Management Rules

Town and Community Hubs / Community Facilities

Management Rules - Town and Community Hubs / Community Facilities

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 in the Facilities described below.

# 1. Interpretation and General

1.1 Throughout these Management Rules:

1. **‘Chief Officer’** means the Chief Officer for the time being appointed by the Council or any duly designated officer of the Council 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.
2. **‘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 any statutory successors.
3. **‘Facility and Facilities’** means and includes any land or premises which is owned, occupied, or managed by the Council, or is otherwise under their control and to which the public have access, whether on payment or not and will include any of the following where they are part of or associated with a Facility:
4. **Parking Facilities** –includesparking spaces and bays, including accessible and EV charging bays, access roads and turning areas and those to be kept clear for emergency vehicles.

ii. **Sports and leisure areas** - including playparks, outdoor sports areas, indoor sports areas, gymnasiums, swimming pools, golf courses, and other indoor or outdoor multipurpose activity space.

iii. **Reception areas** - all reception areas within Facilities where customer service is provided to the public.

iv. **Community Facilities** – all Community Centre's, former Community Education Centres, school community campus, Senior Citizens Centres

v. **Meeting and conference rooms** – flexible meeting rooms with a range of capacities.

vi. **Offices and partnership zones** – office and workspace with a variety of capacities in which to undertake administrative tasks.

vii. **Interview and counselling rooms** - rooms providing private informal and non-clinical environment to offer support, advice, or counselling.

viii. **Group multipurpose rooms** – flexible areas designed for groups with a variety of functions such as learning, skills development, employability, therapy, fitness classes, youth work, baby groups, community led activity.

ix. **Libraries and** **digital hubs** – public and mobile libraries and spaces therein where people can come together to connect, meet, share experience and ideas, think, research, learn, study, develop knowledge and skills, play, work and be creative.

x. **Community arts venues** -such as concert halls, theatres and community arts Facilities used for performances, events, or participatory arts activities.

xi. **Museums, archives, and records** - museum and heritage Facilities, local history, archives, and records Facilities.

xii. **Toilets and changing areas** - which are supervised and unsupervised.

xiii. **Treatment and examination rooms** - infection-controlled environment to undertake a variety of examinations.

xiv. **Consulting rooms** - healthcare professionals with clinical space to undertake a variety of consultations.

xv. **Minor op rooms** - clinical preparation, treatment, and recovery Facilities

xvi. All surrounding areas and associated infrastructure such as landscaped areas, gardens, footways, cycleways, bike storage Facilities or other land associated with or used in conjunction with any Facility.

1. **‘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 Chief Officer and any act of the Chief Officer which is 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 Chief Officer.

1.4 The Chief Officer reserves the right to utilise any facility in response to an emergency situation, any additional management rules required as a result shall be communicated to facility users and must be adhered to.

* 1. The Chief Officer 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.
  2. 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.
  3. 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 Chief Officer or duly designated officer reserves the right to refuse entry to any person entering a Facility.

2.2 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 and where this is permitted under the relevant event or activity guidelines.

2.3 No person shall be permitted to use any Facility without prior payment of the appropriate charge, 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 All persons using a Facility should have regard to any relevant age requirements where applicable, and the Chief Officer or duly designated officer reserves the right to refuse entry where minimum age requirements apply.

2.5 Any person who, in the opinion of the Chief Officer or duly designated officer, 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 Chief Officer or duly designated officer.

2.6 No person who is suffering from an infectious disease shall be permitted or allowed to enter or use a facility, unless for consultation or treatment purposes, without appropriate controls in place as agreed between medical professionals and the Chief Officer.

# 3. Conditions of Use.

3.1 No person, unless authorised by the Chief Officer or duly designated officer, shall enter an area in a Facility marked ‘Unauthorised’ or ‘Staff Only’.

3.2 No person, unless authorised by the Chief Officer or duly designated officer, shall enter, or exit any Facility except by way of the duly appointed entrance or exits.

3.3 No person, unless authorised by the Chief Officer or duly designated officer, shall enter or remain within any Facility when it is closed to the public.

3.4 No person shall access or use any part of a Facility out with the terms and conditions agreed as part of any reservation, instruction, or permission granted by the Chief Officer.

3.5 No equipment, furniture, fittings or other contents of a Facility shall be used other than in accordance with the instruction of the Facilities management or community Facilities team, and no person shall cause or permit any unauthorised use of any equipment, furniture, fittings or other contents.

3.6 No person shall 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. unless they are able to confirm to the designated officer that they hold the relevant licence and permissions to do so.

3.7 No person shall take on or leave in any Facility:

1. Any substance or article likely to cause injury or damage to any person or property, or
2. Any substance or article which might occasion risk of any kind to any child or other person finding or handling same, or
3. Any waste or other harmful matter.

3.8 No person shall play any musical instrument, sing or perform or operate any sound producing device in any part of a Facility set apart for the use of the public, unless they obtain permission to do so from the Chief Officer or designated officer.

3.9 All gangways, doorways, stairways, entrances, exits and emergency exits in a Facility shall be kept clear and unobstructed at all times.

3.10 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.

3.11 Where a Facility does not have a Council retail food/drink outlet no person shall bring into the Facility or partake of any form of refreshment or food except in designated refreshment areas. All appropriate food and drink regulations within the Facility should be adhered to.

3.12 No person shall be permitted to gamble in any part of a Facility.

3.13 The use of cameras or filming equipment, including on mobile phones, must be approved by the designated officer with all appropriate permissions/consents in place. It is not permitted in designated areas i.e., toilets, cloakrooms, washing or changing areas that are supervised or unsupervised.

# 4. Damage

4.1 No person shall bring into a Facility any article or thing which, in the opinion of the Chief Officer, 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.

4.2 No person shall damage, remove, or destroy any part of a Facility including a building, wall, fence, barrier, railing, tree, bush, shrub, plant, flowerbed, or any other fixture situated in or ancillary to a Facility. Any person doing so will be held responsible for the cost of any replacement or repair.

4.3 No person shall tamper with or damage any fire alarms, smoke detectors or firefighting and first aid equipment located in any Facility.

4.4 No person shall display any advertisement, poster, placard, or notice, on any part of a Facility without permission from the designated officer.

4.5 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.

# 5. Behaviour

5.1 No person shall behave in a disorderly or offensive manner or use violent, abusive, or obscene language in a Facility, or prevent the proper use of a Facility by members of the public or obstruct regulation of a Facility by the designated officer.

5.2 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 Chief Officer in the performance of their duties.

5.3 All litter must be placed in the bins provided within a Facility.

5.4 No person shall consume any alcohol in a Facility except in specified licensed areas or in circumstances where an appropriate licence has been granted with the written authorization of the Chief Officer.

5.5 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.

5.6 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.

5.7 No person shall engage in any event or activity in a Facility unless wearing or using appropriate equipment, footwear, and clothing including PPE for that event or activity.

5.8 Any person using swing equipment, sports equipment, play equipment, craft equipment, teaching or learning including ICT equipment within a Facility must comply with any notice or supervisory guidance which applies to the use of that equipment.

5.9 No football colours or other clothing that may be considered offensive should be worn within the Facilities.

5.10 Any person who uses a gate within a Facility for the purpose of access should leave it as they find it.

5.11 No person shall throw objects that are likely to injure of cause annoyance to users of the Facilities, or that will prevent other users from being able to use the Facility.

5.12 The Chief Officer and/or the Council 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.

# 6. Animals

6.1 No dogs, except assistance dogs, will be permitted inside the Facilities unless permissions have been received by the designated officer.

6.2 It is an offence for a person in charge of a dog not to immediately clean up after it has fouled on any public open space.

6.3 No person shall permit a dog or any other animal belonging to them or otherwise under their control to enter or remain on a Facility unless such a dog or other animal is under the full control of that person and effectively restrained from causing annoyance to any person, or from disturbing or damaging the surrounding infrastructure.

# 7. Vehicles and Parking

* 1. All persons using the Facility shall have regard to any traffic management plans which are in place and will comply with all signage, route and road markings and instructions displayed relative to safe access and egress.
  2. All users of a Facility shall have regard to any speed restrictions in operation within that Facility.
  3. All users of the Facilities shall only use any accessible parking bays and EV charging bays for the purpose for which they are intended.

# 8. Toilets & Changing Rooms

8.1 No person shall enter or use a toilet, changing room, locker, or shower in a Facility except for its specific purpose and no persons shall loiter in or at any passageway, access point, entrance, exit, toilet or changing room in a Facility.

# 9. Expulsion or Exclusion for Breach of Management Rules and Offences

* 1. The Chief Officer or designated officer may: -

1. expel a person from a Facility if they have reasonable grounds for believing that the person as contravened, is contravening or is about to contravene a Management Rule in relation to that Facility.
2. exclude a person from a Facility if they have reasonable grounds for believing that the person is about to contravene a Management Rule in relation to the Facility.
   1. The Council may decide that a person who has, in respect of a Facility, persistently contravened or attempted to contravene management rules applying to the Facility and is, in its opinion, likely to contravene them again, shall be made subject to an exclusion order under Section 117 of the 1982 Act.
   2. No person shall remain in or use a Facility when asked to leave by the Chief Officer or designated officer.
   3. Any person who: -
3. on being required to leave any Facility by the Chief Officer, who has reasonable grounds for believing that the person has contravened, is contravening or is about to contravene any Management Rule applying to the Facility, fails to leave; or
4. on being informed by the Chief Officer, who has reasonable grounds for believing that the person is about to contravene any Management Rule applying to any Facility that they are excluded from the Facility, enters, or attempts to enter the Facility; or
5. 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 standard 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.