



ECiM SPORTS FACILITIES – EXTERNAL LETTINGS POLICY & DISCLAIMER

This policy outlines the expectations and rules for all external companies/individuals hiring sporting facilities at Epsom College in Malaysia.

Admission

- Children under eight years of age must be under the constant care and close supervision of an adult who accompanies them at all times.
- No animals, other than guide dogs, will be admitted to use the sports facilities.

Access

- All use of sports facilities must be agreed by the Director of Sport in advance.
- All users must sign in with the security team at the main gate and ensure they sign out.
- Access to the facility is limited to the designated areas only.

Behaviour and Conduct

- The College operates a no smoking and no chewing gum policy in all of its indoor sports facilities and artificial outdoor surfaces.
- Any person using offensive language or behaving in a disorderly manner or interfering with any other person will be refused entry to or evicted from the sports facilities.
- Any person who poses a risk to themselves or others due to the consumption of alcohol or drugs will be refused entry to or evicted from the sports facilities.
- No person shall introduce or consume alcoholic liquor at the sports facilities. In the case that permission is obtained for the sale/consumption of alcohol on ECiM premises, alcohol shall be consumed in the designated area/s only.
- Any person who purposefully damages property belonging to the College will be liable to meet the cost of repair and may face legal action.
- Written and verbal instructions from the staff must be followed.
- Users must wear suitable clothing and footwear for the activity in which they are engaged. Clean footwear with light-coloured or non-marking soles must be worn on all indoor court areas.

Cleanliness

The College environment must be kept clean, tidy and rubbish placed in the bins provided.

Emergencies and First Aid

Users participate at their own risk and are responsible for any injuries caused whilst on the College site. This includes lightning strikes or injuries caused by the facilities. The College does not provide personal insurance for people taking part in its sports and fitness classes and courses.

Equipment

Users must not use any of the College sporting equipment unless the Director of Sport has agreed and as a part of rental arrangement.

Food

No outside food is allowed in the College facility without prior agreement from the Director of Sport and/or College Bursar.

Insurance

Epsom College in Malaysia maintains certain insurances as required by law. These do not in general, cover the Hirer, or his/her group, against such risks as Hirer's liability to the College or others for personal injury or death or loss or damage to property not caused by the negligence of the College; or loss of profit following cancellation. The Hirer will be required to provide evidence of cover in respect of public liability risks.

Valuables

The College cannot accept responsibility for valuables lost or stolen in and on its sports facilities. Users are strongly advised to bring minimum amounts of money and other valuables into and on sports facilities.

Damage to Facilities

The Hirer acknowledges that it is the responsibility of the Hirer to ensure that the facilities are returned to the College without any damage after use. The Hirer accepts that they are responsible for all damages, however they arose, as a result of their hire and use. The Hirer is entirely responsible for any repair or replacement of any damaged items to the satisfaction of the College within two weeks. For certain events, the College may require the Hirer to undertake an insurance policy that will provide sufficient coverage to the satisfaction of the College.

Individual facility rules

Artificial pitches

- No smoking or chewing gum is permitted on the pitches and surrounds.
- No glass bottles or food are allowed on the pitches and surrounds.
- Users must wear clean shoes.
- Users of the water-based pitch must wear training shoes or astro-turf shoes.

Fitness suite (& Strength & Conditioning Suite)

- Users are required to wipe down equipment after use.
- Users must use equipment for the purpose it is intended.
- Faulty or broken equipment should be reported to Sports Staff immediately.
- Users must replace all equipment after use. Discs must be removed from bars after use and returned to their storage rack.
- Large metal discs must not be used on lifting platforms.
- Sports bags are not permitted in activity areas.
- Users must undergo the relevant induction prior to using the fitness suite or strength and conditioning suite.

Parking

All users will be directed to a designated parking area by the security team.

Swimming pool

- No person shall enter the swimming pool unless sports staff supervises it.
- Children under eight years of age must be in constant care and close supervision of an adult who accompanies them at all times, including in the water during recreational swimming sessions. A ratio of one adult to two children under eight years of age is enforced during recreational swimming sessions.
- Swimmers must shower before entering the swimming pool.
- Glass bottles are not permitted in the building.
- General Pool Rules must be adhered to:
 - no running
 - no shouting
 - no back diving
 - no diving in water under 1.8m
 - no petting or intimate behavior
 - no spectators on poolside
 - no bombing
 - no dunking
 - no pushing
 - no acrobatics
 - no spitting
 - no throwing objects.

In teaching sessions, each teacher shall have a valid lifesaving qualification.

It is the Hirer's responsibility to provide adequate poolside supervision and appropriate numbers of qualified lifeguard (NPLQ) and Level 2 assisted lifesavers, taking account of the number and type of persons using the pool in accordance with the current ASA and HSE Guidelines.

Except at the teacher's discretion, all non-swimmers shall wear armbands or some type of floatation device. Before leaving the poolside at the end of the sessions, the supervisor or teacher shall ensure that all equipment is returned to the appropriate storage points.

All users should be familiar with the Normal Operating Procedures (NOP's) for the Swimming Pool.

Disclaimer

Accidents are possible. The College does not accept any responsibility for any loss, injury or damage sustained by anyone or to the property of anyone using or visiting the premises.
Our aim is to provide users with enjoyable, quality experiences.

Signature: _____

Signed by: _____
(block capitals)

I/C/Passport No: _____

Signed on behalf of: _____
(company name)

Date of signing: _____

Date of use: _____

Signature: _____

Signed by on behalf of ECiM: _____
(block capitals)

I/C/Passport No: _____

Date: _____