



## Community Centre Conditions of Let

### Facilities

The Community Centre incorporates a main hall, computer room and kitchen. Some storage facilities are also available to those with a long term let.

### Tenant Lease Arrangements

#### Long-term leases

Long-term users will be provided with a Lease Agreement to sign and return. A 'long-term' lease is one defined as a repeat booking over 10 weeks or more. This will detail their responsibilities whilst using the Community Centre, as well as cost and financial arrangements. Lease agreements will be agreed on an annual basis, and will be valid for one financial year (i.e. April-March)

#### Short-term leases

Short-term lets will be made by submitting a booking form to the Community Centre Administrator. Whilst provisional bookings can be taken over the phone, bookings cannot be confirmed unless the booking form has been submitted. Provisional bookings must be confirmed at least one week prior to the booking date requested.

### Rates

Rates are set as follows:

	Commercial Organisations	Local Groups – Short term let	Local Groups – Long term let*
Hall/Kitchen	£10 per hour	£8.00 per hour	£6.00 per hour
Special event	£negotiable		

\*Long term rents are those of ten sessions or more booked at one time

**NB These charges are subject to review**

## Payment

Long-term users will be invoiced on a monthly basis. Payment is required within 10 working days from the invoice date. Repeated failure to pay invoices timeously will result in lease arrangements being cancelled.

Short-term users will be invoiced within the week of the booking. Payment is required within 10 working days from the invoice date. Failure to pay invoices within a month will result in future bookings being refused.

## Cancellations

Long-term users will be asked to give one month's notice in writing in order to terminate their lease early.

Short-term users will be asked to give at least 48 hours' cancellation notice.

Failure to do so will result in the tenant being charged at the full rate, unless it has been possible to let the room to another tenant at short notice.

## User Conduct

All users must respect at all times others using the Centre, Centre Staff and the property itself. They must abide by the Association's Procedure for opening & closing the Centre and the Cleaning Procedures. Users must ensure adequate security is in place, in the event of any security problem with guests which centre staff feel is posing a threat and is not being adequately dealt with by group leaders, the police will be called.

## Insurance/Disclosure

Users must ensure they have the appropriate insurance and any required disclosures are in place and will be required to produce a copy of their liability insurance and disclosures on request.

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