

RULES AND REGULATIONS FOR ALL USERS 2017/2018

Mandatory Guidelines for Behaviour (All Users)

- Rudeness, foul or abusive language will not be permitted at any time
- Alcohol is not permitted on the site (this includes **any** building / pitch location)
- All litter to be left in the bins provided or taken home.
- Smoking is not permitted on site or in **any** building or facility (including changing rooms and outside space)
- All vehicles must park in the school car park in appointed spaces. Parking in disabled spaces is for disabled badge users only. Parking is at your own risk and Hanham Woods Academy accepts no responsibility for any damage to vehicles or property whilst you are using the facilities
- Organisations/clubs are asked to inform Hanham Woods Academy staff of any damage/repairs required across the site and must not use unsafe equipment/facilities under any circumstances
- Compensation to the full repair amount must be made to the school for any damage caused during the hire.
- Consideration to be shown at all times to local residents by keeping the noise level down and leaving the premises quietly
- Organisations/clubs **must** observe the booking times allocated to them according to the Booking Agreement
- The following are not permitted within the school grounds, playing enclosure or facility:
 - Chewing gum
 - Animals (excluding guide dogs)
 - Glass containers or receptacles
 - Skateboards
 - Urinating in areas other than the toilet facilities will not be permitted

Safe Use of Equipment

- Once on site organisations/clubs are responsible for the safe keeping of all equipment hired during the session and must request assistance for equipment to be moved by a member of staff.
- Organisations/clubs to ensure that the facility surface allocated is safe for use and free from obstruction

Facility	Specific Rules
Astroturf	<ul style="list-style-type: none"> • Equipment moving e.g. Goal nets and dividing net only to be moved by a member of staff. • Footwear – No studs or blades to be worn on the Astroturf • Hockey goals must not be used for football and must be moved away from football touchlines at all times, by a member of staff • Users waiting to use the all weather Astro pitch must warm up outside of area. You are not permitted to use the field.

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	<ul style="list-style-type: none"> • Spectators must supervise all children at all times – compensation will be requested for any damage caused. • All litter must be removed before leaving the Astro turf
Hard Court Areas	<ul style="list-style-type: none"> • Equipment – only to be moved by a member of staff • No football studs or blades to be worn on the hard court surface • Organisations/clubs must wait outside the hard court area until their booking time begins
Football/Rugby Field	<ul style="list-style-type: none"> • Spectators must supervise all children at all times – compensation will be requested for any damage caused. • All litter must be removed before leaving the field.
Changing Rooms	<ul style="list-style-type: none"> • No football boots (studs or blades) to be worn in the changing rooms or corridors • Football boots to be cleaned outside the premises and not in the showers or sinks • If members require changing rooms to be locked, the last to leave needs to inform a member of staff to lock door • Changing rooms must be left in a tidy and acceptable condition – compensation will be requested for changing rooms that are left dirty.
Sports Hall	<ul style="list-style-type: none"> • Only clean trainers with non-marking soles to be worn on the sports hall surface. • Only safe and appropriate equipment can be used for the relevant activity • All netting and equipment must only be moved by a member of staff • Cricket balls to be used in the netting area only. Softer balls to be used outside the cricket netting.
Gym	<ul style="list-style-type: none"> • Only clean trainers without black soles to be worn on the Gym surface • Only safe and appropriate equipment can be used for the relevant activity • Equipment – only to be moved by a member of staff.
Fitness Studio	<ul style="list-style-type: none"> • Only clean trainers without black soles to be worn on the dance hall surface • Only safe and appropriate equipment can be used for the relevant activity
Main Hall	<ul style="list-style-type: none"> • Retractable seating only to be operated by Premises Manager or appropriately trained user. • Lighting and sound equipment may only be moved and operated by appropriately qualified users. • No stiletto heeled shoes to be worn on the hall surface
Meeting Room/Classroom	<ul style="list-style-type: none"> • Meeting room and classroom furniture must be relocated to the position found prior to the use of the room.

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