

# West Calder Hub

## Terms and Conditions of Hire

### West Calder Community Education Association 2026

<b>Community Centre Letting Guide and Conditions</b>
This guide tells you what you need to know when hiring equipment at West Calder Hub. To book visit <a href="http://booking.westcalderhub.org">booking.westcalderhub.org</a> or call 01506 242244
<b>General Principles</b>
<ul style="list-style-type: none"><li>• West Calder Hub equipment will be let in line with the constitutional objectives set out in the West Calder Community Education Association SCIO Constitution</li><li>• The Board of Trustees will actively seek to promote and provide use by local groups and organisations</li><li>• Priority will be given to not for profit groups and organisations which bring benefits to the local community</li><li>• Charges will be fair and proportionate as defined by the Board of Trustees and shall reflect a commitment to access for all</li><li>• The Board of Trustees will not discriminate on grounds of race, nationality, gender, sexual orientation, disability</li><li>• The Board of Trustees have an obligation to be 'good citizens' and we retain the right to not accept bookings for, or terminate an agreement with, any hirer that in our view puts our good name at risk</li><li>• Please respect staff and other users in the building</li></ul>
<b>Terms &amp; Conditions</b>
<b>Access</b> <ul style="list-style-type: none"><li>• Equipment must be collected during the agreed window when a member of staff is on duty. Access for collection at any other time will incur an out of hours surcharge</li><li>• Penalties may occur for late return of equipment hired. You are required to return the equipment at the agreed time and in a condition ready for the next let</li><li>• Overrunning hires will be charged per day and may cause issues with lets booked into the centre</li></ul>
<b>Person in Charge</b> <ul style="list-style-type: none"><li>• The person named on the booking form is responsible for the hire and must be over 18 years of age</li><li>• This person will be responsible for ensuring all equipment is returned on time, clean and in good condition after the let</li></ul>
<b>Accounts</b> <ul style="list-style-type: none"><li>• Any requested deposits must be paid in full before the event. Deposits will be returned in full if no damage has occurred and conditions of hire have been met</li></ul>
<b>Damage</b> <ul style="list-style-type: none"><li>• Any damage which occurs to the property or equipment during the hire will be the responsibility of the named person in charge of the let application</li><li>• Notification of any damage should be made to the West Calder Hub staff immediately</li><li>• Charges may be levied at the discretion of the Board of Trustees</li></ul>
<b>Cancellation of your hire</b> <ul style="list-style-type: none"><li>• To cancel or amend your hire you must give at least seven days notice. The full hire charge may be incurred if the required notice is not given</li><li>• Should we need to cancel your hire we will endeavour to give more than one week's notice</li></ul>
<b>Code of Conduct</b>
1, Those attending West Calder Hub must, at all times, comply with any instructions given by the Hub staff in relation to health, safety or security matters 2, Individuals must not cause offence and are required at all times to be considerate and respectful towards others 3, All individuals involved with hires are required to act in a way that is compliant with the law 4, Individuals attending the Hub must not be under the influence of alcohol or drugs. Alcoholic beverages must not be brought onto or consumed in the Hub unless permission specifically granted by the Board of Trustees 5, Noise levels must be kept at a level so as not to interfere with other activities in the Hub or neighbouring buildings 6, Offensive or intimidating language or behaviour must not be used 7, There is a zero tolerance policy on aggressive behaviour at the Hub. Physical and verbal abuse against our staff will not be tolerated