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**Sports Facilities Booking Enquiry Form**

*Completing and submitting this form does not confirm your booking; we will process your enquiry and confirm availability as soon as possible. Please complete the form in block capitals.*

**Booking Details**

Activity (e.g. Football, Basketball):

Sports Hall: 3G Pitch:

Full ☐ Full ☐ Grass Pitch (Football/Rugby) ☐

Half ☐ Third ☐ Tennis Court ☐

Badminton Court ☐ Netball Court ☐

Haxby Road Classroom ☐

Preferred Date/s and Time/s: (Eg. 0 4 / 0 7 / 1 2 1 7 : 0 0 - 1 8 : 0 0 )

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**Booking Terms and Conditions**

The following conditions for use of facilities made available by York St John University shall constitute the agreement between (a) York St John University and (b) The Organiser and the signing of the booking form by the Organiser, together with the written acceptance of the booking by York St John University shall form a binding agreement.

**1.0 BOOKING PROCEDURE**

Organisers should complete the booking form and send it to: YSJActive, York St John University, Lord Mayor’s Walk, York, YO31 7EX along with the required payment.

Booking forms do not guarantee the booking of the facility; we will get in contact when the booking can be confirmed. We advise leaving no less than two working days to process a booking. Payment must be received at Foss reception prior to the time of the booking unless it has been agreed that you will be invoiced.

Cheques should be made payable to “York St John University”.

York St John University reserves the right to refuse any booking.

**2.0 FINANCE**

York St John University reserves the right to alter the hire charges for the facilities. The hire charge for confirmed bookings will be that which was publicised at the time of the booking confirmation.

**Cancellation**

On behalf of York St John University

York St John University reserves the right to cancel the use of its premises/facilities at any time and cannot accept liability for any inconvenience or loss caused in consequence of such cancellation. These conditions cannot be altered, either expressly or implied, by any servant of York St John University.

On behalf of the organiser

Confirmed bookings may be cancelled at no cost provided at least three full working days are given as notice.

The cut-off day in the cancellation charges procedure will be counted from the day on which the event would have commenced. The cancellation fee is based on the hire charge that would have applied for the booking.

York St John Students’ Union Bookings

The Students’ Union is required to give at least three full working days as notice of a booking cancellation. If this condition is met, there will be no charge for the cancellation.

If less than three days is given as notice, the normal student hire rate will be charged for the venue. Should notification to cancel be received after 4.30pm on the day prior to the booking, on the day, or there is a ‘no show’, the Students’ Union will be charged the full external hire rate for the venue.

**Refunds**

Any refunds are at the discretion of York St John University.

**3.0 PARKING**

There is ample car parking at York St John University Sports Park, Haxby Road and does not require any booking or parking permits. Parking for Foss on the Lord Mayors Walk site is restricted to a small number of spaces and parking permits are required.

4.0 **DATA PROTECTION**

All personal information gathered and held by York St John University is treated with the care and confidentiality required by the data protection legislation (the General Data Protection Regulation (Regulation (EU) 2016/679) (GDPR); UK Data Protection Bill (when enforced)).

If you have an organiser ID, you only need to complete the ‘Booking Contact’ section. If you don’t have an organiser ID, please complete the ‘Organiser Details’ and ‘Booking Contact’ sections, then the ‘Invoice Details’ section if applicable.

**Organiser Details**

First Name:

Last Name:

Organisation Name (if applicable):

Contact Number: \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_

Email Address:

Address:

Postcode: \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_

Student ☐ Staff ☐ External ☐

**Booking Contact** (who to contact on the day of the booking if necessary)

First Name:

Last Name:

Contact Number: \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_

**Invoice Details**

Contact Number: \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_

Address:

Postcode: \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_

**TO BE COMPLETED BY YSJACTIVE STAFF**

**Payment Details Booking Status**

Cost: £ \_\_ \_\_ \_\_ . \_\_ \_\_ Booked on System: ☐

On Rota: ☐

Staffed: ☐

Method: Cash ☐ Cheque ☐

Card ☐ Invoice ☐ Paid: ☐

Date of Payment: \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_

Initials of Staff Member Taking Payment:

In completing and submitting this booking form, I hereby certify that I have read, understood and agree to abide by the terms and conditions of hire, general facility rules and flood resilience plan (please retain a copy of the terms and conditions for your reference).

Signature: Date: \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_

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**5.0 LIABILITY**

York St John University does not accept responsibility for the loss of or damage to property brought onto the premises and shall be indemnified against claims by any person in respect of injury or loss of / damage to property which may arise directly or indirectly from the use of the premises, save in so far as York St John University may have legal liability to such persons.

Organisers will themselves be responsible to York St John University for making good any damage which may be done to premises, equipment or other property (except fire) consequent upon the use of the premises by persons attending events/booked sessions at the university’s sports facilities.

**6.0 INSURANCE**

York St John University requires proof of Public Liability and normally expects this to cover £5,000,000. A photocopy of the Public Liability Insurance certificate will suffice as proof of cover, which should accompany the booking form. Organisers are required to advise York St John University should they not have the required level of public liability insurance stated.

**7.0 HEALTH AND SAFETY**

Visitors, whilst on university premises, using its facilities or taking part in activities must comply with the university's health and safety rules or with any specific health and safety instruction given to them by a member of York St John University staff.

For certain bookings, York St John University may require the completion of a risk assessment for the event/activity. Where this condition applies, the booking will not be accepted until the risk assessment has been presented.

Visitors must also comply with the health and safety and operational procedures which are specific to the use of the university sports facilities, in particular:

* To ensure that no food or drink (the only exception being water/sports drinks for re-hydration contained in non-glass containers) is brought into or consumed within any of the sports areas unless this is an agreed requirement of the booking.
* To ensure that any coaches/teachers/leaders that are first-aid trained (and present at the activity) are identified to participants.
* To ensure that every effort is taken to minimise the risk of accidents from occurring, and to ensure that any accidents and incidents that do occur are reported to duty staff and a university accident/incident report form is completed.
* Users are only allowed to use the facility confirmed and booked by YSJActive, or any alternative that they may advise. Failure to comply with this may result in the user being asked to leave the premises, incurring extra hire fees, or having future bookings cancelled.
* York St John University will ensure that an appointed staff member (or nominated responsible person) will be present at all times to afford access to and supervise the use of all relevant facilities and amenities.

**8.0 GENERAL**

Additional conditions or terms of hire may be imposed on the organiser, or certain of the above conditions relaxed at the discretion of the York St John University.