



YSJActive

# Haxby Road

Terms and Conditions



## TERMS AND CONDITIONS

### YSJACTIVE

YSJActive aims to provide all users with a comfortable, safe and enjoyable experience whilst using its facilities. Accordingly, all users must comply with the terms of this Agreement for the use of any of its facilities.

### BOOKING PROCEDURE

Organisers should complete the booking form and send it to: YSJActive, York St John University Sports Park, Haxby Road, York, YO31 8TA or via Email to [ysjactive@yorks.ac.uk](mailto:ysjactive@yorks.ac.uk)

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.

### CANCELLATION OF BOOKINGS

#### Cancellation by Us

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.

#### Cancellation by You

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.

## Refunds

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

## 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.

## 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 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(s) will be present at all times to afford access to and supervise the use of all relevant facilities. York St John University Sports Centre has a no lone working policy. If a staff member finds themselves in a position of being alone on site due to illness, the facility will close imminently until alternative cover is found.

## **FACILITY RULES**

### **Smoking and Alcohol**

There is a smoking and alcohol ban at all sites managed by York St John University including active entrances. If users are found to be in breach of this ban they will be removed from site by security with no entitlement to refund.

### **Food and Drinks**

Food and drinks are permitted in designated areas only (upstairs social space), with Sport Centre users required to dispose of all items properly. Glass containers are prohibited at all times. Water/sports drinks are allowed in activity areas only if it is in an enclosed, unbreakable container. Chewing Gum should be thrown away into regular bins or chewing gum bins provided throughout the site, not onto pavements or pitch surfaces.

### **Footwear and Clothing**

Proper athletic attire must be worn on sports surfaces at all times

- 3G pitches have footwear requirements of moulded studs only (no trainers, metal studs or Astroturf trainers)
- The Sports Hall requires trainers (no black soled shoes or boots)

### **Changing Rooms**

Personal property should not be left in changing rooms throughout the duration of training or matches. Bags should be placed in lockers (these take a £1 coin which is refunded after use). Personal belongings left in changing rooms are done so at the owner's risk.

### **Booking Length**

All bookings are for 55 minutes to ensure adequate change over time for the next user. YSJActive staff will give a ten minute notice towards the end of your booking.

### **Behaviour**

Under no circumstances will verbal or physical abuse be tolerated by YSJActive staff. Users will be removed and served a life time ban if found in breach of this.

### **Lost Property**

Personal hygiene items left at the facility such as shampoo, soap, deodorant, etc. will be disposed of each day at closing time. Other items of value will be sent immediately to the Porters Lodge on campus.