

Crossford Community Hall Terms & Conditions of Hall Lets Crossford Community Hall SCIO - Terms & Conditions of Room & Hall Lets January 2024 >

Introduction

1. These terms & conditions are put into effect by the Trustees of Crossford Community Hall SCIO. Crossford Community Hall SCIO is a registered charity in Scotland, regulated by the Scottish Charity Regulator (OSCR).
2. These terms & conditions apply to all lets due to be held on or after 8th January 2025.
3. These terms & conditions apply to all let holders, except those under separate agreements, until amended, replaced, or revoked.
4. These terms & conditions are in place to ensure the health, safety & wellbeing of all users of the Community Hall, including staff, volunteers, and contractors.
5. These terms & conditions apply to the let holder and all those participating in their let, including those dropping off or picking up participants.
6. It is the responsibility of the let holder to read, understand, and familiarise themselves with these terms & conditions and to ensure compliance at all times, regardless of their presence during the let.
7. Should any let holder wish to obtain an exemption to any of the terms & conditions stated in this document, an application must be made in writing to the Trustees at the time of application for let. Only Trustees may provide such exemptions.
8. Trustees reserve the right to require let holders to provide evidence or assurances of compliance with these terms & conditions. Let holders must promptly provide such evidence upon request.
9. By submitting an application to hire a room or hall, the let holder agrees to have read, understood, and intended to adhere to these terms & conditions at all times.
10. If a let holder becomes aware they cannot adhere to these terms & conditions, they must promptly cancel their booking or request an exemption in writing to the Trustees. Only Trustees may provide such exemptions.

Terminology 11. 'Trustees' refers to the Trustees of Crossford Community Hall SCIO. 12. 'Let holder or let holders' refers to persons and/or organisations hiring our rooms & halls. 13. 'Lets' refers to periods of time during which a let holder has hired spaces within Crossford Community Hall.

Applications for Let 14. All applications for let must be made through our online booking portal. 15. The person applying for the let is responsible for the let and must be in attendance during each session or appoint someone to act on their behalf. Responsibility for adherence to these terms & conditions remains with the applicant. 16. Applicants must be at least 18 years old. Proof of age, identity, address, and/or ability to pay applicable charges may be requested and must be provided when required. 17. Deposits or let charges must be paid in advance where requested, or the application will be declined. 18. Applications must be complete, honest, and accurate. Omission or misrepresentation of information may result in application denial. 19. Applications will be considered, and a decision provided as soon as possible. Incomplete applications or those requiring clarification may face delays. 20. Applicants must not advertise or promote their use of the space until the let is approved.

Schedule of Charges 21. Charges are applied by Trustees to manage and develop the Community Hall, including cleaning, janitorial costs, maintenance, advertising, and funding initiatives such as community groups and activities. 22. The schedule of charges is detailed in the letting policy and applies to all lets.

Cancellation or Amendment of Let 23. Let holders who no longer require or need to amend their booking must do so promptly. 24. If a let is cancelled or amended within three working days of the booking, no refund will be provided, and the let holder will remain liable for full costs. 25. Cancellations made with at least four weeks' notice will receive a full refund. Cancellations made with less than four weeks' notice will receive a 50% refund, while those cancelled with one week or less notice will not be refunded. 26. Repeated cancellations may lead Trustees to suspend or cancel future bookings and decline further applications. 27. Substantial changes to the purpose of a let must be approved by Trustees. 28. Trustees may cancel or amend any booking, including at short notice, for essential repairs, improvements, or

health and safety concerns. 29. Trustees may cancel or amend lets as required by external circumstances. They are not liable for costs incurred by let holders in such cases.

Failure to Attend a Let 30. Non-attendance without prior cancellation results in full liability for charges. 31. Repeated non-attendance may lead Trustees to suspend or cancel future lets and decline applications for a specified period.

Alcohol, Gambling, and Lotteries 32. Alcohol consumption requires prior consent from Trustees. 33. Gambling activities require specific consent from Trustees.

Fire Safety and Risk Management 34. The let holder is responsible for all guests in the event of a fire alarm or fire and must ensure that they comply with the conditions imposed by the Fire Officer throughout the duration of the let. 35. Fire exits must remain clear at all times. 36. It is the responsibility of the let holder to carry out risk assessments in relation to the activity they are providing within the hall. 37. In the event of an accident, it is the let holders' responsibility to ensure the injured person receives appropriate medical attention. All accidents should be recorded in the accident report book located in the kitchen. 38. Any equipment brought onto the premises must meet current safety legislation.

Storage 39. Storage of items in Crossford Community Hall is prohibited without prior Trustee consent. 40. Permissioned storage is subject to separate Terms and Conditions of Storage.

Equality, Diversity, and Conduct 41. Let holders must comply with the Equality Act 2010, ensuring inclusivity in their activities. 42. Any exemption sought under legislation must be communicated at the time of application. 43. Let holders must ensure their activities do not disrupt or interfere with others in the Hall or its surroundings.

Smoking Policy 44. Smoking is not permitted anywhere in the building.