**Sports Facilities Bookings Application Form**

|  |
| --- |
| **Booking Deposit:** In order to confirm your booking, a non-refundable booking deposit of 30% is required, followed by the final balance before the booking. All bookings must be paid for in advance. See no. 2 over, for our cancelation policy. |
|
| **Official Event Name:**  |   |
| **Date(s) of Event:** |   |
| **Event Start Time:**  |   |
| **Event Finish Time:** |   |
| **Event Admission:**  |   |
| **No of Participants:**  |   |
| **No of Spectators:**  |   |
| *(Additional Hours may incur a cost, to be discussed before event confirmed)* |
| **Facility(s) Required:**  |   |
|   |
| **Set-Up Requirements:**  |   |
|   |
| **Set-Up Start Time:**  |   |
| **Take Down End Time:**  |   |
| *(Overnight set-up cannot always be catered for, additional hours may require additional fee)*  |
| **Storage Required:**  |   |
| **Bleacher Seating:** | (Seats 372)  |
| **Tables:** |   |
| **Chairs:**  |   |
| **Dressing Rooms:**  |   |
| **Further Requests:**  |   |
|   |
| *(Request for over 30chairs will require carpeting on floor - this carpet cover cost is not within event costs or supplied by DCU Sport)* |
|
| **Event Organiser**  |
| **Name of Organiser**   *(During Booking)*  |   |
|   |
| **Contact Details**  | **Mobile:**  | **Email:**  |
| **Insurance Company:** |   |
| *(A copy of the insurance policy should accompany booking sheet)* |
| **Parking Information**  |
| **Approx. No Cars:** |   | **Approx. No Buses:**  |
| *(Please note we do not provided parking for event, please discuss with the administrator)* |

**Sports Facilities - Bookings & Events Code of Conduct**

Thank you for choosing DCU Sport for your booking / event. We are delighted to assist you with any queries you may have in relation to hosting here at DCU Sport. Please note you are responsible for organizing your own booking / event. This Code of Conduct is policy for the safety and comfort of all our users. All other codes of conduct in place throughout the facility must be adhered to.

1. For the purpose of this document the DCU Sport Booking Administrator refers to the contact within DCU Sport. The ‘Bookee’ refers to the person who books the facilities for a once off, small booking or large event and includes / has responsibility for the booking, coaches, event organizers, management teams, participants and spectators etc and all persons involved with the booking / event.
2. **Cancellation Policy:** Once off bookings will require 48 hour notice in the event of a cancellation, and a 50% charge of the full price, will be incurred. Block bookings and events will incur a full charge of the agreed booking / event price, where the cancellation is within 4 weeks of the event taking place.
3. The Bookees must inform the DCU Sport Bookings Administrator of all details of set up and other requirements on the booking form.
4. “Facilities” include the arena, minor hall, seminar rooms, swimming pool, soccer centre, all outdoor grass pitches and associated premises attaching to DCU Sport, Sports Campus, St. Patricks Campus and Dublin City University.
5. The Minor Hall hosts a rock-climbing wall, as part of any booking the wall is not available for use unless otherwise requested at time of the booking and with supervision of a qualified instructor.
6. The Duty Manager is the Point of Contact on the day of your booking. The Duty Manager is available at reception at all times during your booking if you require assistance or on 01 700 5797.
7. All bookees must report to DCU Sport Complex reception on entering and leaving the facilities.
8. The complex opening hours are 6:30am-10pm Monday – Friday and 9am-5.30pm Saturday, Sunday & Bank Holidays. Please check website for opening hours during holiday periods. Where a booking may fall outside of these hours, a written request must be submitted to the DCU Sport Bookings Administrator on booking of event in order to apply for additional time. Once approved, additional time outside opening hours will incur extra charges.
9. The DCU Sport brand must be differentiated and maintained at all times. Copies of our logo are available from the DCU Sport Bookings Administrator.
10. An event plan is required when the booking is longer than 1 day in duration and where there are over 100 spectators / participants expected. This will be required at least 6 weeks in advance of the event and will be submitted to the DCU Security office and the DCU Estates office.
11. A copy of the insurance policy should accompany the attached booking form.
12. In the event of an emergency, the direction of DCU Sport Staff must be followed. The fire alarm can have drills/tests from time to time, but should always be taken seriously and evacuations must be carried out.
13. DCU Sport Safety Statement is readily available on request at the DCU Sports Complex reception – please ask to read or if you require a hard copy in advance please ask. Health and Safety Statements are available to view at the main reception or on a request.
14. In order to maintain a high level of efficiency and safety, co-operation with DCU Sports Complex staff would be greatly appreciated.
15. DCU Sport have a comprehensive environmental policy in place, which must be adhered to by all bookees.
16. Any bookee using the facilities shall ensure that a competent person is in constant attendance during the period of the booking / event. It will be the duty of the bookee to supervise the booking / event and safeguard the facilities during the period of the booking / event.
17. All Bookees must provide their own first aid equipment and qualified first aider. Any Bookee which does not have its own equipment/first aider should bring this matter to the attention of the duty manager. All accidents must be reported to the duty manager at the time of the incident. In the event that an ambulance is required, please contact any DCU Sport member. If an ambulance has been called directly please ensure that you inform a DCU Sport staff member.
18. Management and staff reserve the right to refuse admission at all times. Permission to use the facilities shall not be granted to any person who is under the influence of drugs or alcohol.
19. The Arena floor must be safeguarded from damage at all times. Nothing will be used that may mark the floor. Tape must not be put in floor at any time.
20. Food and drink, other than water are not allowed in the facility. It is the responsibility of the Bookee to ensure that this is complied with.
21. Dublin City University & DCU Sport has a No Smoking Policy in all of its Sports Facilities.
22. No animals shall be admitted to any part of the facility.
23. Fire exits must only be opened in the case of an emergency.
24. Any Bookee who wishes to bring in their own equipment must ensure that the equipment is safe to use.
25. Any Bookee who requires storage for equipment must specifically apply to the DCU Sport Bookings Administrator. All equipment must be removed from the storage area immediately after the booking. The storage area must be left clean and tidy.
26. Access to the PA System and Mic should be requested at the date of booking to ensure accessibility.
27. Bookees who request tables and chairs must return all tables and chairs to Arena (Hall 1) after use.
28. Any Bookees requesting to put up signage / posters must seek the permission of management prior to the event. SPONSORHIP agreements for events / bookings must receive prior permission from DCU Sport..
29. All Bookees must allow adequate time for equipment set up; take down and facility clean up. This time must be included in hours booked at time of booking and within facility opening hours.
30. Bookees / Event Organisers / spectators / participants are not allowed to enter the facility until the booking time commences. The premises must be vacated by all users when the booking time has lapsed.
31. All Bookees must ensure that the facilities are left in a clean and tidy manner. Responsibility for cleaning during the event rest with the Bookee. ALL Facilities should be left, as they are found i.e. all equipment / signage removed. Facilities should be left in a clean manner.
32. Photographic equipment of any description is not allowed in the facility unless agreed in advance with the DCU Sport Bookings Administrator.
33. No person shall be allowed to use the facilities without wearing the appropriate attire for their chosen activity. Non-marking soled shoes are required for all indoor courts and studios. No football boots are allowed on the Soccer Centre. Molded boots only on the new 3G pitch in Sports Campus.
34. DCU Sport accepts no responsibility for any private property that may be damaged, lost or stolen while using the facilities.
35. In some cases the availability of services may be dependent upon equipment that may be subject to preventative maintenance which may cause delay or large events that must take priority.
36. A work permit may be required if the Bookee are using any sub-contractors for works, deliveries, lighting etc please contact estatespermits@dcu.ie .
37. The Bookees must inform management of any delivery to be taken for event.
38. DCU Sport has no photocopying / printing services available to bookees.
39. For DCU catering please contact restaurant@dcu.ie / For DCU accommodation please contact David Doyle at david.m.doyle@dcu.ie .
40. At DCU Sport, we have limited car parking spaces available for members only. Non-members and event participants and spectators must use the campus multi-storey car park. Where parking is arranged for event organisers, wristbands for the car park are strictly per car and limited in number. If your booking / event involves the use of coaches for participants / spectators, please let us know in advance and due effort will be made to facilitate coaches.
41. Due to unforeseen weather conditions / pitch damage or other such emergency DCU Sport, may cancel pitch bookings.
42. University Sports Complex will endeavour to ensure that all facilities and equipment are maintained in working order but the complex accepts no responsibility for the failure or breakdown of any equipment or facility however caused due to unforeseen circumstances – electric faults, flood damage or an area unsafe. DCU Sport will give as much cancellation notice as possible, however should this occur.
43. **Child Protection**- all bookings involving children must have a Child Protection Policy. Where there is no policy you must adhere to DCU Sport Child Protection and Safeguarding Policy, which is available at: www.dcu.ie/dcusport/child\_protection.shtml
44. Do you have a child protection policy?

Yes \_\_\_ or No \_\_\_\_

1. What is the date of review for that policy? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Have you read and understood the DCU Sport Child Protection and Safeguarding Policy?

Yes \_\_\_ or No \_\_\_\_

1. Name and contact details of your Designated Liaison Officer:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. The following are Mandatory Requirements for all bookees and must be implemented for all bookings. Please note they refer to Children U18 and vulnerable adults.

**Our Mandatory Requirements for All Bookees**

**As a minimum DCU Sport require all bookees to implement the following on every booking/event:**

1. Designated Liaison Person must introduce themselves to our Manager on Duty, giving contact details and be the main contact throughout the day to answer any questions regarding the Child Protection. For every visit the DLP must ensure they meet the manager on duty and follow the Mandatory Requirements.
2. There must be a picture of the Designated Liason Person and Deputy Designated Liason Person along with their contact details displayed at the main entrance to the event. One or both of the Liaison Person(s) must be present at the event for the duration of the event.
3. All bookess must ensure there are signed separate toilets and changing facilities for children both boy and girl and adults both male and female. The signage must be displayed for the duration of the booking. These should also be appropriately supervised by the DLP.
4. All under 18's must be supervised at all times. The recommended ratio's by the Irish Sports Council are for children under 12, 1 adult: 8 children/young people and for children over 12, 1 adult: 10 children/young people.
5. Using bathroom/changing facilities: there must be a 3 Child :1 Adult ratio at all times. Adults must check the changing rooms/toilets are clear of other users before the children enter and must wait outside the door until finished to ensure nobody enters.

**I, the undersigned have read the attached Sports Facilities Bookings Code of Conduct and hereby agree that my club / group will adhere to the said Code of Conduct and all other Codes of Conduct in place throughout the facility while availing of the aforementioned facilities.**

|  |  |  |  |
| --- | --- | --- | --- |
| Signed:  | Date: | Signed:  | Date:  |
| On Behalf of:  | (DCUSportBookings Administrator) |

**Office Use Only:**

**Set Up Requirements:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staffing Requirements: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Storage Requirements: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parking Band Requirements: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Wheelchairs Access) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cleaning Requirements: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Estates Notifications: Yes \_\_\_ or No \_\_\_\_

Zest Café Notified Number

**Bleacher Seating**

**Water Access**

**Changing Rooms**

**U 18’s Access**

**Chairs/Tables *(Gillian Barry)***

**Car Parking *(Helix Multi-Storey)***

**Access *(Back of arena – car registration plates)***

**Take Down Requirements:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Storage Requirements: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cleaning Requirements: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DM on Set-Up:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DM on Event:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DM on Takedown:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Passover to Duty Manager:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

 Version 25: 07/02/2019