

# ELSWICK PARISH COUNCIL MULTI USE GAMES AREA BOOKINGS

November 2016

## BOOKING CO-ORDINATORS

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## BOOKING PROCESS

All MUGA bookings are via a free membership card system which operates as below:

1. Bookings are confined to membership holders only.
2. That membership is free to persons hiring the facility at the rates set out under Charges.
3. That membership is also free for children under 16 who live in the village but use the facility free of charge via one of the approved residents groups.
4. Children from other villages using the facility free of charge via one of the approved residents groups are charged at £50 per year for membership or £5 per month.
5. Membership to be subject to prior application accompanied by two passport style photographs.
6. Membership cards to be issued with one copy of the photograph and the other photograph retained with the application.
7. The date of birth of junior members to be included on the membership card.
8. Bookings to be made at least three days in advance to the booking coordinators together with a refundable deposit of £5 for the key.
9. Keys will be issued/made available 15 minutes prior to booking.
10. Where possible casual bookings will be accepted but no guarantee can be provided without the 3 day notice.
11. In booking the facility members will be liable for the loss of their deposit and a further fee of £25 if the key is not returned or the facility not locked after use. Any damage caused or otherwise misuse of the facility will incur a similar charge(s)
12. Membership cards may be withdrawn at any time for misuse of the facility or any other inappropriate behaviour or damage to Council or Village Hall property.
13. All users will pay the appropriate charges for the facility unless otherwise approved by the Council. One free session will be given for every four sessions booked.

14. APPROVED GROUPS:

Any such approved groups will need to meet **all** the following conditions:

- The group is a properly formulated Elswick residents group with a constitution, bank account and exists for the benefit of Elswick children.
- The group obtains consent forms from the parents of all the children attending the sessions and does not allow children to participate until these completed forms are returned. These consent forms to be made available to the Council on request.
- That prior to booking the facility, the group provides the council with a rota of supervising adults. An adult (over 18 years of age) to be present in the MUGA at all times during the period of hire and responsible for operating the floodlights and locking the facility
- The supervising adult to also be responsible for taking a role call at each session and checking that consent forms are to hand for all children present. The roll calls to be submitted to the clerk of the Council on a monthly basis via email or post.
- The group to be responsible for undertaking appropriate risk assessments and obtaining public liability insurance.
- The group to exclude any child who misbehaves or damages any council or village hall property.
- If the group engages any outside bodies or persons for coaching or operating the sessions the group be responsible for ensuring that any CRB or other required checks are undertaken.
- The group will ensure that no skateboards or studied/bladed footwear /scooters are used on the facility.
- Any use must be first approved by the Council. No deviation of days or times or additional use will be permitted without prior approval of the Council.
- All litter generated by the users must be collected and removed from the site at the end of each session by the group.
- The group will ensure that the Council's regulations and bylaws relating to the village hall site be adhered to during and before and after sessions.

<b>MULTI USE GAMES AREA (MUGA) CHARGES</b>	
Tennis (May to September)	Hired by the hour
Adults per Court	£3.00
Juniors per court	£1.50
Other Sports (October to April)	
Adults per group	£10.00
Juniors per group	£5.00
Adults with floodlights per group	£15.00
Juniors with floodlights (supervised by an adult)	£6.00