

West Calder Hub

Terms and Conditions

West Calder Community Education Association 2026

Updated September 2026

Community Centre Letting Guide and Conditions

This guide tells you what you need to know to rent a space at West Calder Hub.

To book a space visit booking.westcalderhub.org or call 01506 242244

General Principles

- West Calder Hub will be let in line with the constitutional objectives set out in the West Calder Community Education Association SCIO Constitution
- The Board of Trustees will actively seek to promote and provide use by local groups and organisations
- Priority will be given to not for profit groups and organisations which bring benefits to the local community
- Charges will be fair and proportionate as defined by the Board of Trustees and shall reflect a commitment to access for all
- The Board of Trustees will not discriminate on grounds of race, nationality, gender, sexual orientation, disability
- The Board of Trustees are not permitted to accept bookings for public political meetings outwith election and referendum periods
- The Board of Trustees have an obligation to be 'good citizens' and we retain the right to not accept bookings for, or terminate an agreement with, any hirer that in our view puts our good name at risk
- Please respect staff and other users in the building

Terms & Conditions

Let

- Bookings may be requested to use alternative equivalent space to facilitate other bookings.
- Lets only include use of spaces and equipment agreed during booking. Other rooms, resources and other groups' possessions must not be used without prior consent.

(Regular Lets)

- All let times may not be guaranteed on a continuous basis and may be subject to alteration to fit the needs of the community centre

Access

- Access to the premises will only be permitted at the time shown on the booking confirmation (including set up/down) and you must clear the premises by the finishing time shown on the booking form
- If booking is outwith reception opening times the lead booker may be given temporary access for the building door control. It is this person's responsibility to ensure all of their participants follow the Hub rules, specifically those noted in this document
- No doors, inside or fire exits, are permitted to be wedged open as this creates a fire and/or security risk
- Penalties may occur for overrunning. You are required to vacate the space at the agreed time and in a condition ready for the next let. Overrunning costs will be charged in hourly increments

Person in Charge

- The person named on the booking form must be in attendance for the duration of the let and must be over 18 years of age

- This person is responsible for granting access to all their participants and ensuring no access is given for non-participants
- This person is responsible for following the Fire Safety Procedure in the event of a suspected or real fire
- This person will be responsible for ensuring all participants are accounted for in the event of an emergency evacuation
- It is the lead booker's responsibility to ensure that all applicable licenses are in place

Payments

- Any requested payments must be paid in full before the event.
- Deposits will be returned in full if no damage has occurred and conditions of let have been met
- All sessional lets must be paid with 30 days of invoice

Damage

- Any damage which occurs to the property or equipment during the let will be the responsibility of the named person in charge of the let application
- Notification of any damage should be made to the West Calder Hub staff as soon as practically possible
- Charges for damage may be levied at the discretion of West Calder Hub
- Please refrain from using sellotape or other adhesives on windows or walls

Cancellation of your let

- To cancel or amend a one **off let** you must give at least seven days notice. The full letting charge may be incurred if the required notice is not given
- **Regular lets** must include all required sessions for the term being booked. Cancellations of individual sessions during the period of let will still be liable for payment.
- If lets are consistently being cancelled the West Calder Hub may review the suitability of future Lets
- Should we need to cancel your let we will endeavour to give more than one week's notice
- If West Calder Hub are advised that any required licenses are not in place the booking will be cancelled
- Emergency/adverse situations may require shorter cancellation notice periods

Youth and Vulnerable Adult Activities

- Ratios: Activities may be asked to share their ratio levels for each age group they work with
- Child Protection: The Board of Trustees may at any time request to see PVG certificates for any groups working with young people or vulnerable adults

Catering

- Food should only be prepared on the premises with prior approval
- Use of food preparation facilities must be included in the booking
- A copy of Food Hygiene Certificates must be available on request
- If used, the kitchen area must be fully cleared and cleaned after use
- No items to be left in fridge over night

Cleaning

- All litter created during a booking must be appropriately removed from the premises
- Tables and chairs must be left clean before leaving the room
- If a room is not fit for purpose, it is up to the hirer to make the decision to commence with the let or not. This must be reported to the Hub staff immediately

Alcohol

- The consumption of alcohol is strictly prohibited except for events approved by West Calder Hub and where an appropriate license has been obtained and submitted with the booking
- The hirer will be expected to comply with any conditions of the license

Insurance

- If the event is open to the public the lead booker is responsible for ensuring a copy of their public liability insurance in submitted in advance
- Equipment brought into West Calder Hub will not be insured by West Calder Hub (includes for example: inflatables, music systems & decorations). Adequate insurance should be sought before the event.
- West Calder Hub reserve the right to immediately cancel a let that does not have suitable insurance

Health & Safety

- In the event of an accident it is the lead booker's responsibility to ensure that the injured person receives the appropriate medical attention and there is adequate supervision of the other group members
- All accidents should be reported to West Calder Hub staff as soon as possible after the incident has occurred and recorded appropriately
- First Aid: User groups are responsible for providing their own first aid
- Fire: Fire exits and corridors must be kept clear at all times. Fire doors must only be kept open using approved openers that can detect the fire alarm
- Entrance and exit doors: should not be wedged open – this ensures the building is kept secure and reduces risk of fire
- It is the responsibility of the hirer to ensure an accurate tally of the numbers attending is kept in the event of a fire drill or emergency and to advise members of the fire safety procedures
- Pyrotechnics/smoke machines are prohibited in the building
- Heat generating sources: permission must be sought from West Calder Hub Staff in advance
- The use of candles must be approved by West Calder Hub
- Smoking/Vaping: Is strictly prohibited within the property boundaries. The entrance areas of the building must be kept clear of smokers at all times
- Risk Assessment: It is the hirer's responsibility to ensure that activities have been risk assessed and that risk assessments are kept up to date
- Equipment: It is the hirer's responsibility to ensure that any equipment brought on to the premises meets current safety legislation
- Kitchen Equipment: Please ensure that young people and children are supervised when using microwaves, ovens and any other heat producing equipment
- All electrical equipment must have a current PAT Certificate. This includes third party participation, inflatables, disco equipment, where the third party must show both necessary certification and public liability insurance prior to the event
- Any balloons must be removed from the building as they pose a risk of falsely setting off the alarm system

Personal Property:

- If found, lost property will be kept for no more than 30 days. If unclaimed, property will be disposed of appropriately
- West Calder Hub do not accept responsibility for the loss or damage of any property belonging to users of the centre
- West Calder Hub accept no responsibility for damage to cars left in our car park
- For the benefit of all users of the building, please park cars respectfully

Storage

- Storage space may be requested from West Calder Hub for equipment required on a weekly basis for regular lets. This does not form part of the booking and may be changed or rescinded at any point due to the needs of the building
- West Calder Hub do not accept responsibility for the loss or damage of any property belonging to groups or users
- Where possible cupboards will have a key or secure key pad
- Storage space may be shared with other groups
- The Board of Trustees reserve the right to enter spaces at any time and for any reason
- An inventory of items should be given to the Board of Trustees and must not include any sharp, toxic, flammable, or dangerous material
- Following the end of a let period, the Board of Trustees reserve the right to discard any unclaimed items/supplies/paperwork. Attempts will be made to contact the lead booker for a period of 30 days after the final letting date in an effort to arrange collection. Communications will be made through details given on let form

Changes to Terms

- West Calder Hub reserve the right to change or amend the terms of the let at any point. West Calder Hub will give all lets 30 days notice of any changes to the terms and conditions
- Any cancellation of regular lets as a result of changes to the terms will be possible without penalty within the 30 days notice period

It is the responsibility of the person booking the let to convey the conditions of the let to all individuals participating or attending the event. Any contravention of these conditions or code of conduct may result in the hirer being asked to leave and the event being stopped

Code of Conduct

- 1, Those attending any event within West Calder Hub must, at all times, comply with any instructions given by the Hub staff in relation to health, safety or security matters
- 2, Individuals must not cause offence and are required at all times to be considerate and respectful towards others
- 3, All individuals involved in lets are required to act in a way that is compliant with the law
- 4, Individuals attending the Hub must not be under the influence of alcohol or drugs. Alcoholic beverages must not be brought onto or consumed in the Hub unless permission specifically granted by West Calder Hub
- 5, Noise levels must be kept at a level so as not to affect other activities in the Hub or neighbouring buildings
- 6, Offensive or intimidating language or behaviour must not be used anywhere on the premises
- 7, There is a zero tolerance policy on aggressive behaviour at the Hub. Physical and verbal abuse against our staff & customers will not be tolerated. This may result in let being cancelled or refused

