

## Sports Hall

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### **Group Details:**

Group Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Contact no. \_\_\_\_\_

### **Booking Information**

#### **Type of group**

(please tick one box)

Sports Club  Social Club  Corporate  School  Other

If other please specify

\_\_\_\_\_

#### **Type of booking**

(Please tick appropriate box)

One off booking  Block booking  Annual  Seasonal

#### **Hall size**

(Please tick appropriate box)

Full hall  Half hall



**Method of Payment**

(Please tick appropriate box)

Amount Due: \_\_\_\_\_

**Payment type**

Amount Paid: \_\_\_\_\_

Cash     Cheque     Credit card

**Direct debit options**

Card no: \_\_\_\_\_    Expiration: / /    CVC: \_\_\_\_\_

Amount due: \_\_\_\_\_    Amount paid: \_\_\_\_\_

**If your group has any specific requirements please provide details:**

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Start Date	Finish Date	Peak/Off-Peak	Start time	Finish time



(All clubs and groups are required to submit public liability insurance. Please ensure all details are submitted before start date).

### **Declaration**

I \_\_\_\_\_ hereby agree to the terms and conditions on behalf of \_\_\_\_\_ set out by Mitchelstown Leisure Centre and agree to its terms of usage.

Signature: \_\_\_\_\_ Staff signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Sports Hall Rules:**

- Only non-marking sole runners / footwear may be worn in the sports hall
- Please ensure that your runners / footwear are clean before entering the sports hall.
- Under no circumstances can FOOD or DRINKS be consumed in the sports hall.
- All food and drink must be consumed in the designated vending machine areas.
- Any spillages or marks should be reported to a member of staff.
- There is strictly NO CHEWING GUM allowed in the hall.
- All users must ensure that any goals / nets or equipment provided by their group/s has adequate protection and is not liable to scratch the sports hall floor.
- No child under the age of 8 is allowed inside the facility unless supervised by an adult.
- Under NO CIRCUMSTANCES can high-heeled shoes, boots or sandals or any type of outdoor footwear that may damage the surface of the floor be worn in the sports hall.
- Centre staff will carry out spot checks on groups and individuals to ensure that this policy is adhered to.

- No furniture or equipment can be moved around or out of the sports hall, if this is required please report to a member of staff.
- Users must vacate the sports hall at the end of their hire time (55 Minutes)
- No cameras or recording devices allowed into any exercise / sports area unless permission is granted.
- All damages must be reported to Centre reception immediately after the incident failure to do so will result in the booking being stopped until such damages are paid for.
- In the sports hall users are prohibited from hanging on the basketball rim, pulling on the basketball rim, dunking etc. for your safety and the safety of others. Individuals who dunk or hang, etc. or violate this policy in any manner will automatically be asked to leave the facility

### **General Rules:**

Consideration of membership and bookings are at the discretion of MLC.

- Membership is non-transferable and any person found using a member's membership card shall be removed from the premises immediately and the card confiscated. Re-issue of the membership card will be subject to an administration fee.
- No person shall be admitted into the Facility without wearing the appropriate attire (including footwear) for that activity or as directed by the management
- Users shall not, while suffering from an infectious disease, enter or use the Facility, nor shall any person be admitted to the Facility when, in the opinion of Management, in an unclean state or under the influence of alcohol or drugs.
- Users are not permitted to access Facility areas outside those required for use of the Facility.
- Last entry into the gym is 30 minutes before closing time.
- All members must be out of the showers 20 minutes before closing times and must have exited the premises by closing time.
- There shall be no changing in any place other than the designated changing rooms.
- The usage of mobile phones is prohibited in the changing facilities and spectators' area.
- The usage of recording devices is prohibited in the entire complex, unless prior approval has been granted by Management.
- Disorderly behavior of any kind, including excessive noise, running in the building, or otherwise causing a disruption to the peace and order of MLC.
- Vandalizing or defacing materials or property including equipment, furniture, walls or any other aspect of MLC is not permitted.
- Removing materials, equipment or property from the building without authorization.

- Harassment of MLC members or staff, either verbally or physically. This may include verbal abuse, use of profanity or other abusive language, intimidation, staring at or following another person within the facility, sexual harassment or harassment on the account of race, religion, ethnic background, gender or sexual orientation.
- All bicycles must be secured at the racks provided at the front of the Centre.
- Use of skateboards, in-line skates, roller skates outside the facility grounds.
- Failure to clean up after oneself while using any part of the facility is not acceptable.
- NO smoking or use of tobacco products within MLC.
- Selling products or services, soliciting for personal gain; or approaching guests for the purpose of obtaining signatures for petitions within the building is not allowed.
- Approval must be obtained in advance from the Manager, to post or distribute material or literature
- Using a cellular telephone, audible pager, audio equipment, audio-visual equipment, or computer equipment so that it disturbs others.
- Abandonment of individuals, both adults and children, who are unable to take care of themselves. A responsible adult (18 or older) must attend children under the age of 16.
- Please do not leave personal property in the facility unattended. All property must be stored in a locker or designated areas within the gym. Lockers located on the second floor are day use only. Any items left overnight will be confiscated.
- All facility equipment must be kept within the designated area and not moved without consulting staff.
- Patrons with any known medical condition or injury should consult with their doctor before participating in any form of exercise.
- All patrons must complete a Health Screening Form before using our facility.
- Any group / individual found in breach of these rules will have their bookings suspended until further notice or in certain cases cancelled.
- MLC expects Managers / Group Leaders / Tutors to explain these rules clearly to all group participants / students before using the facility.
- Management does not accept responsibility for any illness or injury resulting from use of the facility at Mitchelstown Leisure Centre.

### **Group Rules**

- The group upon entry to the Facility is required to register with reception staff before entering the changing facilities or booked areas.
- Registration will be restricted to 15 minutes in advance of the booked time.

- Users must vacate the Sports Hall/All Weather Pitch at the end of their hire time (55 Minutes).
- The group shall, while waiting on the premises, remain only in such portion of the premises as Management indicates.
- Children (under 18 years of age) must be supervised by a group nominated person.
- All groups must enter and exit the facility in an orderly fashion.
- If a need to cancel a booking arises on a once-off basis, the group must give 7 working days' written notice requesting the cancelation. If 7 working days' notice is given, MLC will try to accommodate them with a new time or provide a refund. If the request is received less than 7 working days, prior, the group is liable for full payment.
- NO UNAUTHORISED USE, PRE BOOKED USERS ONLY.
- ONLY COACHES, MANAGERS AND PLAYERS ALLOWED ON THE PITCH.
- MANAGERS OR COACHES MUST BE ON THE PITCH BEFORE PLAYERS/CHILDREN. The person in charge of the group must ensure players/users behave correctly.
- SPOT CHECKS WILL BE CARRIED OUT ON PLAYERS TO ENSURE CORRECT FOOTWARE IS WORN.
- PLAYERS WITH INCORRECT FOOTWARE WILL BE REQUESTED TO LEAVE THE PITCH AREA and the club will be held responsible.

**Car Park Rules and Regulations:**

- A speed limit of not more than 10kph must be observed by any vehicle within the premises of MLC.
- Cars must not be parked at any of the entrances or exits or in any way inconvenience other users.
- MLC does not accept liability for loss of or damage to any motor vehicle or its contents.
- Parents should ensure that children waiting outside the facility do not run around the entrance to the facility, car park, overflow car park and auditorium area as this poses a potential danger for children and vehicles. In the event that staff witness children playing in this area they should inform the children's parents.

**All rules are subject to change by MLC. The non-enforcement of any of the Rules is not a waiver of the Rules and shall not prejudice MLC taking any subsequent action.**

**Surname:** \_\_\_\_\_ **First name:** \_\_\_\_\_

**Member No:** \_\_\_\_\_ **Instructor:** \_\_\_\_\_

**Date:** / /