

MANAGEMENT RULES

LEISURE FACILITIES

Angus Council in exercise of the powers conferred on it by Section 112 of the Civic Government (Scotland) Act 1982 ("the Act") has made the following Management Rules, which shall apply to Sports Centres, Leisure Centres, Swimming Pools, Town Halls and Outdoor Recreation Facilities under its control.

An Authorised Officer of Angus Council may require someone whom they reasonably believe to have contravened/be contravening/appears about to contravene a rule to leave the facility or area. Failure to leave is then an offence under Section 118 of the Act with a penalty of up to £200. Persistent contravention or attempted contravention of these rules may lead to exclusion from these Facilities by means of an order under Section 117 of the Act.

Definitions

In these Management Rules:

- **Authorised Officer** means an Angus Council employee working under the authority of the Director of Neighbourhood Services.
- **Council** means Angus Council as constituted by the Local Government etc. (Scotland) Act 1994.
- **Manager** means the Angus Council officer responsible for any Leisure Facility.
- **Hirer** means someone who hires a facility or part of a facility for a specific purpose, paying the appropriate charge then current.
- **Leisure Facilities** means the following facilities including their respective grounds: Arbroath Sports Centre, Brechin Leisure Centre, Carnoustie Leisure Centre, Lochside Leisure Centre, Forfar, Montrose Sports Centre, Saltire Leisure Centre, Arbroath, Websters Sports Centre, Kirriemuir, Forfar Swimming Pool, Reid Hall, Forfar, Kirriemuir Town Hall, Brechin Town Hall, Montrose Town Hall, Edzell Memorial Hall, Arbroath Community Centre, Carnoustie and Monifieth High School facilities at weekends, evenings and holiday periods and such other premises as may be operated or used from time to time by the Council for the provision of Leisure Facilities.

General

- (a) All organised events must be authorised by the Council and may be subject to completion of the Council's Safe Events Pack.
- (b) No one may hold any public meetings, gatherings, promotions or performances without written authorisation by the Council.
- (c) For the purpose of giving instruction in Sport or other activity, authorisation must be obtained in advance from the Council.

For the purposes of an event held under (a), (b), or (c) above, the Council may authorize the temporary suspension of one or more of the Management Rules.

Access to Premises

- (a) All users must enter and leave by the proper entrance and exit, showing the relevant identification when asked by the Manager or other Authorised Officer and where relevant, pay any fees due prior to entry.
- (b) Any person admitted to a Leisure Facility must conduct themselves in a reasonable manner at all times.
- (c) The Manager or other Authorised Officer, may refuse admission to or expel any person or persons from a Leisure Facility on reasonable cause.
- (d) Any person who appears to be under the influence of drink and/or drugs or unclean in person or dress so as to cause offence to other users within the same Leisure Facility, may be refused entry or expelled.
- (e) No animals (other than guide dogs or other registered assistance dogs) may be brought into a Leisure Facility unless by prior consent from the Manager or other Authorised Officer.
- (f) All users must park their vehicles within a designated parking bay. Parking Bays designated for parent and child may only be used for this purpose. Parking bays designated for disabled persons may only be used by persons displaying a valid parking permit for this purpose.
- (g) Vehicles are parked at the risk of the user. The Council shall not be liable for any loss of or damage to a vehicle or its contents whilst parked or driven in a Leisure Facility car park, unless and to the extent that any such loss is caused directly by the negligence of the Council.
- (h) No vehicle may remain overnight in a Leisure Facility car park or surrounding ground.

Use of Premises

- (a) All persons using a Leisure Facility must comply with all reasonable directions or instruction given to them by the Manager or other Authorised Officer.
- (b) All persons using a Leisure Facility must leave at the stated or agreed closing time or when requested to do so by the Manager or other Authorised Officer. The Manager or other Authorised Officer may temporarily close a Facility or part of a Facility and will post notices clearly indicating that the area is closed and the reason for the temporary closure.
- (c) Found property should be handed to reception staff at the Leisure Facility.

- (d) No photographic equipment or any other form of visual or sound recording equipment may be used at any Leisure Facility without the prior consent of the Manager or other Authorised Officer.
- (e) Mobile phones can only be used in main reception areas, cafeterias and lounges or outside the Leisure Facility.
- (f) All complaints, queries or suggestions should be directed to the Manager or other Authorised Officer.
- (g) Smoking is prohibited throughout all Leisure Facilities at all times.
- (h) All persons must abide by instructions or guidance contained within any notices or signs that are placed in or around or at any Leisure Facility.
- (i) Food or drink can only be consumed in the appropriate designated area of any Leisure Facility.
- (j) At the request of the Manager or other Authorised Officer, users must immediately desist from any conduct which is unseemly, anti-social, unsporting or which otherwise might cause annoyance or danger to other persons within the Leisure Facility or to other members of the public. Failure to desist may result in an individual or individuals being expelled from or excluded from the Leisure Facility and may result in bookings or blocks of bookings being cancelled.
- (k) Where appropriate, all persons must show any written consents or permissions relating to their use of the facility to the Manager or other Authorised Officer on request.
- (l) It is prohibited to damage, alter or deface the structure of any Leisure Facility or any equipment or fittings contained or used therein. Each user shall be liable to pay to the Council on demand the amount of any damage (except damage from fair wear and tear) done or occasioned to the Leisure Facility or any equipment or fittings contained or used therein by them or by any person participating jointly with them in the use of the Leisure Facility or by any person under his care or control.
- (m) Posters, bills, flyers or other such material may not be displayed without permission from the Manager or other Authorised Officer.
- (n) Goods or services may not be sold or supplied to other persons within any Leisure Facility without the prior written consent of the Manager or other Authorised Officer.
- (o) Users are responsible for ensuring compliance with copyright laws in relation to the playing of music or performance or display of any work by them in or at any Leisure Facility at all times. Noise shall be kept at a reasonable level at all times.
- (p) All items of electrical equipment brought into any Leisure Facility must be declared to the Manager prior to the date of hire. All appliances must carry a valid and current Portable Appliance Test certificate or validation.
- (q) The Manager or other Authorised Officer or any Police Officer or Fire Officer may require any Leisure Facility to be cleared with immediate effect at any time.
- (r) Users are required to report any injury to any person using the Leisure Facility or any property or equipment damage, to the reception staff immediately.
- (s) Any erections required in connection with the occupation of the premises by the Hirer, including all outside erections, signboards and the like, shall be subject to the written approval of the Council and shall be erected, taken down and removed all at the cost of the Hirer.
- (t) The Hirer will be responsible for ensuring that any persons operating electrical or mechanical equipment are competent to do so with full regard to health and safety matters. Fire precautions must be observed with regard to equipment used.
- (u) The Hirer shall be responsible for maintaining order in connection with the occupation of the premises and shall arrange that effective control is provided at all doorways which may be necessary so as to allow free access and exit.
- (v) Maximum permitted numbers indicated on the hiring application form by the issuing office must be strictly adhered to.
- (w) For hall bookings all Hirers must complete and return a Risk Management checklist along with the booking application together with the requested documentation before a booking can be confirmed.
- (x) For hall bookings the Hirer must hold public liability insurance with a minimum indemnity of £5 million and shall forward evidence of such cover to the Council.

A copy of these rules may be obtained from the Council's Head of Law and Administration, Angus House, Forfar DD8 1AN or online at www.angus.gov.uk/leisure/prices