

# Management Rules

Active & Creative Communities

# Management Rules - Active and Creative Communities

North Lanarkshire Council, in accordance with Section 112 of the Civic Government (Scotland) Act 1982, hereby makes the following management rules to regulate the use of, and conduct of persons while on or in, the Facilities described herein.

## 1. Interpretation and General

1.1 Throughout these Management Rules:

- a. **'Active and Creative Communities'** means the service within the Council which provides culture, sport and leisure services for North Lanarkshire's residents and visitors.
- b. **'Active & Creative Communities Manager (ACC Manager)'** means the Manager appointed by the Council for the time being or any duly authorised members of ACC staff representing them or acting on their behalf at any time and in any Facility, or such other person appointed by the Council to perform this, or an equivalent, function.
- c. **'Council'** means North Lanarkshire Council, a local authority established by the Local Government etc (Scotland) Act 1994 and having its principal office at Civic Centre, Windmillhill Street, Motherwell ML1 1AB and includes their statutory successors.
- d. **'Facility'** means and includes any:
  - i. Library - every public library including mobile libraries
  - ii. Archives & Records - all local history, archives and records venues
  - iii. Venues & Community Arts Facilities - any concert hall, theatre or community arts facility used for performances, events or participatory arts activities
  - iv. Museums - every museum and heritage facility
  - v. Leisure Facility - any leisure centre, sports barn and golf course
  - vi. Office/Reception Areas - any area where members of the public are received and/or reservations made
  - vii. 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.
- e. **'the 1982 Act'** means the Civic Government (Scotland) Act 1982.

- 1.2 Nothing in these Management Rules shall interfere with or prevent the execution of any duties of the ACC Manager and any act of the ACC Manager necessary for the proper performance of their duties shall not be deemed or considered to be in contravention of these Management Rules.
- 1.3 Every person attending a Facility shall observe any reasonable and lawful instruction that may be given to them by the ACC Manager.
- 1.4 The ACC Manager does not accept responsibility for any person who has been injured within a facility whilst engaged in unauthorised activities, or activities that contravene any of these Management Rules.
- 1.5 The Council may, at its absolute discretion, alter these Management Rules or any part of them from time to time, and make and enforce such other Management Rules.
- 1.6 These Management Rules continue in force for a period of ten years from the date they are approved by North Lanarkshire Council.

## 2. Entry

- 2.1 The ACC Manager reserves the right to refuse entry to any person entering a Facility.
- 2.2 Except where the event guidelines provide 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.
- 2.3 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 access to the Facility being denied until the account is paid in full.
- 2.4 No person under the age of 16 years of age will be admitted to any event/production in a Facility that the ACC Manager deems to be unsuitable in any way.
- 2.5 The ACC Manager reserves the right to refuse entry to any person who does not (or cannot produce ID to vouch that they) meet the minimum age requirement of a film's legal certification showing at any Facility or for admittance to any licensed premises in a Facility.
- 2.6 The ACC Manager has the right to refuse entry to a Facility to any person dressed in a manner deemed to be offensive or explicit, or wearing articles of clothing, including but not limited to, football colours, t-shirts with offensive slogans, clothing which is inappropriate for sporting activities.
- 2.7 Any person who, in the opinion of the ACC Manager, is either in a state of intoxication or under the influence of drugs shall not be permitted to enter or be allowed to remain in a Facility and shall leave the Facility on being asked to do so by the ACC Manager.

- 2.8 No person shall 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 ACC Manager, except where the event guidelines provide to the contrary.

## 3. Conditions of use

- 3.1 No part of a Facility shall be used other than for the purpose for which it is specifically designed or adapted.
- 3.2 No equipment, furniture, fittings or other contents of a Facility shall be used other than in accordance with the instruction of the ACC Manager and no person shall cause or permit any unauthorised use of any equipment, furniture, fittings or other contents.
- 3.3 All litter must be placed in the bins provided within a Facility.
- 3.4 No person shall bring into a Facility any article or thing which, in the opinion of the ACC Manager, would be likely to cause injury to any person or damage to a Facility or the equipment, furniture, fittings or other contents of a Facility.
- 3.5 No person shall enter or use a changing room, or locker 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.
- 3.6 No person shall engage in any event or activity in a Facility which is a leisure facility unless wearing or using the equipment and clothing appropriate for that event or activity. Appropriate footwear for the gym and poolside must be worn at all times. Outdoor shoes are not permitted in the gymnasium or poolside.
- 3.7 All gangways, doorways, stairways, entrances, exits and emergency exits in a Facility shall be kept clear and unobstructed at all times.
- 3.8 No person shall take into on 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.
- 3.9 The production, consumption or sale of food and drink in Facilities by users/hirers of a Facility which has a Council retail food/drink outlet, is not permitted.
- 3.10 No person shall display any poster, placard or notice in any of the public areas within this Facility without express permission of the ACC Manager/delegate.
- 3.11 No person shall play any musical instrument, sing or perform or operate a sound producing device in any part of a Facility, unless they obtain permission from the ACC

Manager or delegate, who will be able to advise if PRS/PPL licence covers the performance/playback.

- 3.12 No person shall be permitted, subject to any rules of copyright which may exist, to take any photographs or films, or make any recording by any means whatever of any event or activity taking place in a Facility.
- 3.13 No person shall, and being in possession of the relevant licence, 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.
- 3.14 No person shall, except with the written consent of the ACC Manager, engage in and/or organise a public meeting/assembly in any part of a Facility.

## 4 Respect for Facilities

- 4.1 No person shall damage, remove, destroy any part of a Facility including a building, wall, fence, barrier, railing, equipment or any other fixture situated in a Facility. Any person so doing will be held responsible for the cost of any replacement or repair.
- 4.2 No person shall deface or vandalise any part of a Facility. Any person so doing will be held responsible for the cost of any replacement or repair.
- 4.3 All persons attending the Facility must ensure that they meet a reasonable level of hygiene. All persons must shower before entering any swimming pool within a Facility.
- 4.4 No person shall consume any alcohol in a Facility except in specified licensed areas or in circumstances where an appropriate licence has been granted.
- 4.5 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.
- 4.6 No person shall tamper with or damage any fire alarms, smoke detectors or firefighting equipment located in any Facility.
- 4.7 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.
- 4.8 No person shall use violent, abusive or obscene language in a Facility, or prevent the proper use or regulation of a Facility by all staff.
- 4.9 No person shall wilfully obstruct, disturb, interrupt any other person in their proper or authorised use of a Facility, or wilfully obstruct, disturb or interrupt the ACC Manager and any employees of the Council in the performance of their duties.

## 5 Access to Facilities

- 5.1 Except as otherwise agreed in writing by the ACC Manager:
- a. no person shall enter or leave any Facility except by way of the duly appointed entrance or exits
  - b. no person shall enter an area marked as 'Staff only' or 'Unauthorised Area'
  - c. no person shall enter or remain within any Facility when it is closed to the public.

## 6 Offences and Exclusion Orders

- 6.1 The ACC Manager may, if they have reasonable grounds for believing a person:
- a. has contravened, is contravening or is about to contravene a Management Rule, expel that person from the relevant Facility
  - b. is about to contravene a management rule, exclude that person from the relevant Facility.
- 6.2 Any person who:
- a. on being required to leave any land or facility by the ACC 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 Libraries 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.
- 6.3 If the ACC Manager has reasonable grounds for believing that any person has contravened, is contravening or is about to contravene any of the foregoing management rules, he may expel that person from the facility. Any person who fails to leave the facility on being so expelled shall be guilty of an offence and liable on summary conviction to a fine not exceeding level 1 on the standard scale.
- 6.4 No person shall be permitted to gamble in any part of the facility.
- 6.5 The Council may decide that a person who has, in respect of a particular Facility, persistently contravened or attempted to contravene these Management Rules and is, in its opinion, likely to contravene the Management Rules again shall be subject to an exclusion order in terms of Section 117 of the 1982 Act , If the Council decides to do so it shall give the person subject to the exclusion order notice of its decision in terms of Section 117 of the 1982 Act.

- a. an exclusion order shall have effect for such period, not exceeding one year, as the Council may determine
  - b. the Council may at any time reduce the period of, or revoke, an exclusion order made by it.
- 6.6 An exclusion order shall take effect upon a person on such date as the Council may decide which shall be not less than 14 days after its decision to make the exclusion order. Any person who has been made subject to an exclusion order shall be entitled to make written or oral representations to the Council at any time up to the date when the order would have taken effect upon them. In the event that such written or oral representations are made timeously, the Council shall suspend the effect of its decision, consider the representations and decide whether to confirm its decision or to revoke or amend it.
- 6.7 Any person who:
- a. fails to leave a Facility, on being required to leave that Facility by the ACC Manager who has reasonable grounds for believing that the person has contravened, is contravening or is about to contravene any of these Management Rules;
  - b. enters or attempts to enter a Facility, on being informed by the ACC Manager, who has reasonable grounds for believing that the person is about to contravene any of these Management Rules, that he is excluded from that Facility; or
  - c. is subject to an exclusion order under Section 117 of the 1982 Act, and enters or attempts to enter the Facility to which the exclusion order relates.

shall be guilty of an offence and liable, on summary conviction, to a fine not exceeding level 1 on the standards scale.

The foregoing Management Rules are sealed with the Common Seal of North Lanarkshire Council and subscribed on their behalf by Archibald Aitken at Motherwell on the Tenth day of October Two thousand and Twenty three.