



Meeting Room:

1

2

Group Details

Group name: _____ Contact name : _____

Address: _____

E-mail: _____ Contact no. _____

Booking Information

Type of group

(please tick appropriate box)

Sports club Social group Business School Other

If other please specify below:

Type of booking

(Please tick appropriate box)

One off booking Block booking Annual Seasonal

Date & Time of Booking

Start Date	Finish Date	Start Time	Peak/Off Peak



Method of Payment

(Please tick appropriate box)

Amount Due: _____

Payment type

Amount Paid: _____

Cash Cheque Credit card Invoice Direct Debt

If you have any specific requirements please highlight below:

Declaration

I _____ hereby agree to the terms and conditions on behave of
_____ set out by Mitchelstown Leisure Centre and agree to its terms of usage.

Signature: _____ Staff signature: _____

Date: _____

Meeting Room Rules and Regulations

- Bookings are only for 55 minutes unless otherwise specified.
- All users should treat the facility in a considerate and proper manner.
- Outside refreshments may be brought in and consumed on the premises but all rubbish is your responsibility to clean up and dispose of in the correct manner.
- If special requirements are needed advanced notice must be given to a member of staff.
- No furniture or equipment can be moved around or out of the Meeting Room, if this is required please report to a member of staff.
- If there is a need to cancel the booking MLC need to receive 7 day's notice, if short notice is given or the booking is a no show you are liable for full payment.

General Rules:

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

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:** _____

Instructor: _____ **Date:** / /

