



The Boys' Brigade  
Edinburgh, Leith and District Battalion  
Craggan Outdoor Centre

Guidance for Craggan Users

The Property Committee wishes groups to enjoy their stay at Craggan and make full use of its facilities. To ensure that BB and other groups continue enjoying Craggan for many years, the Committee has drawn up a list of common-sense house rules. Group leaders are asked to read these carefully and help to keep Craggan in good order by making sure they are observed.

1. The House is very well equipped and must be maintained accordingly. Any breakages or damage must be reported as soon as possible to the Caretaker; groups may be charged for any necessary repairs or replacements. The contents of the House (bedding, furnishings, crockery etc) must not be removed from the building at any time for any purpose.

All groups using Craggan equipment do so at their own risk and group leaders must satisfy themselves that all equipment is safe and suitable for the purpose involved and that competent instructors supervise users at all times. **The Caretaker should be advised if you wish to use any additional (non-domestic) electrical equipment.**

2. Every care must be taken against the risk of fire. **SMOKING IS PROHIBITED IN THE HOUSE.** All leaders in charge of groups **MUST** ensure that a full fire drill is carried out as soon as possible after arrival. Staff should have clearly assigned duties to ensure the evacuation of the building and the contact of the emergency services is carried out effectively. For this purpose fire drill instructions are posted throughout the centre. Group leaders should also familiarise themselves with the operation of the fire alarm system.
3. Shortly before your booking, instructions will be forwarded to you explaining how to pick up the keys for Craggan.
4. All vehicles must be parked in the car park - only **UNLOADING** is permitted at the House itself. To ensure access for emergency services, vehicles should not be parked on the access road or at the entrance to the House.
5. To comply with Health, Safety and Insurance conditions, no more than 30 persons may be resident in the House at any one time. If this condition is broken, group leaders may be **PERSONALLY LIABLE** for any accident or injury which occurs.
6. Outdoor footwear and wet clothing must be removed before entering the main House and left tidily in the Entrance Hall. This area can also be used as a drying room if necessary.
7. **Please ensure that heaters are not interfered with. It is forbidden to place articles of clothing on top of heaters.** It would be helpful if lights etc in bedrooms and other areas are switched off when not in use. Please note that the neon "BB" sign at the front door is on an automatic time switch and cannot be switched off.
8. Campfires may be lit only in the designated areas on the beach, again please check with the Caretaker. Group leaders should ensure any fires are "damped" down for the night and where possible any debris should be cleared from the beach.

9. Great care must be taken when engaging in water sports. Respect others who use the loch - give a wide berth to fishermen to avoid becoming entangled in tackle. Please note that the temperature of the loch is very low - this is often an unappreciated danger. Swimming should always be supervised.
10. Similarly, care must be exercised on local hills and groups should be fully and adequately clothed, equipped and trained for the route proposed. Remember, if necessary, to leave details of your route with a responsible person.
11. "Lights Out" in the House is left to the discretion of group leaders. Noise outside the House should cease at 2200 hours. At all times, common courtesy should be paramount, to ensure that no nuisance or inconvenience is caused to neighbours.
12. **Dogs are not permitted under any circumstances at Craggan.**
13. The House must be cleaned daily and the Caretaker will periodically inspect the accommodation. It is usually easier if you tidy as you go along. Cleaning equipment, vacuum cleaners, brushes etc. are provided. Rubbish bags should be placed in the wheelie bin situated in the car park
14. Please **DO NOT** remove protective mattress covers and pillow cases from the beds.

**The oven and grill must be thoroughly cleaned after use.**

**THE CARETAKER WILL INSPECT THE ACCOMMODATION BEFORE GROUPS  
CAN LEAVE AT THE END OF THEIR STAY.**