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| East Dunbartonshire Libraries  Application For **Let for Milngavie Library Learning Suite 2023-24** | EDLC Libraries_Mono |

**Please use black ink and block capital letters or typescript**

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| Name |  | | | | |
| Address |  | | | | |
| Postcode |  | Email Address |  | | |
| Telephone Number |  | | | | |
| Make application to use the space for the purpose of: |  | | | | |
| On behalf of (Group name): |  | | | | |
| **I agree to pay the relevant scale of charges. I have read and undertake to comply with the Conditions of Let.**  **(Applicants must be 18 years of age or over)** | | | | | |
| Signature |  | | | Date |  |

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| *Casual Let Users* | | | | | | | | | | |
| **Day** | **Date** | **Hours of Use** | | **Approx. No’s. Attending** | **User Category (see below and please tick)** | | | | **Office Use Only** | |
| **From** |  |  |  |  | **A** | **B** | | | Approved  Declined  Branch Informed |  |
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| **To** |  |  |  |  |  | |  |  |  |

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| ***Regular Let Users*** *(Applicants may indicate, for example, “every Monday from Date A to Date B”)* | | | | | | | | |
| **Day** | **Date** | **Hours of Use** | | **Approx. No’s. Attending** | **User Category**  **(see below and please tick)** | | **Office Use Only** | |
|  |  |  |  |  | **A** | **B** | Approved |  |
|  |  |  |  |  |  | | Declined |  |
|  |  |  |  |  | Branch Informed | |
|  |  |  |  |  | **Special Requirements**  **Please note below** | | **Charges** | |
|  |  |  |  |  |  | | hours x £      / hour  ADDITIONAL £  TOTAL £ | |
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| *User Categories* | | |
| **A** | **Commercial Users** | Individuals, groups, organisations or associations who have an obvious financial profit-making concern, for example, local business or private tuition. |
| **B** | **Non-Commercial Users** | Individuals, groups, organisations or associations who have no obvious financial profit-making concern, for example, other council departments, charities or community groups |

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|  | **Includes use of ICT & on-line services, as required** | | |
| User Category | Hourly | Half Day  (3.5 Hours) | Full Day  (7 Hours) |
| A | £21.50 | £65.50 | £131.00 |
| B | £10.75 | £32.75 | £65.50 |

\***Booking requests out with normal Library opening hours will be charged a supplementary £15.25 per hours to cover staffing costs.**

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| *Opening Hours* | |
| Milngavie Learning Suite is available during normal library opening hours.  Mon–Thurs: 10am – 7.45pm  Fri & Sat: 10am – 4.45pm | We welcome use of our libraries outwith public opening times and will do our best to accommodate any such booking requests. However, these cannot be guaranteed and will incur additional charges to cover costs. . |

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| *Application Procedure* |
| If your booking request is for an event to take place during advertised opening times, please complete & return this form to the address below or  e-mail: [milngavie@eastdunbarton.gov.uk](mailto:milngavie@eastdunbarton.gov.uk)  Learning Suite  Milngavie Library  Allander Road  Milngavie  G62 8PN  **The information on this form will be processed by East Dunbartonshire Leisure & Culture Trust in accordance with the General Data Protection Regulation. The data you provide will be used to process your request and for statistical purposes. We will not pass any data you provide to a third party other than for administration of your request.** |

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| *Conditions of Let* |
| 1. **Sessional Lets**   Applications for the use of the facilities should be made by completing the appropriate application form and returning it [milngavie@eastdunbarton.gov.uk](mailto:milngavie@eastdunbarton.gov.uk) Applications must normally be submitted 10 days prior to the let commencing.   1. **Cancellation**   The Trust requires seven days’ notice of cancellations in writing by email or letter otherwise full payment must be made.   1. **Internet Access**   By signing this form, you agree to the conditions of EDLC Libraries ‘Acceptable Use Guidelines for Computing and Internet Use for Members of the Public <https://www.edlc.co.uk/libraries/computers-and-technology>. The Trust cannot be held responsible for any network or other technical failures during the let. Individuals are responsible for regularly saving documents to an external drive.   1. **Health & Safety**   Those attending lets must comply wih the instructions of the person in charge of the premises in respect of security and health and safety matters such as fire drills or vacating at the end of the let. The customer is responsible for carrying out a risk assessment in activity areas prior to event activities.   1. **Accidents & Injury**   Individuals, groups and organisations making use of the facilities and services must accept full responsibility for any accident or injury to any person which may occur as a result of the use of the premises.   1. **Loss**   East Dunbartonshire Leisure & Culture Trust cannot accept responsibility for any loss of possessions. Let holders are responsible for ensuring that personal possessions are adequately safeguarded.   1. **Damage**   The Trust and its employees shall not be responsible for any damage to, or loss of property or valuables brought into the premises by any person attending the meeting.   1. **Maintenance & Repair Work**   Recognition must be given to the need for the Trust to conduct maintenance work in the premises and also on equipment and services. Whilst every effort will be made to minimise disruption, facilities may be closed to expedite such work.   1. **Supervision**   Let holders applying for use of equipment and services are responsible for ensuring that users are supervised.   1. **Charges & Conditions**   Letting charges and conditions are subject to change and review.   1. **Publicity & Advertising**   East Dunbartonshire Leisure & Culture Trust reserves the right to inspect prior to distribution any publicity and / or advertising material which individuals, groups and organisations intend using to promote their purpose for let. Requests for events or activities to be advertised on EDLCT social media must be made by emailing: libraries@eastdunbarton.gov.uk   1. **Smoking**   East Dunbartonshire Leisure & Culture Trust operates a ‘No Smoking’ policy. Individuals, groups and organisations are expected to adhere to this policy. The lessee is responsible for ensuring that a safe and healthy environment is provided for participants.   1. The lessee is responsible for ensuring compliance with COVID-19 restrictions in place at time of let. Please refer to the Libraries’ COVID-19 Code of Conduct. Groups must not exceed maximum capacity as advised. Groups will be required to provide their data as part of NHS Scotland’s Test and Protect, and to create a seating plan to ensure effective contact tracing. |