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**All Weather Pitch Booking Form**

**Group Details**

Group name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact no. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **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  **Pitch size**  (Please tick appropriate box).  Fullpitch Half pitch |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Start date** | **Finishing date** | **Peak/Off peak** | **Start time** | **Finish time** |
|  |  |  |  |  |
|  |  |  |  |  |

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| --- |
| **Payment options**  (Please tick appropriate box)  **Payment type**  CashChequeCreditcard  **Total Due €\_\_\_\_\_\_**  **Total Paid €\_\_\_\_\_\_** |

**If you have any specific requirements please highlight below:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**All Weather Pitch Rules**:

The maintenance of the surface is paramount and any activity which would pose a threat to the surface or integrity of the facility is strictly prohibited. The following Pitch User Rules apply to all personnel whether entering the facility as a player or attending the facility as a visitor.

* Users must vacate the All Weather Pitch at the end of their hire time (55 Minutes).
* Managers and Coaches are responsible for maintaining good order at the facility for the duration of their allocated training periods and must ensure that the facility and any equipment used is left in a safe, tidy and orderly condition.
* All users should treat the facility in a considerate and proper manner.
* Managers and Coaches are responsible for the supervision of children under their care when training / playing at the centre and must ensure that their players take reasonable care for their own health and safety and for the health and safety of others.
* Adequate supervision should be in place to ensure that players do not behave in a manner which could cause injury, damage or nuisance to property, staff and other users of the facility or local residents.
* All users must comply with any instruction they may receive from the MLC Staff.
* All users under 16 years of age must be supervised by an appropriate number of adults.
* All accidents at the All-Weather Pitch must be reported immediately to MLC Staff
* Any damage or fault discovered to equipment, fixtures or fittings must be reported to MLC staff.
* Spectators are welcome however they should remain outside the pitch fencing at all times
* Boots with steel studs are strictly prohibited as are trainers, flat-soled shoes or boots. ONLY runners, moulded studs or moulded blades.
* Footwear must be cleaned before entering the facility.
* Shin guards must be worn by all users during training and at games.
* All jewellery must be taped over or removed prior to commencement of any session or game.
* It is prohibited to climb on or swing from any of the goal frames on the pitch.
* Only water in plastic containers is permitted on the pitch. No glass bottles.
* Food, drink and chewing gum are strictly prohibited within the pitch area.
* There is no smoking permitted within the facility.
* No alcohol is to be brought onto the premises.
* Litter should be removed from the facility and placed in the appropriate containers.
* Under no circumstances is anyone permitted to climb or attempt to climb the perimeter fence.
* No dogs allowed.

**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.
* All member’s must scan MLC tags on entrance into the facility, if your tag is forgotten/lost or broken please speak to a member of staff upon entering the building. MLC tags must be available on request from a member of staff at all times. If a tag needs to be replaced from misuse a charge of €3 per tag is required.
* 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 authorisation.
* 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.**

**Declaration**

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

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Data Protection Consent form:**

Can MLC contact you via: Phone

Text

Email

***MLC will only use the information you have provided for our records, it will not be shared with a third party at any time. You the member retain the right to inform us to delete your records upon cancelling membership with MLC otherwise the information will be retained on file for a maximum of a seven year period. All personal information is stored and is not accessible to any third party at any time.***