

### **Terms and Conditions of Facility Bookings**

Individuals, groups or organisations are granted permission to use facilities in ownership and under the management of the Physical Education Department on the understanding that all terms and conditions are adhered to.

Please note that all individuals using the facilities are referred to as “users”. Individuals, groups or organisations who make the bookings are referred to as “customers”.

#### **General**

1. A strict no smoking policy is in place in all facilities operated by the P.E. Department.
2. Booking times include time for equipment to be set up, taken down and stored. Agreed timings must be adhered to. Users should have finished and left the changing facilities within 15-20 minutes after the end time of the booking.
3. Any damaged or faulty equipment should be reported immediately to a member of staff.
4. Food and drink (except water) are not allowed in the main areas of activity.
5. All users must comply with requests from any member of the PE Department staff.
6. All users shall ensure that facilities are left tidy and litter free at the end of the session.
7. All users are responsible for their equipment. The Physical Education Department does not accept liability for any equipment lost, damaged or stolen on site.

#### **Invoicing and Payments**

8. Block Bookings will be invoiced monthly in arrears.
9. Single Bookings will be invoiced as soon as the booking has been confirmed by the P.E. Department.
10. Payment is due within 2 weeks of the date of invoice.
11. All payments should be made by cheque and should be made payable to “University of Cambridge” and endorsed on the reverse with the invoice number.

#### **Cancellations**

12. Customers will not be required to pay a hiring charge for cancellations made more than 7 days in advance of the reservation.
13. Customers cancelling bookings less than 7 days prior to the reservation will be charged 50% of the hiring charge unless the facility is re-booked by an alternative customer.
14. Customers who fail to take up their booking without any prior notice will be charged the full hiring fee.
15. The University of Cambridge cannot be held responsible for cancellations due to circumstances beyond their control including inclement weather. (Separate arrangements for cricket are in place). Decisions in such matters rest with the resident administration staff in consultation with match and club officials.

#### **Health and Safety**

16. Customers should ensure that their activities are fully risk-assessed and that all appropriate safety precautions are taken.
17. Generic Facility Risk Assessments are maintained by the Department and may be made available to customers on request.
18. Users who are deemed by the Department staff to be acting inappropriately or in an unsafe manner will be requested by the department staff to modify their activities or will require the booking to cease immediately.
19. Users should familiarise themselves with the appropriate site safety leaflet(s) prior to undertaking their booking.
20. Users must, at all times, take care not to affect other users. Anyone who has concerns about another user of the facility should raise the matter immediately with a member of staff.
21. All accidents are to be reported to a member of staff as soon as possible.
22. Customers may be required to make their own provisions for First Aid. Customers will be notified well in advance if this is to be the case.

23. Any customer requiring catering facilities should clear arrangements with the bookings clerk. In all events the department will require risk assessments and health and safety codes of practice to be provided by an external caterer given access to the facility.