

MANAGEMENT RULES FOR THE REGULATION OF CULTURAL SERVICES

Leisure & Culture Dundee (hereinafter referred to as 'the Organisation') hereby makes the following Management Rules (hereinafter referred to as 'the Rules') for the regulation in good and proper order of the various Cultural Services premises under the management of the said Organisation.

The Organisation acts on behalf of Dundee City Council for the delivery of Cultural Services. Under Section 112 of the Civic Government (Scotland) Act 1982 (hereinafter referred to as 'the 1982 Act'), Dundee City Council as the owner of the premises has agreed Management Rules which are enforced by the Organisation as its operating authority.

Managing Director of Leisure & Culture Dundee: The Manager (on behalf of the Managing Director of Leisure & Culture Dundee) of the relevant premises (which expression in these Rules shall include any authorised members of staff) shall have general charge and control of the relevant premises. The Manager may require any person considered to have broken any of the Rules to leave the relevant premises and that person shall at once leave and may be refused further admission.

Definitions

In these Management Rules:

"Trustees" means the Leisure & Culture Dundee Trustees for the management of Cultural Services premises.

"Cultural Services user" means any person having the right, under these rules, to the use of Cultural Services as part of Leisure & Culture Dundee.

"Cultural Services premises" means The McManus: Dundee's Art Gallery and Museum, McManus Collections Unit, Caird Hall Complex, Burgh Halls, Broughty Castle Museum, Mills Observatory, Camperdown House, St Mary's Tower (Old Steeple) and grounds, and such other premises as may be used from time to time by Leisure & Culture Dundee for the provision of Cultural Services.

"Manager" means the Managing Director of Leisure & Culture Dundee or authorised member of staff.

1 Access to Cultural Premises and City Collections

- a) The Cultural Services buildings shall be open to the public on such days and during such hours as the Trustees may from time to time determine and the Trustees may close the Cultural Services wholly or partially during such times as they may think fit.
- b) Latecomers to event at the Caird Hall will only be admitted to a performance at a suitable break and members of the public attending social events must exit the premises by 1.00 am.
- c) The normal standards of good conduct in public places will apply in Cultural Services. Undue noise or disturbance will not be permitted. The Organisation reserve the right to refuse admission or to expel any persons or persons from the premises for any reason.
- d) Any person under the influence of alcohol or drugs, or who is unclean or whose behaviour is likely to cause offence to Cultural Services users will be expelled or excluded in terms of Rule 1 (c).
- e) Except with the consent of Manager, no person shall cause or allow any dog (other than a working dog accompanying a disabled person) or other animal belonging to him or under his control to enter or remain in the premises, or bring in any wheeled vehicle or conveyance other than wheelchairs, pushchairs or prams.
- f) No person shall enter or remain in any part of the Cultural Services premises after the time fixed for its closing.

- g) No person shall remain in the Cultural Services premises after an emergency situation has been made known to them.
- h) Any member of the public may view the displays held in the Cultural Services premises but no materials may be removed from the Cultural Services premises unless authorised.
- i) Any member of the public may consult information delivered via digital sources. Where a fee is payable for any service or facility, the user must abide by the terms of use prevailing at the time.
- j) Cultural Services users using internet and computer facilities must abide by the terms of use in force at the time. They should not access, download, transmit or print any obscene, offensive or illegal material. Cultural Services staff reserve the right to terminate any internet connection, which, in their reasonable opinion, does not meet this requirement.
- k) Any contravention of these terms of use may result in access to internet and computer facilities being withdrawn. Where it is suspected that a criminal act or acts have taken place the Organisation shall immediately refer an internet user to the police and shall provide details to the police of all information accessed.
- l) The Manager shall have discretion as to the conditions under which members of the public may consult rare, valuable or fragile museum artefacts which are deemed unsuitable or too delicate for general display.

2 Use of Cultural Premises

- a) Cultural Services users must comply with all directions given to them by staff in the course of their duties.
- b) At the discretion of the Manager, appropriate areas of Cultural Services premises may be used for community, cultural, educational or social purposes. Such uses shall be controlled by means of a written agreement between the user and the Organisation.
- c) Except as may be specifically authorised in connection with use as defined in Rule 2 (b) above, or in areas provided by the Organisation for that purpose, food or drink must not be taken into or consumed upon Cultural Services premises, with the exception of organised events where this has been agreed and authorised.
- d) The consumption of alcohol is not permitted in Cultural Services premises except as may be specifically authorised in connection with use as defined in Rule 2 (b) or within the designated bars of the Caird Hall.
- e) Photography, video or sound recording in Cultural Services premises may be undertaken where appropriate, and within guidelines, information can be sought separately at each venue. However, photography and the recording of events at the Caird Hall are strictly forbidden.
- f) Photography of certain items may be arranged within the terms of current Copyright Legislation and payment for this work will be charged at the prevailing rate set by the Organisation. Members of the public should not violate copyright laws by unauthorised reproduction or distribution of copyright or licensed materials in any format.
- g) Mobile telephones use in Cultural Services premises is strictly limited. Permission varies at the venues, please check before use.
- h) The use of radios and audible personal stereo, similar equipment, singing or playing of musical instruments is not permitted within Cultural Services premises other than the Caird Hall where appropriate.
- i) Bills, notices or leaflets may be displayed or distributed in parts of the Cultural Services premises only with the consent of the Manager.
- j) No person shall: bring or cause to be brought into the relevant premises any unauthorised alcoholic or intoxicating liquor or drugs; enter the relevant premises while under the influence of drink or drugs; smoke in or around the relevant premises; use profane, indecent or offensive language or behave or conduct oneself in an indecent, offensive, insulting, disorderly or violent manner; wilfully damage any article belonging to the Organisation or attempt, plan or conspire or do any act likely to wilfully damage the same; bring or cause to be brought into the relevant premises, glassware of any

description unless agreed by the Manager; disobey or ignore any instruction given by the Manager or staff.

- k) In the event of the structure, furniture, fittings or other contents of the Cultural Services premises being damaged or destroyed, the person responsible shall be liable for the cost of making good the damage or for replacing the articles destroyed.
- l) The Manager may from time to time regulate the use of accommodation, resources and equipment in great demand in order to ensure equal opportunity of use.
- m) The Organisation shall have no liability in respect of the loss or theft of any personal item belonging to a user.
- n) No trading or sale of goods shall take place in Cultural Services premises except with the consent of the Manager and the organiser of any type of fair/sale, at which goods are offered by more than one seller for sale by retail to the public. Traders must hold a market operator's licence issued under the Civic Government (Scotland) Act, 1982.
- o) In the prevention of injury, no person shall disobey or ignore any instruction or order given by the Manager or staff in the interests of health and safety; enter the relevant premises in a state of health or other condition which might reasonably be expected to endanger or cause harm or injury to oneself or other.
- p) Parents and carers are responsible for the supervision and behaviour of their children at all times within the Cultural Services premises. Children, if seven years of age or under, must be accompanied by a parent or carer when visiting Cultural Services premises. Children between the ages of eight and twelve must not be left unaccompanied by a parent or carer for any period exceeding one hour unless part of an organised activity. Within the Caird Hall, children under 16 years of age must be accompanied by an adult 18 + at all events. Babies under 3 years of age are not permitted unless the event is strictly for pre-school children. Children 3 years and over must have a valid ticket to attend a performance.
- q) Parents and carers must undertake to ensure that their children behave in an appropriate manner if attending an organised activity. Cultural Services staff reserve the right to remove a child from an organised activity if they are misbehaving.

3 Contravention of Management Rules

- a) The Manager may
 - (i) if he 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 the Cultural Services premises.
 - (ii) if he has reasonable grounds for believing that a person is about to contravene any of the foregoing Management Rules, exclude that person from the Cultural Services premises.

A person who persistently contravenes or attempts to contravene the foregoing Management Rules and is, in the opinion of the Organisation, likely to contravene them again shall be liable to be made the subject of an Exclusion Order by the Organisation for a period determined by the Manager, in terms of section 117 of the 1982 Act.

- b) Any person who
 - (i) on being required to leave the Cultural Services premises by the Manager who has reasonable grounds for believing that the person has contravened, is contravening or is about to contravene any Management Rules, fails to leave;
 - (ii) on being informed by the Manager, who has reasonable grounds for believing that the person is about to contravene any Management Rules, that he is excluded from the Cultural Services premises, enters or attempts to enter the Cultural Services premises;
 - (iii) being a person subject to an Exclusion Order under section 117 of the 1982 Act enters or attempts to enter the Cultural Service premises to which the Exclusion Order relates

shall be reported to the police.

Users of the Cultural Services facilities are reminded that the provisions of the general law apply at all times.

Stewart Murdoch
Managing Director
Leisure & Culture Dundee

Approved: 6 January 2012