

West Calder Hub

Terms and Conditions

West Calder Community Education Association 2026

Community Centre Letting Guide and Conditions

This guide tells you what you need to know to rent a space at West Calder Hub.

To book a space visit booking.westcalderhub.org or call 01506 242244

General Principles

- West Calder Hub will be let in line with the constitutional objectives set out in the West Calder Community Education Association SCIO Constitution
- The Board of Trustees will actively seek to promote and provide use by local groups and organisations
- Priority will be given to not for profit groups and organisations which bring benefits to the local community
- Charges will be fair and proportionate as defined by the Board of Trustees and shall reflect a commitment to access for all
- The Board of Trustees will not discriminate on grounds of race, nationality, gender, sexual orientation, disability
- The Board of Trustees are not permitted to accept bookings for public political meetings outwith election and referendum periods
- 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
- Please respect staff and other users in the building

Terms & Conditions

Access

- Access to the premises will only be permitted at the time shown on the booking confirmation (including set up/down) and you must clear the premises by the finishing time shown on the booking form
- If booking is outwith reception opening times the group leader will be given an access fob to enter the building. It is this person's responsibility to ensure all of their participants follow the Hub rules
- No doors, inside or fire exits, are permitted to be wedged open as this creates a fire risk
- Penalties may occur for overrunning. You are required to vacate the space at the agreed time and in a condition ready for the next let. Overrunning costs will be charged in hourly increments

Person in Charge

- The person named on the booking form must be in attendance for the duration of the let and must be over 18 years of age
- This person is responsible for granting access to all their participants and ensuring no access is given for non-participants
- This person is responsible for following the Fire Safety Procedure in the event of a suspected or real fire
- This person will be responsible for ensuring all activity participants are accounted for in the event of an emergency evacuation

Accounts

- 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 let have been met
- All sessional lets must be paid with 30 days of invoice

Damage

- Any damage which occurs to the property or equipment during the let will be the responsibility of the named person in charge of the let application
- Notification of any damage should be made to the West Calder Hub staff immediately
- Charges may be levied at the discretion of the Board of Trustees
- Please refrain from using sellotape or other adhesives on windows or painted walls

Cancellation of your let

- To cancel or amend your let you must give at least seven days notice. The full letting charge may be incurred if the required notice is not given
- If lets are consistently being cancelled the Board of Trustees may review the suitability of the ongoing let
- Should we need to cancel your let we will endeavour to give more than one week's notice
- If the Board of Trustees are advised that any required licenses are not in place the booking will be cancelled
- Emergency/adverse situations may require shorter cancellation notice periods

Youth and Vulnerable Adult Activities

- Ratios: Activities will need to declare their ratio levels for each age group they work with
- Child Protection: The Board of Trustees may at any time request to see PVG certificates for any groups working with young people or vulnerable adults

Catering

- Food should only be prepared on the premises with prior approval of the Board of Trustees
- Request to use kitchens must be included on the booking form
- A copy of Food Hygiene Certificates must be available to the Board of Trustees on request
- The kitchen must be fully cleaned after use
- No items to be left in fridge over night

Storage

- Storage space may be requested to the Board of Trustees. This does not form part of the booking and may be changed or rescinded at any point due to the needs of the building
- The Board of Trustees do not accept responsibility for the loss of any property belonging to groups or users
- Where possible cupboards will have a key or secure key pad
- Storage space may be shared with other groups
- The Board of Trustees reserve the right to enter spaces at any time and for any reason
- An inventory of items should be given to the Board of Trustees and must not include any sharp, toxic, flammable, or dangerous material
- Following the end of a let period, the Board of Trustees reserve the right to discard any unclaimed items/supplies/paperwork. Attempts will be made to contact the lead booker for a period of 30 days after the final letting date in an effort to arrange collection. Communications will be made through details given on let form

Cleaning

- All litter created during a booking must be appropriately removed from the premises
- Tables and chairs must be wiped clean before leaving the room
- If a room is not fit for purpose, it is up to the lessee to make the decision to commence with the let or not. This must be reported to the Hub staff immediately

Alcohol

- The consumption of alcohol is strictly prohibited except for events approved by the Board of Trustees and where an appropriate license has been obtained and submitted with the booking
- Any requests for alcohol to be consumed must be approved by the Board of Trustees before the event
- The lessee will be expected to comply with any conditions of the license

Insurance

- If the event is open to the public the lead booker is responsible for ensuring a copy of their public liability insurance is submitted to the Board of Trustees

- All user group equipment within the Hub is not covered by West Calder Community Education Association insurance. Each group is responsible for their own insurance

Licenses

- It is the lead booker's responsibility to ensure that any and all licenses are in place
- The Board of Trustees reserve the right to immediately cancel a let that does not have suitable insurance

Health & Safety

- Accidents: In the event of an accident it is the lessee's responsibility to ensure that the injured person receives the appropriate medical attention and there is adequate supervision of the other group members
- All accidents should be reported to Hub staff as soon as possible after the incident has occurred
- First Aid: User groups are responsible for supplying their own first aid equipment
- Fire: Fire exits and corridors must be kept clear at all times. Fire doors must only be kept open using approved openers that can detect the fire alarm.
- Entrance and exit doors: should not be wedged open – this ensures the building is kept secure and reduces risk of fire
- It is the responsibility of the lessee to ensure an accurate tally of the numbers attending is kept in the event of a fire drill or emergency and to advise members of the fire safety procedures
- Pyrotechnics /smoke machines: are prohibited in the building
- The Board of Trustees must be contacted to request permission for any heat generating sources
- The use of candles is strictly prohibited
- Smoking/Vaping: Is strictly prohibited within the building. We ask that the entrance areas of the building are kept clear of smokers
- Risk Assessment: It is the hirer's responsibility to ensure that the activities that the group are participating in have been risk assessed and that risk assessments are kept up to date
- Equipment: It is the lessee's responsibility to ensure that any equipment brought on to the premises meets current safety legislation
- Kitchen Equipment: Please ensure that young people and children are supervised when using microwaves, ovens and any other heat producing equipment
- All electrical equipment must have a current PAT Certificate. This includes third party participation, inflatables, disco equipment, where the third party must show both necessary certification and public liability insurance prior to the event

Lost Property:

The Board of Trustees do not accept responsibility for the loss of property belonging to users

It is the responsibility of the person booking the let to convey the conditions of the let to all individuals participating or attending the event. Any contravention of these conditions or code of conduct may result in the lessee being asked to leave and the event being stopped

Code of Conduct

- 1, Those attending any event within 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 in lets 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 anywhere on the premises
- 7, There is a zero tolerance policy on aggressive behaviour at the Hub. Physical and verbal abuse against our staff & customers will not be tolerated. This may result in let being cancelled or refused