



# Community Group Booking Form for the Use of the Swimming Pool

Name of Community Group: .....

Name of Community Group Contact: ..... Contact Telephone Number: .....

Event: ..... Approx. No of Attendees: .....

Days/Dates requested: .....

.....

.....

.....

Time required: To include time to set up/clear up after event

Swimming Pool required from ..... to .....

**I have read and agree to abide by the Rules for:** The Use of The Swimming Pool by Community Groups

Signed by Community Group Contact..... Date .....

**Please retain the copy of the 'Rules for Use' for your records.**

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Approval/Rejection by Reception Staff ..... Date .....

Approval/Rejection by Administration Manager ..... Date .....

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Confirmed Booking on Date: ..... Via: (Face to Face/Email/Over the Phone) .....

# Community Group Booking Form for the Use of the Swimming Pool

## Rules for the Use of the Swimming Pool by Community Groups

- 1 Bookings may be made by all community groups. In the event of a booking date being requested for an event by another resident or Community Group, staff will contact the community group representative in order to ascertain whether the group wishes to keep the date or allow the other party access to the facilities.
- 2 To avoid wasted resources all Community Groups should inform DPML at the earliest opportunity if there is a possibility that a booking will be cancelled.
- 3 Multiple dates may be requested on a single booking form, and each date being booked must be clearly noted. The completed booking request form is to be submitted to DPML reception in order for the booking to be approved or rejected.
- 4 If any substantial alterations to the event is likely, DPML must be advised at least 3 days prior to the event.
- 5 The Community group contact is responsible for the behaviour of all those attending the event and is liable to DPML for the cost of any repairs to or replacement of any property belonging to DPML which is lost, damaged or destroyed during the period of the hire.
- 6 The satisfactory inspection of the premises and completion of the Swimming Pool checklist must be carried out **for each event and counter signed by DPML staff** showing that no damage has occurred.
- 7 The Community Group will not sub-let the room or use it for any function or purpose other than that stated on the booking form.
- 8 DPML management reserves the right to remove or have removed from the premises any person(s) causing a nuisance or behaving in a manner likely to bring harm to themselves or others in the pool.
- 9 DPML management reserves the right to remove or have removed from the premises any person(s) causing a nuisance or behaving in a manner likely to bring DPML or the Club into disrepute.
- 10 The Community Group contact is responsible for ensuring the premises are left in a clean and tidy condition after the event.
- 11 The Community Group contact is responsible for ensuring everyone present is aware of the position of the fire exits and assembly points and ensuring that fire exits are kept clear at all times.
- 12 Any event which may be seen to have religious, charitable or political implications must have the prior agreement of the Trustees.

**PLEASE NOTE**- The Clubhouse, including the Swimming Pool is a **NON SMOKING** environment and it is the responsibility of the hirer to ensure this regulation is adhered to at all times.