

MANAGEMENT RULES – EAST RENFREWSHIRE CULTURE & LEISURE TRUST

PURPOSE OF REPORT

1. To request that, by virtue of the powers conferred upon it by Part IX of the Civic Government (Scotland) Act 1982, the Council introduces Management Rules to regulate the use of, and the conduct of persons while using, any Council Property operated under license by East Renfrewshire Culture and Leisure (ERCL), such rules being set out in Appendix A.
2. To seek permission to advertise the proposed Management Rules and thereby to consult with and seek the views of members of the public in East Renfrewshire all as required by legislation.
3. To seek permission, in the absence of objections from the public, to move directly to the introduction of the Management Rules without the need for a further report to Council.

RECOMMENDATIONS

4. It is recommended that:-
 - a) by virtue of the powers conferred on it by the Civic Government (Scotland) Act 1982, the Council introduces Management Rules for East Renfrewshire Culture and Leisure Premises as set out in Appendix A;
 - b) the Council's proposals to make the rules are advertised in accordance with the provisions in the said Act and, if no objections are received, authority is given to the Director of Education to proceed to make said rules; and
 - c) the Council notes that if objections are received then a further report containing details of the objections will be made which will allow the Council an opportunity to consider the objections and to allow any objector the opportunity to be heard by the Council before authority is given to make the rules.

BACKGROUND

5. Local authorities are empowered to introduce management rules for their Premises under the terms of the Civic Government (Scotland) 1982. Therefore as the owner of the Premises, and Sole Member of ERCL the creation of these rules lies with East Renfrewshire Council to make. The Trust have been fully involved in the creation of these.
6. In addition it is regarded as good practice to do so as it provides clarity and a solid basis for the rules which shape the operation of the facility.

7. These management rules will replace the previous Management Rules which have expired after a 10 year period.

REPORT

8. The Management Rules, as shown in Appendix A, are intended to provide a clear set of rules for users of East Renfrewshire Culture and Leisure Premises.
9. In addition to this, East Renfrewshire Culture and Leisure will develop operational and customer management practices for these premises, and to be applied to the operation of their activities.
10. The approval of the Management Rules will allow the site to operate in a proper manner that will maximise the opportunities for residents to participate in activities in a safe manner and allow the Trust to manage unacceptable behaviour efficiently and fairly.

FINANCE AND EFFICIENCY

11. The introduction of Management Rules for East Renfrewshire Culture and Leisure Premises will mitigate the risk of anti-social behaviour, damage to Premises and reputation reducing the risk of financial implications.

CONSULTATION

12. Public advertisement of the rules will take place. The public will have the opportunity to object and any objections will be taken into account before finalising the rules.

PARTNERSHIP WORKING

13. In order to ensure the effective implementation of the rules, East Renfrewshire Culture and Leisure Trust and ERC Chief Officer Legal & Procurement have been fully involved in the development of these rules.
14. The Director of Education is the recognised link for the Trust in its operation with the Council therefore the report is presented in his name.

IMPLICATIONS OF THE PROPOSALS

15. The Management Rules will have no negative impact on staffing, legal, IT or equalities. Rather, the formalisation of Management Rules will provide clarity and a solid basis for the management of the Premises, and the safety of staff, customers and local residents.

CONCLUSIONS

16. With the continued pressure on budgets and expenditure Management Rules are a critical tool in ensuring the sites operate in a proper manner thereby mitigating the possible risk of vandalism, damage or behaviours impacting negatively on staff, paying customers and residents.

RECOMMENDATIONS

17. It is recommended that:-

- a) by virtue of the powers conferred on it by the Civic Government (Scotland) Act 1982, the Council introduces Management Rules for East Renfrewshire Culture and Leisure Premises as set out in Appendix A;
- b) the Council's proposals to make the rules are advertised in accordance with the provisions in the said Act and, if no objections are received, authority is given to the Director of Education to proceed to make said rules.
- c) The Council notes that if objections are received then a further report containing details of the objections will be made which will allow the Council an opportunity to consider the objections and to allow any objector the opportunity to be heard by the Council before authority is given to make the rules.

Mark Ratter
Director of Education
August 2022

Report Author

Anthony McReavy,
Chief Executive, East Renfrewshire Culture and Leisure on Anthony.McReavy@ercultureandleisure.org

Further information can be obtained from:

Anthony McReavy, Chief Executive, East Renfrewshire Culture and Leisure on Anthony.McReavy@ercultureandleisure.org
Robert Hammond, Head of Operations Manager on Robert.Hammond@ercultureandleisure.org

Appendices

Appendix A – ERC Civic Government (Scotland) Act 1982 for Premises Operated on behalf of the Council by ERCLT

APPENDIX A

THE EAST RENFREWSHIRE COUNCIL

CIVIC GOVERNMENT (SCOTLAND) ACT 1982

MANAGEMENT RULES

For

PREMISES OPERATED ON BEHALF OF THE COUNCIL

By

EAST RENFREWSHIRE CULTURE & LEISURE TRUST

MANAGEMENT RULES

East Renfrewshire Council by virtue of the powers conferred by the Civic Government (Scotland) Act 1982 and of all other powers authorising or empowering them in that behalf do hereby make the following Management Rules for the regulation of every premises owned by or managed by the Council and that are operated or managed by (during the hours available for hire only, in respect of any building or facility used for school purposes) East Renfrewshire Culture and Leisure Trust Limited (“the Trust”). The Trust is authorised by the Council to operate premises as specified or scoped within the Transfer of Services Agreement granted on their behalf on 25th June 2015 and any subsequent amendments.

1. INTERPRETATION

Throughout these Management Rules:-

- (a) The provision of the Interpretations Act 1978 shall apply to the interpretation of these Management Rules as they apply to the interpretation of an Act of Parliament;
- (b) "The Council" means East Renfrewshire Council constituted in terms of the Local Government etc. (Scotland) Act 1994 and having its headquarters at Eastwood Park, Rouken Glen Road, Giffnock G46 6UG and its statutory successors.
- (c) “The Trust” means East Renfrewshire Culture and Leisure Trust Limited incorporated under the Companies Acts and having its registered office at St Johns Primary School, 18 Commercial road, Barrhead, G78 1AJ and includes any officer of the Trust or Council with the appropriate delegated powers and any employee of the Trust or Council representing him/her or acting on his/her behalf;
- (d) "The Premises" means all Community Halls"; "Facilities" (including let areas in schools, pitches or outdoor space where service delivery is occurring); "Public Libraries"; "Sports Centres"; "Leisure Centres"; "Swimming Pools" and "Theatre" owned or managed by the Council and operated by the Trust and all buildings , parts or areas thereof which are hired or visited for use by any person, group, company or other legal persona and includes the curtilage of any such building and any outdoor facilities
- (e) "Authorised Officer" means an employee of the Trust or Council duly authorised by the Trust or Council to have responsibility for the management of the Premises and any employees of the Trust or Council representing him/her or acting on his/her behalf

- (f) "Conditions of Hire" means the contract between the Trust and any hirer of any Premises from time to time which provides the whole terms and conditions of hire of the Premises (otherwise known as "Conditions of Let").
- (g) "Hirer" means the person(s) or group or company or other legal persona who has entered into a Conditions of Hire contract with the Trust, but only for the period of the Hire (otherwise known as "Let") as stated in the Conditions of Hire;
- (h) "Emergency Services" means the police, fire service, paramedics or other medical staff attending an emergency call at the Premises.
- (i) "Application Form" means the application of the hirer to the Trust to hire the Premises.
- (j) "Library Member" means a registered User who is accessing the Premises to participate in library activities, classes, training, events or using Open Plus and they meet membership conditions as specified on the Trust's website.
- (k) "Sports, Gym; Swim or Sauna Member" means a registered User who is accessing the Premises to participate in an activity, classes, performance, training or events and who has paid the appropriate fee or meets membership conditions as specified on the Trust's website.
- (l) "User" means a member of the public who is accessing the Premises to participate in an activity, class, performance, screening, training or event.

2. OPENING AND CLOSING

- a) No person shall enter or remain within the Premises at any time out with those hours designated by the Trust or Council as opening hours for those Premises. The Trust reserves the right to require any person to vacate from any part or area of the Premises at any time during general opening hours and in particular to require any person to vacate any part or area of the Premises upon the conclusion of any class, session or activity. Any failure by a person to comply with such a request shall be considered a breach of these rules
- b) Open Plus Library Sites shall additionally remain open during Open Plus hours to members of the public who have registered as Open Plus members with the Trust and have completed induction training.

3. REGULATION OF ADMISSION

- (a) Access to the Premises and any part or area thereof shall be permitted on payment of a fee; being in possession of an appropriate ticket or pass; as allowed in any Conditions of Hire or by permission of the Authorised Officer.. Additionally, access shall be permitted to any person accompanying a child under 8.

- (b) No child under 8 years of age shall be allowed to enter any part of the Premises unless accompanied by a parent or person with parental responsibilities and then only on the terms provided in Rule 9 below; For Junior Classes, where parental consent and contact details are held by the activity leader, the supervision of children under 8 can be delegated to the activity leader. Similar in cases of School attendance supervision by School Activity leader will undertake the parental responsibilities,
- (c) No person under the age of 18 years of age will be admitted to any event, or production that the Authorised Officer deems to be unsuitable in any way.
- (d) The Authorised Officer reserves the right to refuse entry to any person whom he/she considers does not meet the minimum age requirement of a film's legal certification.
- (e) No person under the age of 18 years is allowed to enter any part of the premises which may be licensed to sell alcoholic liquor unless such a licence permits children to be present and then only on such terms and conditions as the licence allows;
- (f) No person awaiting admission to the premises shall remain in any part thereof except such areas as shall be set apart for that purpose. No person shall wait or remain in the passages or stairways at any time;
- (g) The Authorised Officer reserves the right to revoke access to members of the public registered with the Trust for Open Plus.
- (h) Admission to the Premises may be refused to any person considered by the Authorising Officer to be offensively unclean in person or dress, be suffering from an infectious disease, have an appearance or state which in the opinion of the Authorised Officer, is unsuitable or undesirable or to be under the influence of alcohol or drugs to an extent which, in the sole opinion of the Authorised Officer, is unacceptable

4. PROTECTION OF PRIVACY

- a) No person shall in the Premises:-
 - (i) interrupt or intrude upon or interfere with the privacy of any other User or staff member;
 - (ii) record images or sound by any means whatsoever within the Premises without the prior permission of the Authorised Officer;
- (b) Any person using public access computers in the Premises shall comply at all times with the terms of the Trust's Acceptable Use Policy.

5. SAFETY AND PREVENTION OF INJURY

No person shall:-

- (a) interfere with any person in the proper use of the Premises.
- (b) leave unattended any personal effects or clothing or bags etc. in any area of the Premises except as allowed in terms of any Conditions of Hire from time to time.
- (c) behave so as to endanger their own or any other person's safety in the Premises.
- (d) disobey any lawful instruction given by the Authorised Officer, the Hirer or any person acting under the authority of the hirer or the Authorised Officer or the emergency services to ensure the safety and comfort of all persons using the Premises at that time;
- (e) bring into the Premises any object or objects which may be considered by the Authorised Officer to be dangerous or improper or otherwise; and
- (f) enter any area of the Premises marked or signed as having restricted access.

6. BEHAVIOUR IN THE PREMISES

- (a) Whilst in or on the Premises no person shall:-
 - (i) behave in a disorderly or offensive manner or use any offensive language which in the sole opinion of the Authorised Officer, is unacceptable;
 - (ii) Damage, alter, interfere or tamper with any fittings or fixtures within the Premises or any article of property or equipment belonging to the Council or the Trust or the hirer including for the avoidance of doubt, fire alarms, smoke detectors or firefighting equipment ;
 - (iii) be under the influence of alcohol or drugs to an extent which, in the sole opinion of the Authorised Officer, is unacceptable;
 - (iv) Following a warning to refrain from such behaviour, repeatedly behave in a manner which is not acceptable to the Authorised Officer who shall be sole judge as to whether the behaviour is acceptable or not.
 - (v) except with the prior consent of the Trust, sound or play any musical instrument, sing or perform or operate any sound or image producing device in any part of the Premises.
 - (vi) obstruct, disturb, annoy or otherwise interfere with any other person in their proper or authorised use of the Premises, or

obstruct or disturb any Trust or Council employee or the hirer in the performance of his/her duties whilst in the Premises.

- (vii) use the Premises for any purpose other than the purpose stated by the Hirer on the application form and approved by the Trust and accepted by the hirer on that form. The Trust or the Authorised Officer reserves the right to refuse the hire if the proposed use is deemed by the Trust or Authorised Officer as unacceptable.
 - (viii) sell any object, goods, food stuffs or services without the prior written consent of the Trust and satisfaction of all relevant certification and licensing requirements.
 - (ix) obstruct any gangways, doorways, stairways, entrances, exits or emergency exits .
 - (x) take, sell or distribute drugs except where the drugs are taken as part of a prescribed course of medication;
- (b) Any person admitted to the Premises must conduct themselves in a reasonable manner as regards to noise and disturbance. The Authorised Officer may refuse admission to or expel any person or persons from the Premises on reasonable cause that they will impact or disrupt detrimentally to other customers experience or create issues for staff.
 - (c) All persons must comply with all reasonable directions or instructions given to them by the Authorised Officer in the course of their duties.
 - (d) Lost property should be handed to the Authorised Officer upon finding. While the Trust or Council has no legal requirement to become responsible for lost items of property, all lost property will be held for 7 days and then disposed of.
 - (e) Unless by prior written consent from the Authorised Officer, food or drink must not be taken into or consumed within the Premises.
 - (f) All persons must refrain from any conduct which is unseemly, anti-social or which might cause annoyance or danger to other persons within the Premises. Failure to do so may result in their exclusion from the Premises.
 - (g) All persons must show any written consents or permissions relating to their use of the Premises to the Authorised Officer on request.
 - (h) It is prohibited to deface the structure of the Premises or any equipment or fittings and fixtures within the Premises.
 - (i) All items of electrical equipment that are brought into the Premises by or on behalf of the Hirer must be declared to the Authorised Officer prior to the date of hire. All such appliances must carry a valid and current Portable Appliance Test Certificate or validation, copies of which should be submitted to the Authorised Officer. For the avoidance of doubt, this

requirement shall not apply to persons utilising their own laptops for personal use within public libraries

- (i) The Authorised Officer or any member of the Emergency Services may require the Premises to be cleared with immediate effect and all persons within the Premises must immediately obey any such instruction.
- (j) The Authorised Officer may refuse to allow Lets to progress if the Hirer fails to ensure any persons operating electrical, mechanical or digital equipment are competent, or deems the activity unsafe in terms of health and safety.
- (k) The Hirer shall be responsible for maintaining order in connection with the occupation and use of the Premises during the Let and shall ensure that effective control is provided at all doorways so as to allow free access and exit and to ensure compliance with these rules. The Hirer shall be responsible for providing professional stewarding as determined necessary at time of booking and agreed with the Authorised Officer on demand.
- (l) The charge appropriate to the date of let will apply irrespective of the dates of approval. As charges are normally reviewed annually it is the responsibility of the Hirer to ascertain the appropriate fee for advance bookings made out with the financial year of hire.
- (m) Maximum permitted numbers indicated on the application form and agreed by the Trust must be strictly adhered to.
- (n) Where applicable a completed Risk Assessment or Event Management Plan must be returned with the booking application together with the requested documentation before a booking can be confirmed.
- (o) Where applicable the Hirer must hold public liability insurance with a minimum indemnity of £5,000,000 and shall forward evidence of such cover to the Trust unless the activity is excluded from that requirement.
- (p) All Users or Hirers shall at all times comply with any national or local public health guidance when using the Premises.
- (q) No part of a facility shall, except with the consent of the Authorised Officer, be used by any persons other than for the purpose which it is specifically designed or adapted for use. No equipment, furniture, fittings or other contents of a facility shall be used otherwise than in accordance with the instructions of the Authorised Officer and no person shall cause or permit any unauthorised use of any equipment, furniture, fittings or other contents;

7. PROVISIONS AS TO DRESS

No person shall, except with the permission of the Authorised Officer, engage in any event or activity in a facility unless wearing or using the equipment and clothing appropriate to that event or activity. The Trust reserves the right to determine if dress is offensive, indecent or equipment is appropriate.

8. LITTER AND DISCARDED ARTICLES

No person shall deposit or leave in the Premises:

- (a) any substance or article likely to cause injury or damage to any person or property;
- (b) any substance or article which might occasion risk of any kind to any child or other person finding or handling same;
- (c) any waste or other harmful matter.

No person shall throw down, deposit or leave any rubbish, refuse, litter or paper of whatever description in the Premises, other than that in a receptacle/location provided for that purpose.

No person shall bring into the Premises any article or thing which in the opinion of the Trust would be likely to cause injury to any person or damage to the Premises or any part thereof including any equipment, furniture, fittings or other contents situated therein.

9. BEHAVIOUR AND SAFETY OF CHILDREN UNDER 8 YEARS IN THE PREMISES

- (a) Children under the age of 8 must be accompanied at all times by a parent or a legally responsible person who shall be responsible for the behaviour and safety of the child whilst in the Premises
- (b) For any group of more than 5 such children there should be a reasonable ratio of parents or responsible persons to the group of children and the Authorised Officer shall be sole judge as to what ratio is reasonable in the circumstances.
- (c) If the Trust or Council hold an organised activity for children, such organised events will be publicised and will state the date of the event and the start and finishing times of the event. On the date and within the hours of the event only, children aged 5 and over may be allowed to remain on the Premises without being accompanied by a parent or adult person with parental responsibilities. Any child aged 4 and under must be accompanied by such a person at all times.
- (d) Adults must only enter areas specifically designated for use of children, their parents and carers if accompanying a child under their supervision as parent, carer or adult with parental responsibilities for the child. Any adult requiring access to a designated children's area for any other purpose should first seek the permission of an Authorised Officer whose decision shall be final. Any adult within a designated children's area without the consent and not supervising a child as aforesaid will be asked to leave the area.
- (e) Any organised coaching, classes, workshops or Holiday Club activity should meet any prescribed National Governing Body or Professional

Standards recommendations on ratios. The Coach or Class leader should liaise with the Authorised Officer on these ratios. Should this ratio not be met, the Authorised Officer's decision is final on whether the activity may commence.

- (f) For any school visit to the Premises, the school leader should liaise with the Activity Organiser or Authorised Officer in advance to ensure that a reasonable ratio of responsible persons attend with the group. Should this ratio not be met, the Authorised Officers decision is final on whether the activity may commence.

10. AFFIXING NOTICES ETC.

No person shall, except with the consent of the Trust, display, affix or post any bill, placard or notice upon any part of the premises or distribute any material, written or otherwise, on paper or otherwise, in the Premises.

11. CHARITABLE COLLECTIONS

No person, group or organisation is permitted to collect money for a charitable collection in the Premises without the prior written consent of the Council or Trust.

12. PRIOR WRITTEN CONSENT FROM THE COUNCIL OR TRUST

Where prior written consent from the Trust or Council is required in terms of these rules, such consent, if granted, may include the imposition of further terms and conditions which must be adhered to, failing which any such consent shall be deemed to be withdrawn. The Authorised Officer shall be sole judge as to whether or not the terms and conditions are being adhered to.

13. PERSONAL RESPONSIBILITY FOR SAFETY

- (a) Any person using any of the facilities in the Premises shall be held to have satisfied himself/herself as to the condition of the facilities and as to the suitability thereof for the purpose of use.
- (b) The Trust shall not be held responsible for any accident or injury to any such person arising from the use of the facilities, however such accident or injury may be caused.
- (c) The Trust cannot accept responsibility for any person who has been injured within the Premises whilst engaged in unauthorised activities, or activities that contravene any of these rules.
- (d) Where applicable, the Hirer is responsible for the provision of First Aid facilities, as required.

14. SMOKING

No person shall smoke, use e-cigarettes or vape devices in the Premises

15. ALTERATION OF RULES

The Council shall be entitled to alter these rules or any part of them from time to time as they see fit and make and enforce such other rules as they consider necessary for the proper or better management of the Premises.

16. BREACH OF MANAGEMENT RULES

The Authorised Officer shall be sole judge as to whether or not a person is about to contravene, is contravening or has contravened these Rules and his/her decision to expel or exclude a person from the Premises shall not be challengeable at that time.

17. EXPULSION OR EXCLUSION FOR BREACH OF MANAGEMENT RULES

An Authorised Officer may:-

- (a) if they have reasonable grounds for believing that a person has contravened, is contravening or is about to contravene any of the Management Rules, expel that person from the Premises ; and
- (b) if they have reasonable grounds for believing that a person is about to contravene any of the Management Rules, exclude that person from the Premises

18. ARBITRATION

Without prejudice to the right of an Authorised Officer to ask a person to leave the Premises, or expel or exclude that person from the Premises in terms of these Rules, any difference or dispute arising as to the true intent, meaning or interpretation of these Rules shall be considered and determined by the Trust's Chief Executive or other person appointed by him to do so.

The Authorised Officer and any other party disputing the matter shall be invited to make oral or written submissions which shall be considered in reaching a decision and the decision of said Chief Executive shall be final.

19. EXCLUSION ORDERS

In terms of Section 117 of the Civic Government (Scotland) Act 1982 the Council may decide that a person who has persistently contravened or attempted to contravene these Management Rules and is, in their opinion, likely to contravene them again shall be made subject to an Exclusion Order. A person subject to such a decision shall be entitled to make written or oral representations to the Council as to its appropriateness and the decision which shall only take effect after consideration of any representations so made. An Exclusion Order shall have effect for such a period not exceeding one year as the Council may determine and the Council may at any time reduce that period or revoke an Exclusion Order made by them.

20. OFFENCES

In terms of Section 118 of the Civic Government (Scotland) 1982, any person who:-

- (a) on being required to leave the premises by the Authorised Officer who has reasonable grounds for believing that the person has contravened, is contravening, or is about to contravene any of these Rules fails to leave;
- (b) on being informed by the Authorised Officer who has reasonable grounds for believing that the person is about to contravene any of these rules that he is excluded from the premises, enters or attempts to enter the premises; or
- (c) being a person subject to an Exclusion Order under Management Rule 19 above, enters or attempts to enter the premises shall be guilty of an offence.

21. GENERAL PROVISIONS

- (a) No dog or any other animal or creature shall be allowed in any part of the Premises unless it is a certified guide or aid dog, it is permitted in terms of the Conditions of Hire or the prior written consent of the Trust or Council has otherwise been obtained.
- (b) No person shall bring any alcoholic liquor into the Premises unless prior written consent to do so is obtained from the Authorised Officer, or it is allowed in terms of the Conditions of Hire or by any other contractual agreement. No person shall sell alcoholic liquor unless an appropriate licence under the Licensing (Scotland) Act 1976, or any subsequent equivalent legislation, is obtained first by that person;
- (c) Any person wishing to bring into the Premises specialist equipment or apparatus which would be accessible to the public must obtain prior written consent from the Authorised Officer for permission and such permission may be subject to such conditions as the Trust or Council may impose;
- (d) All personal belongings or any item brought into the Premises by any person must be deposited in any cloakroom or area set aside for that purpose or be retained by the person until that person leaves the Premises. In particular, no such item or belonging should be left such as to obstruct any doorway, passageway or aisle, nor placed on any seat in the Premises for which the person has not purchased or otherwise obtained a ticket to occupy;
- (e) No person is permitted to carry out any business activity within the Premises unless the Trust or Council has given prior permission to do so in writing
- (f) No gambling shall be allowed in the Premises without the express permission of the Authorised Officer. Any permission may be subject to

such conditions as the Trust or Council may impose and is always subject to permission being granted by East Renfrewshire Licensing Board or the Council as appropriate

22. SPECIAL / SPECIFIC PROVISIONS (Community Halls and Facilities)

- (a) All Hirers of the Premises shall comply with the terms and conditions contained in the Conditions of Hire. and
- (b) All persons shall obey the reasonable and lawful instructions of the Hirer, or any person acting under the authority of the Hirer or the Authorised Officer in order to comply with the terms and conditions of the Conditions of Hire.

23. SPECIAL / SPECIFIC PROVISIONS (SPORTS CENTRES; LESIURE CENTRES; SWIMMING POOLS; THEATRE AND INSTRUCTION PROGRAMMES AND CLASSES):

23.1 Prevention of Injury

No person shall in the Centre:-

- (a) run, climb, or jump except in such parts of the Centre which the Council have provided for that purpose or as otherwise authorised by the Authorised officer;
- (b) Fail to follow instructional signage in building, i.e. pool rules, use of area directions etc;
- (c) behave so as to endanger their own or any other persons' safety;
- (d) enter the swimming pools unless in the presence of a lifeguard or other responsible person approved by the Authorised Officer; and
- (e) disobey any lawful instruction given by the Authorised Officer or any of the staff to ensure the safety and comfort of all persons using the Centre at that time.

23.2 Provisions as to Dress and Equipment.

- (a) No person shall enter or remain in the water in the pool unless wearing acceptable swimwear or equipment;
- (b) No person shall take part in any game or exercise within the Centre unless wearing acceptable sportswear;
- (c) Any person using any equipment hired or supplied by the Trust must return that equipment to the Trust before leaving the centre.

23.3 Protection of Water in Swimming Pools.

No person shall

- (a) enter the water in the pool before first washing in the pre cleansing/shower area;;
- (b) enter the water in the pool if in the opinion of the Authorised Officer their body or any part thereof is dirty or unclean;
- (c) foul or pollute the water in a pool; and
- (d) enter the water if suffering from cutaneous, infectious or contagious diseases or broken skin (unless protected by a waterproof covering) .
- (e) walk with outdoor footwear on the poolside or in the shower areas

24. SPECIAL / SPECIFIC PROVISIONS (Libraries):

24.1 Use of Public Access Computers.

No person under the age of 12 can use public access computers unless accompanied by a parent or person with parental responsibilities. . All users of public access computers must do so in accordance with the Trust's "Acceptable Use Policy" regulating the use of public access computers.

25. CAR PARKS.

Except with the prior written consent of the Trust, any area designated for car parking at any Premises must only be used for the parking of vehicles by members of the public using the Premises or adjacent facilities owned or operated by the Council or the Trust and then only for a maximum parking period of 3 hours. In addition to the foregoing, the use of designated disabled parking bays is reserved for disabled badge holders only, the said badge must be displayed when parking in these bays.