

**Fife Council Community Use Schools, Halls & Community Access venues**  
enquiries.communityuse@fife.gov.uk

<b>Club/Organisation</b>			
Contact		Invoice contact (if different)	
Address		Invoice address	
Postcode		Postcode	
Tel no.		Tel no.	
Email address			
2 <sup>nd</sup> Contact Name		Tel no.	

Location e.g. Queen Anne, Dunfermline	Facility e.g. Astro, badminton	Day	Time		Approx No		Dates (inclusive)	
			From	To	Adult	Junior	Start	Last

<b>Purpose of booking:</b>	<b>Please note any equipment required:</b>
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**Bookings which may qualify for VAT exempt rates:**

A series of lets of sports facilities can be treated as exempt for VAT provided that **all** of these conditions are met

- |   |   |
|---|---|
| <input type="checkbox"/> The series consists of 10 or more sessions.                  | <input type="checkbox"/> The interval between each session is at least a day and not more than 14 days. |
| <input type="checkbox"/> Each session is for the same sport or activity.              | <input type="checkbox"/> The series is booked in advance with written evidence to that effect.          |
| <input type="checkbox"/> Each session is in the same place.                           |   |
| <input type="checkbox"/> The letting is to a school, constituted club or association. |   |

The following documentation **must** be enclosed with this application for club requesting VAT exemption:

- Club Constitution**     **Copy of the minutes of your most recent Committee meeting**

Evidence of the following documentation **should be confirmed & initialled by Community Use Staff** (where appropriate)

Coaching Qualifications


Electrical Equipment Safety Certificate


PPL / PRS certificate

Insurance Certificate

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**I confirm acceptance of booking conditions and that all Coaches & Assistants hold an appropriate and current Disclosure Scotland certificate or PVG certificate.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Designation: \_\_\_\_\_

<b>Payment Method</b>	<input type="checkbox"/> Payment at time of booking	<input type="checkbox"/> Monthly invoice in arrears to address indicated above
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<b>For Office Use</b>	LIMS Account No:			Debtors No:			<input type="checkbox"/> VAT <input type="checkbox"/> Ex VAT
Date Received	Time Received	ID Check	Processed by	Booking Ref No	Confirmation Method	Facility Cost	

**1. Facility Preparation**

Facility preparation and recovery time are included in the overall booking. Sufficient time should be included within user group bookings to take account of time required for setting up and clearing away equipment. As an example the preparation time required for indoor football is 5 minutes.

**2. Clothing and Footwear**

All user groups should ensure that correct clothing and footwear are worn for specific activities. Cultural differences and the specific needs of disabled people will be respected. Indoor non-marking soles and appropriate outdoor studded boots and track shoes are mandatory.

**3. Equal Opportunities**

Fife Council has a policy of equal opportunity for all regardless of gender, ability, ethnic or cultural background. Bookings are accepted on the understanding that user groups conform to Council Policy.

**4. Conduct**

Facility users will be held responsible for damage to equipment/fittings/furnishings and premises unless deemed to be reasonable/acceptable wear and tear. Facilities should be left in good order and a safe condition. Bookings are accepted on the understanding that management regulations concerning the safety and convenience of players and spectators are observed.

**5. Evacuation**

User groups should familiarise themselves with the evacuation procedures of the venue. In the event of any emergency situation arising advice and directions from venue staff (where relevant) should be strictly adhered to.

**6. Adverse Weather**

In the event of severe weather which necessitates venue closure information will be posted on the Fife Council website Fife Direct ([fifedirect.org.uk](http://fifedirect.org.uk)) and relayed over Kingdom Radio where possible. Individuals can sign up for closure email and text message alerts via [fifedirect](http://fifedirect).

**7. Smoking Policy**

Fife Council has a policy of 'no smoking' on Council premises and grounds. Bookings are accepted on condition that the Council Policy is adhered to by user groups.

**8. Ratios**

User groups are responsible for ensuring that there are sufficient helpers/leaders/officials on duty to safely control an activity. Venue ratios for specific facilities/activities must be adhered to. Failure to comply with designated ratios is considered a breach of Health and Safety. Maximum numbers permitted for specific facilities will be notified to user groups at the time of booking.

**9. Change of Use**

A user group may not use a particular facility for any purpose other than that agreed at the time of booking. An approved user group may not sub-let a facility without prior approval from management staff.

**10. Advertising**

User groups must involve venue management in early discussions on advertising and the display of publicity material. Refusal of display may result when prior approval has not been granted. Events and activities **must not** be advertised / promoted until the booking confirmation is received by the person / organisation booking facilities.

**11. Sales**

Venue management can refuse user groups the right to display saleable items when the facility already exists for purchase e.g. vending machines, café, etc.

**12. Equipment**

Small equipment may be available for sale or hire.

**13. Health and Safety**

It is the responsibility of the user group to ensure that any potential risk associated with an activity is minimised. Venue management staff reserve the right to terminate any activity where staff consider the situation is unsafe and in breach of Health and Safety regulations. In such circumstances no refund will be offered.

**14. Electrical Equipment**

Portable electrical equipment may only be used in a Fife Council venue if it has been PAT tested. Testing certification is transferable between sites.

**15. First Aid**

Community Use is not responsible for providing first aid or first aid equipment for your club's/group's participants. It is your responsibility to provide access to adequate first aid resources, telephone and a qualified first aider at all times.

- 16. Reporting of Accidents/Dangerous Occurrences**  
User groups should report accidents, near accidents or dangerous occurrences to duty venue staff as soon after the incident as possible.
- 17. Security**  
Venues provide changing facilities and some the opportunity to deposit valuables for safe keeping. It is advised that these facilities are used and that bags and belongings are not taken into activity areas. User groups should note that Fife Council does not accept responsibility for the loss of personal belongings, etc.
- 18. Staffing Levels**  
Bookings will only be accepted from user groups that agree approved staffing levels for particular activities e.g. pool lifeguard numbers for swimming galas.
- 19. Advance Bookings**  
Organisations/clubs are invited to submit applications for the facilities listed on the booking form. The form may be submitted up to six months in advance of the first booking or longer by negotiation with venue management. Proof of identification is required in order to book a facility, this should be presented at the time of the booking request. Events and activities **must not** be advertised and promoted until the booking confirmation is received by the person / organisation booking facilities.
- 20. Payments/Cancellations**
- 20.1 All payments must be made in full at the venue prior to the start of the activity session. Invoicing is only available by prior arrangement.
- 20.2 For further information on Fifestyle and the associated terms and conditions, please visit [www.fifedirect.org.uk/fifestyle](http://www.fifedirect.org.uk/fifestyle).
- 20.3 Unless the following timescales are observed a full facility charge will be levied
- |                    |   |                         |
|--------------------|---|-------------------------|
| Galas/large events | - | four weeks prior notice |
| Block bookings     | - | seven days notice       |
| Casual bookings    | - | 24 hours notice.        |
- 20.4 Management staff reserve the right to cancel a booking or withdraw a facility hire. Advance notice will be given should such a situation arise.
- 21. Major Events**
- 21.1 High priority events such as National or Regional Championships may be booked one year in advance or longer by agreement with venue management staff.
- 21.2 Where spectators are expected details must be discussed in full at least four weeks prior to the event. Within the same time scale floor plans, risk assessments etc. must be finalised for the specific major event.
- 22. VAT and Series of Lets**
- A series of lets of sports facilities can be treated as EXEMPT from VAT provided that ALL of the conditions listed below are met:
1. The series consists of 10 or more sessions.
  2. Each session is for the same sport or activity.
  3. Each session is in the same place.
  4. The letting is to a school, club or association.
  5. The interval between each session is at least a day, and not more than 14 days.
  6. The series is booked in advance, with written evidence to that effect.
- Whether these conditions are met should be known at the time of booking, and it is then vital that the correct VAT liability is applied.
- If all conditions are met, the transaction is EXEMPT from VAT, and no VAT should be applied.
- If all conditions are not met, the transaction is STANDARD-RATED, and VAT should be charged.
- 23. Leaders Qualifications**  
It is the responsibility of applicants to satisfy Council staff that leaders/coaches possess qualifications that are appropriate for the level of activity detailed on the booking application. Applicants must present evidence at least two days before the start of the first session of all leadership qualifications plus the names of all leaders/coaches who have an enhanced PVG Certificate (including date of issue). Council staff may ask to see evidence of appropriate documentation at any time.
- 24. Good Practice Guidelines for the Protection of Young People (including Vulnerable Adults)**
- 24.1 User groups should familiarise themselves with the guidelines on display within the venue and available on request.
- 24.2 All user groups must confirm that their leaders/coaches are in possession of an up to date enhanced PVG certificate issued within the last 12 months.

**25. Photography**

The use of camera, video and other equipment with the capacity to photograph is not permitted without prior arrangement with venue management and event organiser. Venue paperwork authorising approval must be completed.

**26. Insurance**

26.1 Users are asked to note that it is their responsibility (or parent/guardian of juniors) to arrange appropriate insurance cover. Neither Fife Council nor this venue offers insurance cover for personal injury or accidents to leaders, participants or spectators. Third party cover is provided by Fife Council only where negligence is proven against the Council.

26.2 Bookings involving leadership/tuition will only be accepted from non Fife Council organisations where there is evidence of current Third Party insurance cover. Insurance cover must be for the minimum amount determined by Fife Council.

**27. Data Protection**

Please visit [www.fifedirect.org.uk/privacy](http://www.fifedirect.org.uk/privacy) for information related to the General Data Protection Regulation (GDPR) guidelines.

**28. Copyright**

If you intend to utilise copyright protected materials, registration and payment should be made directly to the Performing Rights Society / Phonographic Performances Ltd via the following link <https://pplprs.co.uk>. The Council requires confirmation of the annual registration / payment of PPL / PRS fees at the time of your booking application. If you are unable to provide this information, the Council will recover all charges from you on behalf of the Performing Rights Society/Phonographic Performances Ltd.

**29. PREVENT**

Fife Council is now required by legislation to ensure that publicly owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views. To support this requirement, identification (drivers licence or passport) is now required by the person making the venue booking. Concerns will / can be escalated to the Anti-Terrorism Hotline on 0800 789 321.

Wherever there may be an immediate threat of action or risk of harm dial 999 and ask for the Police.