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| East Dunbartonshire LibrariesApplication For**Let for Learning Suite** | EDLC Libraries_Mono |

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

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| *Venue (Please tick)* |
| William Patrick Library [ ]  | Milngavie Library  [ ]  | Bishopbriggs Library [ ]  |  |

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| Name |       |
| Address |       |
| Postcode |       | Email Address |       |
| Telephone Number (Home) |       | Telephone Number (Daytime) |       |
| Make application to use the Learning Suite 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** **[ ]**  | **C** **[ ]**  | ApprovedRejectedBranch Informed | [ ]  |
| [ ]  |
| **To** |  |       |       |  | I/we are Category C users and wish to be considered for the 100% discounted rate |  |  | **[ ]**  |
|  | **[ ]**  |

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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** **[ ]**  | **C** **[ ]**  | Approved | [ ]  |
|       |       |       |       |  | I/we are Category C users and wish to be considered for the 100% discounted rate[ ]  | Rejected | **[ ]**  |
|       |       |       |       |  | Branch Informed [ ]  |
|       |       |       |       |  | **Special Requirements****Please note below** | **Charges** |
|       |       |       |       |  |       |       hours x £      / hourADDITIONAL £     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. |
| **C** | **Community Groups and Charities** | Individuals, groups, organisations or associations who have no obvious financial profit-making concern, whose activities are of benefit to the local community and/or whose main business is learning-based. For example, Scouts / Guides groups or Workers Educational Association (WEA). |

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| *Charges* |
|  | **Utilisation of ICT & on-line services** | **Non-utilisation of ICT & on-line services** |
| User Category | Hourly | Half Day(3.5 Hours) | Full Day(7 Hours) | Hourly | Half Day(3.5 Hours) | Full Day(7 Hours) |
| A | £30 | £75 | £150 | £20 | £50 | £100 |
| B | £20 | £50 | £100 | £10 | £25 | £50 |
| C | £10 | £25 | £50 | £5 | £12.50 | £25 |
| Category C users may be eligible for a discretionary 100% discounted rate if their application for let is solely for the purpose of specific Lifelong Learning activities and/or is supported by East Dunbartonshire Libraries. |

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| *Opening Hours* |
| Learning Suites are available during normal library opening hours.Mon–Thurs: 10am – 7.45pmFri & Sat: 10am – 4.45pm | Opening of facilities outwithnormal opening hours cannot be guaranteed and will invoke an additional charge.Please check withEDLCT Bookingsat the address below. |

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| *Application Procedure* |
| Please complete & return this form to the address below or mailto:edlct.bookings@eastdunbarton.gov.ukEDLCT BookingsFirst FloorWilliam Patrick Library 2-4 West High StreetKirkintillochG66 1AD**The information provided on this form will be processed by East Dunbartonshire Leisure & Culture Trust in accordance with the Data Protection Act 1998. Your personal data will be used for processing your application and any subsequent let granted from this application.****.** |

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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 to EDLCT Bookings, First Floor, William Patrick Library, 2-4 West High Street, Kirkintilloch G66 1AD. Applications must normally be submitted 10 days prior to the let commencing.1. **Casual Lets**

10 working days notice is normally required for letting applications.1. **Booking Priority**

Letting requests for delivery of Lifelong Learning activity have precedence over Commercial and Non-Commercial letting requests.1. **Internet Access**

Allindividuals wishing to access on-line services must complete and return appropriate written agreements, including acceptance of the East Dunbartonshire Council Information & Communication Technology Acceptable Usage Policy.1. **Responsibility**

The person applying for the let is responsible for ensuring that the conditions of the let are adhered to. Individuals, groups and organisations not intending to use the facilities must provide as much notice as possible. If individuals, groups or organisations fail to attend without 24 hours prior notice then the let will be charged at the full commercial rate. Failure to attend for a let, which is subsidised in whole or in part, will also result in the review of further letting applications.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 authority must be indemnified by the lessee against any damage to property or equipment that might occur through use of the services and equipment.1. **Holidays**

All let holders shall observe restricted letting periods as may be determined from time to time in addition to statutory holidays.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. **Health & Safety**

All users must be aware of, and abide by, the Health and Safety guidelines available in each library.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.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. |