

## **YSJACTIVE SPORTS FACILITY BOOKING POLICY**

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

### **BOOKING PROCEDURE**

1. Bookings may only be made between 09:00 and 17:00 weekdays and 09:00 and 12:00 on a Saturday via telephone, email or in person.
2. All bookings must be paid for in full at the time of the booking unless you are invoiced (only for block bookings).
3. Booking forms do not guarantee the booking of the facility; we will get in contact when the booking can be confirmed. Following this, payment should be made to confirm the booking.
4. The booking should be made at least 3 days prior to the date/time required to allow YSJActive to process.
5. Students and staff may be required to provide proof of status.
6. Payment may be made by cash, credit/debit card, or cheque (made payable to York St John University).
7. All booking session times are inclusive of any set up time that may be required. Set up will be completed as quickly as possible to minimise delay to the customer.
8. When attending the booking, the group leader must sign in with the member of staff at the facility.
9. YSJActive reserves the right to refuse any booking.

### **FINANCE**

10. YSJActive 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.

## **CANCELLATIONS**

- 11.** Cancellations must be made 3 working days before the booking occurs between the hours of 09:00 – 17:00 for a refund/transfer to be made.
- 12.** YSJActive reserves the right to cancel any booking in the event of inclement weather, maintenance or circumstances beyond the control of YSJActive which make the booking no longer feasible. Under these circumstances YSJActive will do its best to give as much notice of cancellation as possible and refund/transfer the booking.
- 13.** 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.

## **BLOCK BOOKINGS**

- 14.** Block bookings must be of 4 or more sessions.
- 15.** Block bookings can either be paid in advance or via Invoice. For an invoice to be set up, YSJActive requires proof of address.
- 16.** Cancellation of a Block booking must be given a week in advance.
- 17.** If the group fails to attend a session without any notice, they will still be invoiced for the full cost of the session. If a club fails to attend on more than three occasions without an explanation deemed satisfactory by YSJActive, all remaining dates for the Booking will be cancelled for the remainder of that season and a charge made for all missed Bookings

## **CHILDREN, VULNERABLE ADULTS and USERS WITH DISABILITIES**

- 18.** Children are those under the age of 18. Vulnerable Adults are those as defined under section 59 of the Safeguarding Vulnerable Group Act 2006. A disabled person is someone with a disability as defined under relevant disability laws. If any booking involves any of the above, then notice should be given at the time of the booking to ensure proper arrangements exist or appropriate arrangements can be made.
- 19.** YSJActive is a committed equal opportunities organisation. It will not unlawfully discriminate against special users. It will look to accommodate the needs of special users. However, YSJActive reserves the right to cancel a Booking where to do so would be lawful and feels that we cannot reasonably accommodate all the identified needs of the special user

## **EXCLUSION OF LIABILITY**

20. Unless caused by the negligence of YSJActive, we exclude all liability leading to death or personal injury.
21. YSJActive does not accept responsibility for any damage to or loss of any money, valuables, clothing or property of any kind. All items are left at the user's risk.

## **ACCEPTANCE AND RESPONSIBILITY**

22. All users and bookings are subject to these conditions.
23. Non – compliance with any of these conditions may lead to suspension from our facilities
24. Users in a group shall have joint liability. This means that any of the users in a group can be held liable for the total liability of the group (even though they may not have been at fault themselves).

## **STANDARDS OF BEHAVIOUR**

25. YSJActive reserves the right to remove any user from our facilities and refuse access if the user behaves in an aggressive or harassing manner towards our staff or other users, or behaves in a manner which is deemed unacceptable.
26. In particular, users will refrain from any conduct which is offensive, unsporting, cause annoyance to others, cause danger for others or damage YSJActive property. Users who damage facilities will be responsible for the cost of replacing/repairing the damaged area.
27. Users will not use or possess alcoholic drinks or illegal drugs whilst at our facilities.
28. Users will comply with all requests/instructions made by the YSJActive staff.

## **HEALTH AND SAFETY**

29. Users will comply to York St John University's Health and Safety guidelines and any further health and safety instructions given to them by YSJActive staff
30. All injuries/accidents must be reported to the member of staff on duty
31. Users must report any concerns/damage/defects of the facility to the member of staff on duty
32. 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.
33. 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
- 34.** In the event of an emergency/fire resulting in the need to evacuate the building, an alarm will sound and users are required to leave the premises at the nearest signed exit and follow the instructions of the member of staff on duty. Please familiarise yourself with exit locations.

### **EQUIPMENTS AND CLOTHING/FOOTWEAR**

- 35.** Users are not permitted to move any large equipment (e.g. goals, nets and posts) around or off the area booked unless properly trained to do so.
- 36.** Users are entirely responsible for the operation and safety of their own and other equipment not belonging to YSJActive.
- 37.** The appropriate dress (including upper torso clothing) and footwear must be worn at all times.

### **CAR PARKING**

- 38.** Main campus parking is free weekdays from 5.30pm and all weekend. During the weekdays, access is restricted between 8am and 5.30pm, and a permit scheme operates. Parking costs are not included in the booking.
- 39.** Parking at our All Weather Pitch and Haxby Road facilities is free but capacity is limited.
- 40.** All Parking facilities are offered on a first come basis.

### **COMMENTS AND COMPLAINTS**

- 41.** If users wish to make a complaint or any comments there is a comment box at Foss Reception or alternatively, email [ysjactive@yorks.ac.uk](mailto:ysjactive@yorks.ac.uk)