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| **Letting Guide** |
| How to book a let at Inch Park Community Sports Club. Please read this guide for information on what’s available and when, how much our prices are, how to book a let, our child protection requirements and where to get help. For a separate letting application form, contact the Sports Club. |
| **What’s available and when** |
| 1. Not all spaces in the Sports Club are available for let. Some spaces will be reserved for operational reasons. A list of spaces available for let in the Sports Club is detailed on page 3. This list of agreed spaces may change from time to time.
2. The letting period in the Sports Club is every day of the year, with the exception of Christmas Day, Boxing Day and New Years Day.
3. The Sports Club may cancel lets and shall endeavour to give more than one weeks notice.
4. The Sports Club outdoor facilities are available on weekdays during the letting period between 09:00 to 22:00 and available on Saturdays and Sundays during the letting period between 09:00 to 22:00. The Community Room is available from 09:00 to 23;00 Mon to Thurs and 00:00 Fri to Sun

In exceptional circumstances some organisations may be permitted to store equipment in the Sports Club. All requests of this nature must be made in writing to the administrator and, if assessed to be suitable, shall be subject to additional terms and conditions. |
| **Information about pricing** |
| 1. There are two pricing categories: community and commercial.
2. Please contact the development manager regarding 21st bookings
3. The community rate is applied to not for profit community groups, with a constitution, bringing benefits to the community, may be eligible for this rate. The Community rate is at the discretion of the Board of Trustees.
4. The community rate equates to the cost of opening a facility for community use.
5. The commercial rate applies to all commercial organisations and activities.
6. Customers are charged for the space hours used. A minimum charge of one hour shall apply.
7. In instances where numerous spaces are applied for the administrator may use his discretion in arriving at a negotiated price.
8. An additional charge shall be levied should a let overrun. A cleaning charge may also be applied.
9. A late booking charge and cancellation charge may also be levied.
10. In exceptional circumstances, where the furtherance of the Sports Club objectives is clearly demonstrated, the Board of Trustees may permit the use of the facilities at no charge.
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| **How to book a let** |
| 1. A request for a let must be received in writing at the beginning of each season for long term lets using the let application form, and for casual lets at least 5 working days prior to the date required. Let application forms are available from the Sports Club office.
2. There is normally more demand for pitch lets than can be met, so the early submission of an application is important to avoid disappointment.
3. To apply for a community rate an organisation that is not already known to the administrator must submit its constitution together with a description of its activities to the letting office at least 3 weeks before the required date of the let.
4. Upon receipt of a let application the Sports Club shall check the availability of the facility. Should the facility, date or time be unavailable the administrator shall contact the customer. If available the administrator will process the let application and send the customer a confirmation letter. This letter is not the bill. Invoices shall be sent to the customer at the end of the appropriate billing period. No lets can be confirmed over the phone.
5. A reserve list policy may be applied to spaces for which there is high demand.

 Unless permission is explicitly granted a let does not include the use of Sports Club equipment, storage or the use of kitchens.  |
| **Child Protection Requirements** |
| 1. Inch Park Community Sports Club Child Protection Policy sets out the requirements for customers that run activities in the Sports Club facilities. This policy is available from the administrator
2. The policy makes it clear that the legal responsibility for ensuring the safety and wellbeing of children (under 18 years) that attend the Sports Club rests with the individual or organisation that organises the let. The responsibility does not rest with the Sports Club.
3. In applying for and signing the let application form the customer acknowledges this responsibility and confirms that they adhere to best practice in relation to child protection.
4. Compliance with these child protection responsibilities will require an organisation to have a child protection policy; suitable recruitment and selection procedures for staff and volunteers and registration with an appropriate Child Protection Body: these are the Central Registered Body for Scotland (CRBS); Disclosure Scotland; or an umbrella body registered to CRBS or Disclosure Scotland.
5. Customers that work with children must inform the administrator at the time of applying for a let, which Child Protection Body they are registered with.
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| **How to get help** |
| The team in the Sports Club are here to help you with any questions you may have about the Sports Club letting.0131 664 3511 |

**Inch Park Community Sports Club**