

The Eric Liddell Community is committed to providing clean, warm and safe facilities for local groups and individuals. It welcomes customers to its facilities whose aims and philosophy are congruent with those of the Charity.

Potential damage to the Charity's reputation

The trustees of the Eric Liddell Community reserve the right to decline or cancel any bookings that they believe pose a risk to the Charity's reputation or that are in conflict with our caring mission.

The Eric Liddell Community reserves the right not to display posters or leaflets that have not been approved by its management.

Confirmation of booking

On receipt of a booking request, the Eric Liddell Community will check for availability and the appropriateness of the booking and confirm in writing. The Charity will be as responsive as possible to urgent needs. Booking forms not returned at least seven days before the first date may not be confirmed.

Minimum booking

The Eric Liddell Community currently does not accept bookings for less than two consecutive hours.

Equipment Hire

If IT equipment is requested during the booking process, it will be set up and ready for use at the start of your session. We do not provide IT support during bookings, but if you wish to test the equipment in advance, please contact the front desk to schedule a 15–30-minute IT trial. We will provide a HDMI cable to connect to the projector and can offer a compatible laptop, however, if you'd prefer to use your own device with a different connection type, you will need to provide your own cables or adapters.

Surcharges

Groups /Projects that over-run their agreed booking times will be surcharged at twice the hourly rate. It is therefore essential to book enough time in advance to fulfil all of the group's activities/business and responsibilities within the agreed timescales.

Cancellations

Cancellations received less than 14 working days (Mon - Sat) between, and NOT including, date of booking and date of cancellation will be charged at the full rate. The Charity's activities and priorities will take precedence and where possible customers will be offered an alternative room for their booking.

Payment

Full Payment must be made at receipt of invoice, bookings will be invoiced a week ahead of the booking. If your booking is regular, you are required to pay the first month up-front thereafter Invoices are issued for the previous calendar month within seven days of the end of the month. Failure to pay within 30 days of the invoice date may result in the cancellation of future bookings.

Insurance

Eric Liddell Community insurance does not extend to the activities of non ELC services. We therefore require a copy of insurance certificates (including proof of personal indemnity insurance for the group leader) from:

- a. The leaders of groups where there is the potential for personal injury during an exercise or activity, e.g. Martial Arts
- b. Where a group is working longer term in these premises with individuals who pose a potential risk of violence to others.
- c. Groups working with substances that have the potential to cause allergic reactions or other risks to participants. d. Groups working with children
- e. Groups working with vulnerable adults or people with disabilities.

Disclaimer

The Eric Liddell Community and its insurers do not accept liability for any loss of, or damage to personal possessions.

Child Protection / Protection of Vulnerable Adults

We require a copy of the project/group Child Protection Policy from all groups working with young people or children under the age of sixteen. We require a copy of the project/group Protection of Vulnerable Adults Policy from all groups working with vulnerable adults. The Eric Liddell Community reserves the right to decline bookings/refuse entry to projects/groups who cannot/do not provide a copy of the appropriate policy for its records.

Alcohol

The Eric Liddell Community does not have a drinks licence therefore alcohol must not be sold on the premises. Neither will the Charity act as agent for the purchase and supply of alcohol to/for or on behalf of any group or private party.

Catering

Catering requirements can be met through the Charity if requested, however we will not act as agent for any project/group in the supply of food from external sources. The Eric Liddell Community and its insurers are not liable for any injury, illness, allergic reactions or incident related to the provision of food by external agents. There is a fee of £50 for bringing in outside catering.

Projects/groups make these arrangements at their own risk.

Notifiable incidents/diseases

Project/Group leaders must notify the Eric Liddell Community management immediately regarding incidents/diseases notifiable under the RIDDOR regulations. (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995). The Charity will not recompense customers for disruption to their services caused by meeting its obligations in relation to Health and Safety including medical emergencies.

Naked flames

The use of candles, lighters, oil burners, incense burners or any smoke devices is prohibited without exception.

Fire Safety

1. Project/Group Leaders must comply with their responsibilities in terms of the Fire (Scotland) Regulations 2006
2. Project / Group Leaders must sign in and out at Reception and be familiar with ELC Fire Policy.
3. It is the responsibility of the Project/Group Leader to ensure that they and their participants are familiar with fire evacuation procedures.
4. It is the responsibility of the Project / Group Leader to maintain a register of members / users which can be used for a roll call should the building require to be evacuated.
5. It is the responsibility of the Project/Group Leader to ensure that Personal Emergency Evacuation Plans are agreed, completed and signed by participants to ensure that they comply with their wishes should there be an emergency evacuation of the building.
6. The designated responsible person must come to the Centre 30 minutes prior to the commencement of their first group activity so that they can be given Fire Safety training including evacuation procedure.
7. If the designated responsible person is unable to attend, the group must provide reception with the name of the person who is standing in for her/him.

The Charity will not recompense customers for disruption to their services caused by meeting its obligations in relation to Fire regulations.

Electrical equipment

Projects/groups may not use their own electrical equipment unless they provide a copy of a valid electrical test certificate.

Material Damage

1. The building and its contents should be treated with respect and the Project/Group shall be liable for any damage to the property or its contents.
2. Damage (accidental or otherwise) must be reported to reception by the Project/Group leader immediately.
3. Project/Group Leaders are expected to provide and use waterproof floor coverings to protect tables, chairs and floors especially when glass, paint, clay for pottery, etcetera is in use.
4. Project/Group Leaders must ensure that the room that they are using is returned to its original state of cleanliness before they leave.
5. The Charity reserves the right to cancel future bookings for projects/groups that infringe this policy and have not made good (financially or otherwise) the damage that has occurred.

Parking

The Eric Liddell Community has no parking facilities. Vehicles may not be left on the Chamberlain Road forecourt.

If you have any further questions or concerns please contact our Buildings Operations Manager Julie Carter at carterj@ericliddell.org or 0131 357 1267 / 0131 447 4520 Ext 318