

Let for Milngavie Library Learning Suite 2025-26

<i>User Categories</i>		
A	Commercial Users	Individuals, groups, organisations or associations who have an obvious financial profit-making concern, for example, local business or private tuition.
B	Non-Commercial Users	Individuals, groups, organisations or associations who have no obvious financial profit-making concern, for example, other council departments, charities or community groups

<i>Charges</i>			
Includes use of ICT & on-line services, as required			
User Category	Hourly	Half Day (3.5 Hours)	Full Day (7 Hours)
A	£22.60	£68.80	£137.60
B	£11.30	£34.40	£68.80
*Booking requests outwith normal Library opening hours will be charged a supplementary £16 per hours to cover staffing costs			

<i>Opening Hours</i>	
<p>Milngavie Learning Suite is available during normal library opening hours.</p> <p style="text-align: center;">Mon–Thurs: 10am – 7.45pm Fri & Sat: 10am – 4.45pm</p>	<p>We welcome use of our libraries outwith public opening times and will do our best to accommodate any such booking requests. However, these cannot be guaranteed and will incur additional charges to cover costs. .</p>

<i>Application Procedure</i>
<p>If your booking request is for an event to take place during advertised opening times, please complete & return this form to the address below or e-mail: milngavie@eastdunbarton.gov.uk</p> <p style="text-align: center;">Learning Suite Milngavie Library Allander Road Milngavie G62 8PN</p> <p>The information on this form will be processed by East Dunbartonshire Leisure & Culture Trust in accordance with the General Data Protection Regulation. The data you provide will be used to process your request and for statistical purposes. We will not pass any data you provide to a third party other than for administration of your request.</p>

Name			
Address			
Postcode		Email Address	
Telephone Number			
Make application to use the space for the purpose of:			
On behalf of (Group name):			
I agree to pay the relevant scale of charges. I have read and undertake to comply with the Conditions of Let. (Applicants must be 18 years of age or over)			
Signature			Date

<i>Casual Let Users</i>							
Day				Date			Office Use Only
Hours of use	From			To			Approved
Approximate numbers attending						Declined	
User Category	A		B			Branch informed	

<i>Regular Let Users</i> (Applicants may indicate, for example, "every Monday from Date A to Date B")							
Day	Date	Hours of Use		Approximate numbers attending	User Category	A	B
		From	To				
					Special Requirements		

Regular Let Users

(Applicants may indicate, for example, "every Monday from Date A to Date B")

Office Use Only

Approved		Declined		Branch Informed		
Charges						
	hours x £		/hour			
			Additional			
			Total			

Conditions of Let

1. Sessional Lets

Applications for the use of the facilities should be made by completing the appropriate application form and returning it milngavie@eastdunbarton.gov.uk. Applications must normally be submitted 10 days prior to the let commencing.

2. Cancellation

The Trust requires seven days' notice of cancellations in writing by email or letter otherwise full payment must be made.

3. Internet Access

By signing this form, you agree to the conditions of EDLC Libraries 'Acceptable Use Guidelines for Computing and Internet Use for Members of the Public' <https://www.edlc.co.uk/libraries/computers-and-technology>. The Trust cannot be held responsible for any network or other technical failures during the let. Individuals are responsible for regularly saving documents to an external drive.

4. Health & Safety

Those attending let's must comply with the instructions of the person in charge of the premises in respect of security and health and safety matters such as fire drills or vacating at the end of the let. The customer is responsible for carrying out a risk assessment in activity areas prior to event activities.

5. Accidents & Injury

Individuals, groups and organisations making use of the facilities and services must accept full responsibility for any accident or injury to any person which may occur as a result of the use of the premises.

6. Loss

East Dunbartonshire Leisure & Culture Trust cannot accept responsibility for any loss of possessions. Let holders are responsible for ensuring that personal possessions are adequately safeguarded.

7. Damage

The Trust and its employees shall not be responsible for any damage to, or loss of property or valuables brought into the premises by any person attending the meeting.

8. Maintenance & Repair Work

Recognition must be given to the need for the Trust to conduct maintenance work in the premises and also on equipment and services. Whilst every effort will be made to minimise disruption, facilities may be closed to expedite such work.

9. Supervision

Let holders applying for use of equipment and services are responsible for ensuring that users are supervised.

10. Charges & Conditions

Letting charges and conditions are subject to change and review.

11. Publicity & Advertising

East Dunbartonshire Leisure & Culture Trust reserves the right to inspect prior to distribution any publicity and / or advertising material which individuals, groups and organisations intend using to promote their purpose for let. Requests for events or activities to be advertised on EDLCT social media must be made by emailing: libraries@eastdunbarton.gov.uk

12. Smoking

East Dunbartonshire Leisure & Culture Trust operates a 'No Smoking' policy. Individuals, groups and organisations are expected to adhere to this policy. The lessee is responsible for ensuring that a safe and healthy environment is provided for participants.