a policy of 'no smoking' on Council premises. E-cigs are also prohibited. Bookings are accepted at Fife Sports and Leisure Trust facilities on condition that the Council policy is adhered to by user groups.
- 8. Alcohol**

No booking will be accepted where alcohol is brought or consumed.
- 9. Ratios**

User groups are responsible for ensuring that there are sufficient helpers / leaders / officials on duty to safely control an activity. Venue ratios for specific facilities / activities must be adhered to. Failure to comply with designated ratios is considered a breach of Health and Safety. Maximum numbers permitted for specific facilities will be notified to user groups at the time of booking.
- 10. Change of Use**

A user group may not use a particular facility for any purpose other than that agreed at the time of booking. An approved user group may not sub-let a facility without prior approval from management staff.
- 11. Advertising**

User groups must involve venue management in early discussions on advertising and the display of publicity material. Refusal of display may result when prior approval has not been granted.

- 12. Sales**  
Venue management can refuse user groups the right to display saleable items when the facility already exists for purchase e.g. vending machines, cafe, etc.
- 13. Equipment**  
FSLT may make small pieces of equipment available for sale or hire.
- 14. Health and Safety**  
It is the responsibility of the user group to ensure that any potential risk associated with an activity is minimised. Venue management staff reserve the right to terminate any activity where staff consider the situation is unsafe and in breach of Health and Safety regulations. In such circumstances no refund will be offered.
- 15. Electrical Equipment**  
Portable electrical equipment may only be used in a FSLT venue if it has been PAT tested (proof must be provided in advance). Testing certification is transferable between sites.
- 16. Reporting of Accidents/Dangerous Occurrences**  
User groups should report accidents, near accidents or dangerous occurrences to duty venue staff as soon after the incident as possible.
- 17. Security**  
Venues provide changing facilities, and some venues, the opportunity to deposit valuables for safe keeping. It is advised that these facilities are used and that bags and belongings are not taken into activity areas. User groups should note that FSLT does not accept responsibility for the loss of personal belongings, etc.
- 18. Staffing Levels**  
Bookings will only be accepted from user groups that agree approved staffing levels for particular activities e.g. pool lifeguard numbers for swimming galas, any dry side site specific events.
- 19. Advance Bookings**  
Organisations/clubs are invited to submit applications for the facilities listed on the booking form. The form may be submitted up to six months in advance of the first booking or longer by negotiation with venue management.
- 20. Payments/Cancellations**
- 20.1 All payments must be made in full at the venue prior to the start of the activity session. Invoicing is only available by prior arrangement.
  - 20.2 Unless the following timescales are observed a full facility charge will be levied in the event of cancellation by the hirer
    - Galas/large events - two weeks prior notice
    - Block bookings - seven days notice
    - Casual bookings - 24 hours notice.
  - 20.3 Management staff reserves the right to cancel a booking or withdraw facility hire. Advance notice will be given should such a situation arise.
  - 20.4 All invoices will be raised at the start of the calendar month with a 14-day payment term. Failure to do so, may lead to the cancellation of the current and any future bookings.
- 21. Major Events**
- 21.1 High priority events such as National or Regional Championships may be booked one year in advance or longer by agreement with venue management staff.
  - 21.2 Where spectators are expected, details must be discussed in full at least four weeks prior to the event. Within the same time scale, floor plans, risk assessments etc. must be finalised for the specific major event.
  - 21.3 The "Event Toolkit" second edition, an introduction to organising your event, is available from [www.fifedirect.org.uk](http://www.fifedirect.org.uk) which is a useful resource for event organising.
- 22. Series of Lets**  
A series of lets of sports facilities will receive a 15% discount on the standard charge providing they comply with the conditions listed below :-
- 1. The series consists of 10 or more sessions.
  - 2. Each session is for the same sport or activity.
  - 3. Each session is in the same place.
  - 4. The letting is to a school, club or organisation .

5. The interval between each session is at least a day, and not more than 14 days.
6. The series is booked in advance, with written evidence to that effect.
7. Copy of your current Club's Constitution to be handed in with your completed Application Form and a copy of the public liability insurance certificate of £10 million.

If all conditions are not met, then the STANDARD-RATE, will be charged.

### **23. Leaders Qualifications**

It is the responsibility of applicants to satisfy FSLT staff that leaders/coaches possess qualifications that are appropriate for the level of activity detailed on the booking application. Applicants must present evidence at least two days before the start of the first session of all leadership qualifications.

### **24. Good Practice Guidelines for the Protection of Vulnerable Groups**

- 24.1 When letting its facilities to a third party, FSLT has no legal responsibility under Protection of Vulnerable Groups (Scotland) Act 2007 (referred to as the PVG Scheme) for vetting the third party's employees or volunteers. The organisation or individual taking the let is responsible for complying with the Act Determining whether to vet volunteers or staff should be based on a risk assessment by the responsible organisation, and what action to take in relation to information contained in a disclosure certificate is similarly the responsibility of that organisation. Determining whether to vet volunteers or staff should be based on a risk assessment by the responsible organisation, and what action to take in relation to information contained in a disclosure certificate is similarly the responsibility of that organisation. FSLT does not have a regulatory role with regard to groups/individuals letting Fife Sports and Leisure Trust facilities.
- 24.2 FSLT support safe and supportive environments for all its user groups, especially children and those working with them. Good practice guidelines, in terms of Protection of Vulnerable Groups (Scotland) Act 2007 (referred to as the PVG Scheme), are available, including a poster being displayed in the facility being let, and a letter for user groups to distribute to users and parents/carers of children attending the let, setting out the rights and responsibilities for groups providing services. The safety and protection of children and vulnerable adults is to be of the highest standard possible. For further information please contact a member of the FSLT Management Team at the Centre.
- 24.3 In order to ensure that the organisation/let that you represent has taken appropriate steps to maximise the safety of children you are required to complete and sign the Protection of Vulnerable Groups (Scotland) Act 2007 (referred to as the PVG Scheme) vetting letter (Appendix b) or in the case of any unaffiliated let the unaffiliated individual's declaration (Appendix c). A Protection of Children Information sheet is attached (page 4) to provide your organisation/let with any further assistance and a let of Fife Sports and Leisure Trust Facilities information leaflet for parents/carers (page 4)

### **25. Photography**

The use of cameras, smartphones, video and other equipment with the capacity to photograph is not permitted without prior arrangement with venue management and event organiser. Venue paperwork authorising approval must be completed.

### **26. Insurance**

- 26.1 Users are asked to note that it is their responsibility (or parent/guardian of juniors) to arrange appropriate insurance cover. FSLT, nor the venue, offers insurance cover for personal injury or accidents to leaders, participants or spectators. Third party cover is provided by FSLT only where negligence is proven against FSLT
- 26.2 Bookings involving teaching/coaching/tuition will only be accepted from organisations where there is evidence of Public Liability Insurance cover of a minimum £10 million. A copy of the policy document must be provided to FSLT.

# Information

## Protection of Vulnerable Groups (Scotland) Act 2007

The Central Registered Body Scotland (CRBS) -

**Helpline:** 01786 849777 or **Email:** [info@crbs.org.uk](mailto:info@crbs.org.uk)

### Information on sports governing bodies is available from:

sportscotland,  
Caledonia House,  
South Gyle  
Edinburgh, EH12 9DQ,  
Scotland,

**Tel:** 0131 317 7200                      **Fax:** 0131 317 7200

**Email:** [library@sportscotland.org.uk](mailto:library@sportscotland.org.uk)

A training pack for the voluntary sector is available from CRBS which includes guidance on PROTECTION OF VULNERABLE GROUPS (SCOTLAND) ACT 2007 and health and safety matters. Organisations wishing to register with CRBS have to demonstrate that they have key policies in place such as on child protection, data protection and health and safety before being registered.

Youth link Scotland,  
Rosebery House,  
9 Haymarket Terrace,  
Edinburgh, EH12 SEZ.

**Tel:** 0131 313 2488

**Fax:** 0131 313 6800

**Email:** [info@youthlink.co.uk](mailto:info@youthlink.co.uk)

Disclosure Scotland, PO Box 250, Glasgow, G5 1YU

**Helpline:** 0870 609 6006      **Email:** [Info@disclosurescotland.co.uk](mailto:Info@disclosurescotland.co.uk)

The Scottish Executive's Guidance for Organisations can be found at:

**[www.scotland.gov.uk/library5/education/pcagfo.pdf](http://www.scotland.gov.uk/library5/education/pcagfo.pdf)**

The Scottish Executive's Guidance to the voluntary sector on who needs to be checked against the disqualified from working with children lists is available at:

**[www.scotland.gov.uk/childprotection](http://www.scotland.gov.uk/childprotection)**

Parents / Carers should be aware that Fife Council's facilities are managed by FSLT and are used by a range of organisations and groups. Many of these run activities for children and young people.

Through letting them facilities, FSLT does not endorse or regulate these groups or organisations. It is each parent's responsibility to decide on the suitability of the group or organisation when considering whether to let his or her child take part in the activities they run.

Concerns of any type about any group running activities in a FSLT-managed facility should be raised with the group organisers. In addition, however, it may be useful to make the FSLT manager responsible for the facility aware of the concerns.

# Signature of acceptance of Fife Sports and Leisure Trust Booking Conditions

**Please complete and return together with your booking form.**

Name of user group \_\_\_\_\_

Name of Representative (PRINT) \_\_\_\_\_

Contact Numbers: Home \_\_\_\_\_ Work \_\_\_\_\_

Email address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Verified by venue management representative that conditions have been considered and accepted.

Name (PRINT) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return fully completed Appendix A, B & C with your application for hire of the facility to the relevant centre.

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# Protection of Vulnerable Groups (Scotland) Act 2007

**Please complete and return together with your booking form.**

Do you provide organised and supervised services/activities for children and/or young people under 18 years of age?

YES / NO (please delete, as appropriate, If Yes, please respond to the questions stated below)

(a) Do you know about the Protection of Vulnerable Groups (Scotland) Act 2007 and are you fully aware of the implications for your Organisation?

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(b) Do you know that you have a legal duty to ensure that anyone you recruit to a "regulated work position" whether paid or unpaid must not be barred from regulated work with children and / or protected adults?

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(c) Have your leaders had child protection training?

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(d) Are you registered with CRBS, Disclosure Scotland or with a recognised Umbrella Body?

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(e) Have people recruited by you since 28th February 2011 into regulated work under the terms of the Act (paid or unpaid) been PVG Scheme Members?

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Name of person completing form: \_\_\_\_\_

Role of person completing form: \_\_\_\_\_

Date form completed: \_\_\_\_\_

Signature: \_\_\_\_\_

(b)

# Protection of Vulnerable Groups (Scotland) Act 2007 Unaffiliated Individual Declaration

**This declaration MUST be signed by individuals intending to lease Fife Sports and Leisure Trust facilities and intending to work with children and/or vulnerable adults.**

I declare that under the Protection of Vulnerable Groups (Scotland) Act 2007 I am not barred from regulated work with children or protected adults, nor am I under consideration for listing or on the equivalent lists kept for England, Wales or Northern Ireland.

I have no employees, paid or otherwise, and therefore will not ask any other person to act on my behalf.

I also confirm that I am not aware of any other reason that would make me unsuitable to work with children.

Name of person completing form: \_\_\_\_\_

Signature: \_\_\_\_\_

Date form completed: \_\_\_\_\_

Please indicate if this page is applicable YES I NO

(delete, as appropriate, If Yes, complete all box sections shown above)

**Beacon Leisure Centre**

Lammerlaws Road  
Burntisland  
KY3 9BS  
Tel: 01592 583383  
BeaconLC@fifeleisure.org.uk

**Bowhill Swimming Pool**

Station Road  
Cardenden  
KY5 OBW  
Tel: 01592 583304  
BowhillSP@fifeleisure.org.uk

**Carnegie Leisure Centre**

46 Pilmuir Street  
Dunfermline  
KY12 0QE  
Tel: 01383 602304  
CarnegieLC@fifeleisure.org.uk

**Cowdenbeath Leisure Centre**

Pit Road  
Cowdenbeath  
KY4 9NN  
Tel: 01383 602305  
CowdenbeathLC@fifeleisure.org.uk

**Cupar Sports Centre**

Carslogie Road  
Cupar  
KY15 4HY  
Tel: 01334 659324  
CuparSC@fifeleisure.org.uk

**Dalgety Bay Sports and Leisure Centre**

Harbour Drive  
Dalgety Bay  
KY11 9NA  
Tel: 01383 602306  
DalgetyBayS&LC@fifeleisure.org.uk

**Dulloch Leisure Centre**

Nightingale Place  
Dunfermline  
KY11 8LW  
Tel: 01383 602209  
DullochLC@fifeleisure.org.uk

**East Sands Leisure Centre**

St Mary Street  
St Andrews  
KY16 8LH  
Tel: 01334 659473  
EastSandsLC@fifeleisure.org.uk

**Kirkcaldy Leisure Centre**

Esplanade  
Kirkcaldy  
KY1 1HR  
Tel: 01592 583306  
KirkcaldySP@fifeleisure.org.uk

**Levenmouth Swimming Pool and Sports Centre**

Promenade  
Leven  
KY8 4PA  
Tel: 01334 659325  
LevenmouthSP@fifeleisure.org.uk

**Lumphinnans Sports Hub**

31 Gagarin Way  
Lumphinnans  
KY4 9HW  
Tel: 01383 602130  
Lumphinnans.Sportshub@fifeleisure.org.uk

**Michael Woods Sports and Leisure Centre**

Viewfield  
Glenrothes  
KY6 2RD  
Tel: 01592 583305  
MichaelWoodsLC@fifeleisure.org.uk

**Pitreavie Athletics Centre**

Queensferry Road  
Dunfermline  
KY11 8PP  
Tel: 01383 602212  
PitreavieAC@fifeleisure.org.uk

**Waterstone Crook Sport Centre**

Kirk Road  
Newport on Tay  
DD6 8HY  
Tel: 01334 659366  
waterstonecrookSC@fifeleisure.org.uk