



# Management Rules For Community Facilities

Culture NL Limited ('Culture NL') hereby make the following Management Rules to regulate the use of and conduct of persons while in Culture NL facilities, premises occupied or managed by Culture NL or otherwise under their control to which the public have access whether on payment or otherwise.

*For Conditions of Let, please refer to the booking form.*

## Interpretation

In these Management Rules the:

**Culture NL Manager** - means the Culture NL Manager appointed by Culture NL for the time being or any duly authorised members of Culture NL staff representing him/her or acting on his/her behalf at any time and in any facility

**Facility** - means and includes any:

**Library** - every public library including mobile library

**Community Facility** - every Community Centre, former Community Education Centre, school community campus, catering establishment, Senior Citizen Centre, OAP Hut or similar premises owned by or leased from North Lanarkshire Council

**Venues & Community Arts Facilities** - concert hall, theatre or community arts facility used for performances, events or participatory arts activities

**Museums** - every museum and heritage facility

**Office/Reception Areas** - areas where members of the public are received and/or reservations made.

The above includes all landscaped areas, footways or car parks and other land associated with or used in conjunction with any other facility as defined in these Management Rules.

1. Nothing in these Management Rules shall interfere with or prevent the execution of any duties of the Culture NL Manager and any act of the Culture NL Manager necessary for the proper performance of his/her duties shall not be deemed or considered to be in contravention of these Management Rules.
2. The Culture NL Manager reserves the right to refuse entry to any person entering a facility.
3. No person under the age of 16 years of age will be admitted to any event/production that the Culture NL Manager deems to be unsuitable in any way.
4. The Culture NL Manager 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 showing at any facility or in any licensed premises in a facility.
5. No part of a facility shall 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 instruction of the Culture NL Manager and no person shall cause or permit any unauthorised use of any equipment, furniture, fittings or other contents.
6. No person shall leave any rubbish, refuse, litter or paper of whatever description in any facility, other than that in a receptacle/location provided for that purpose.
7. No person shall bring into a facility any article or thing which, in the opinion of the Culture NL Manager, would be likely to cause injury to any person or damage to a facility or the equipment, furniture, fittings or other contents.
8. No person shall damage, injure, displace, remove, destroy or damage any part of a facility including a building, wall, fence, barrier, railing or any other fixture situated in or ancillary to a facility, or deface or destroy the same by cutting, writing or otherwise. Any person so doing will be held responsible for the cost of any replacement or repair.
9. No person who is offensively unclean in person or dress or who is suffering from an infectious disease or whose appearance or state, in the opinion of the Culture NL Manager, is unsuitable or undesirable shall be permitted or allowed to enter or use a Council facility.
10. Any person who is either in a state of intoxication or under the influence of drugs in the opinion of the Culture NL Manager shall not enter or be allowed to remain in a facility and shall remove themselves upon being requested to do so.
11. No person shall consume any alcohol in a facility except in specified licensed areas or in the circumstance where an appropriate license has been granted.
12. Any person found to be without the appropriate license or without written authorisation from the Culture NL Manager shall remove themselves upon being requested to do so.
13. No person shall take, sell or distribute drugs in any facility except in a case requiring first aid treatment where the administering of drugs is necessary and performed by an appropriately qualified person or where the drugs are taken as part of a prescribed course of medication.
14. No person shall tamper with or damage any fire alarms, smoke detectors or fire fighting equipment located in any facility.
15. No person shall smoke in any part of a facility or in an area that restricts safe access and egress for other persons using the facility.
16. No person shall behave in a disorderly or offensive manner in a facility, or use violent, abusive or obscene language therein, or prevent the proper use or regulation of a facility.
17. The Culture NL Manager and/or Culture NL cannot accept responsibility for any person who has been injured within a facility whilst engaged in unauthorised activities, or activities that contravene any of the aforementioned rules.
18. No person shall wilfully obstruct, disturb, interrupt or annoy any other person in their proper or authorised use of a facility, or wilfully obstruct, disturb or interrupt the Culture NL Manager in the performance of his/her duties.
19. It is an offence for dog owners or those in charge of dogs not to clean up after their dog has fouled on all land and open spaces to which the public has access including roads, pavements, school playing fields, canal towpaths, footpaths, parks and other areas.
20. Every person shall observe any reasonable and lawful instruction that may be given by the Culture NL Manager.
21. The Culture NL Manager may:
  - (a) if he/she has reasonable grounds for believing that a person has contravened, is contravening or is about to contravene any of the foregoing Management Rules, expel that person from a facility.
  - (b) if he/she has reasonable grounds for believing that a person has contravened, is contravening or is about to contravene any of the foregoing Management Rules, exclude that person from a facility for a period to be determined by the Culture NL Manager.
22. Any person who –
  - (a) on being required to leave any land or facility by the Culture NL Manager who has reasonable grounds for believing that the person has contravened, is contravening or is about to contravene any management rule applying to the land or premises, fails to leave; or
  - (b) on being informed by the Culture NL Manager who has reasonable grounds for believing that the person is about to contravene any management rule applying to any land or premises that they are excluded from the land or premises, enters or attempts to enter the land or premises shall be reported to the police.
23. Culture NL shall be at liberty to revise, alter or dispense with any or all of these Management Rules when they see cause, and to enact others in their place.  
Except as otherwise agreed in writing by the Culture NL Manager:
24. No person shall enter or leave any facility except by way of the duly appointed entrance or exits.
25. No person shall enter an "Unauthorised Area".
26. No person shall enter or remain within any facility when such facility is closed to the public.
27. No person shall enter or use a changing room, locker or shower in a facility except for that specific purpose and no persons shall loiter in or at any passageway, access point, entrance, exit or changing room in a facility.
28. No person shall remain in or use a facility when asked to leave by the Culture NL Manager, whether in the event of an emergency or otherwise.
29. Except where the supplementary management rules provides to the contrary, no person under the age of sixteen years of age shall be permitted or allowed to enter, remain in or use a facility unsupervised except for the purpose of engaging in an official and authorised event or activity.
30. No person shall be permitted to use any facility without prior payment of the appropriate charge or ticket where applicable. Failure to pay any accounts within the time required will result in no further availability of premises until the account is paid in full.
31. No person shall engage in any event or activity in a facility unless wearing or using the equipment and clothing appropriate to that event or activity.
32. All gangways, doorways, stairways, entrances, exits and emergency exits shall be kept clear and unobstructed at all times.
33. No person shall take into or leave in any facility:
  - (a) Any substance or article likely to cause injury or damage to any person or property, or
  - (b) Any substance or article which might occasion risk of any kind to any child or other person finding or handling same, or
  - (c) Any waste or other harmful matter.
34. The production, consumption or sale of food and drink in facilities by users/hirers of a facility where there already exists a council retail food/drink outlet, is not permitted.
35. Where no council retail food/drink outlet is in existence in a facility, no person shall bring in or partake of any form of refreshment or food except in designated refreshment areas. All appropriate food and drink regulations should be adhered to.
36. No person shall display any bill, placard or notice upon any part of a facility or distribute any bill or other written or printed paper in a facility.
37. No person shall play any musical instrument, sing or perform or operate any radio or television receiver, record player, tape recorder or other sound producing device in any part of a facility set apart for the use of the public.
38. No person shall be permitted to participate in activities that can be interpreted as contentious within community facilities.
39. No person shall be permitted to gamble in any part of a facility.
40. No person shall be permitted, subject to any rules of copyright which may exist, take any photographs or films, or make any recording by any means whatever of any event or activity taking place in a facility.
41. No person shall, and being in possession of the relevant license, be permitted to sell and/or market goods/items nor engage in any trade or business of any kind in any part of a facility.
42. No person shall cause or permit a dog or other animal belonging to them or otherwise under their control to enter or remain in a facility unless the dog is a working dog in use by a registered blind or deaf person or as part of a specific let authorised by the Culture NL Manager, except where the supplementary rules provide to the contrary.
43. No person shall, except with the written consent of the Culture NL Manager, engage in and/or organise a public meeting/assembly in any part of a facility.

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