

LEITH COMMUNITY EDUCATION CENTRE
12a Newkirkgate, Leith, Edinburgh. EH6 6AD
Tel: (0131) 554 4750 Fax: (0131)555 0057
Email: info@leithcommunitycentre.com
Website: www.leithcommunitycentre.com

BOOKING FORM FOR OCCASIONAL LETS

Name of Organisation	
----------------------	--

Contact Person	
----------------	--

Address	
	Postcode

Telephone Number	
------------------	--

Mobile	
--------	--

Email	
-------	--

Day and date of requested let	
-------------------------------	--

Times		
-------	--	--

Access required:	From:	To:
------------------	-------	-----

Event times:	From:	To:
--------------	-------	-----

Numbers expected	
------------------	--

Description of event	
----------------------	--

Accommodation required:	Persevere		Trinity		Links	
	Sports Hall		Kinnaird Hall		Shore	
	Peevers		Café		Dark Room	

Centre equipment required:	
-----------------------------------	--

Continued over

ALL LETS: Please read the following conditions.

- **The changing of clothing will only be permitted in the designated rooms, unless agreed in advance with the facilities co-ordinator.**
- Any breakages/damage to centre equipment or building fabric made during the let is the responsibility of your group, and must be notified to a member of staff. It is also the responsibility of the group to leave the premises tidy.
- The centre staff maintains overall responsibility and their decision is final.
- Any charges due must be paid before the group begins their session. This is paid to the duty staff where a receipt will be given.
- If a group is not going to use their let at any time, they must notify the centre office 48 hours in advance. If not, the group will have to pay the letting fee for that session.
- **All lets are subject to cancellation or alteration.** Lessees are warned that the centre may find itself in the situation where it may be required to cancel lets relatively short notice, or increase charges, or change its present policies, and that this risk be borne in mind.

The Role of the Management Committee

When letting the premises, the Management Committee has no legal responsibility for vetting an organisation's employees or volunteers. The organisation or individual taking the let is responsible for complying with the Protection of Children (Scotland) Act 2003. 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 within a Disclosure Certificate is similarly the responsibility of that organisation.

What you need to know about the Protection of Children (Scotland) Act 2003

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

- If so
- (a) Do you know about the *Protection of Children (Scotland) Act 2003*?
 - (b) Do you know that you have a legal duty to ensure that anyone you recruit to a "child care position" whether paid or unpaid has not been placed on the *Disqualified from Working with Children List*?
 - (c) Have your leaders had child protection training?
 - (d) Are you registered with the CRBS or Disclosure Scotland or with a recognised Umbrella Body?
 - (e) Have people recruited by since 11th April 2005 into a childcare position under the terms of the Act (paid or unpaid) been vetted through Disclosure Scotland.

Additional information can be found at the following:

Central Registered Body in Scotland (CRBS) 01786 849777 email, info@crbs.org.uk

Disclosure Scotland 0807 6096006 email, info@disclosurescotland.com

Youth Link Scotland 0131 3132488 email, info@youthlink.co.uk

Other contact information is available from the Facilities Co-ordinator, Leith Community Centre if required.

DECLARATION.

I AGREE TO THE CONDITIONS OF THE LET PREVIOUSLY LISTED.

Group or Organiser's Signature	
Print Name	
Date	

For Office use only

Approved Not Approved

Are additional SSO hours required? Start time _____ finish time _____

Cover arranged: Name: _____

Invoiced Invoice Paid Receipt issued Premises/equip OK