

If you would like an accessible version of this document, please

email: [sportsbookings@exeter.ac.uk](mailto:sportsbookings@exeter.ac.uk)

Or telephone: 01392 722255

These forms must be completed to process ad-hoc or block bookings through the Sports Bookings team. Reservations can be made for clubs, teams, educational establishments, companies and social groups.

Please produce evidence of authority when booking on behalf of any registered group.

1. Complete the **Activity Forms, including Insurance & Risk Assessment**
2. Read and retain the **Terms and Conditions**
3. Return via email to: [sportsbookings@exeter.ac.uk](mailto:sportsbookings@exeter.ac.uk)  
or via post: **Sports Bookings, University of Exeter Sport, Stocker Road, Exeter, Devon, EX4 4QN.**

#### Details of person responsible for booking:

|            | Name | Email | Phone |
|------------|------|-------|-------|
| Contact 1: |      |       |       |
| Contact 2: |      |       |       |

#### Group Name (write under group type):

|             | Club/Team | School/College/Uni | Company | Social Group |
|-------------|-----------|--------------------|---------|--------------|
| Group Name: |           |                    |         |              |

*A group is classified as an 'Unincorporated Associate' for example: a group of friends.*

## Facility Request

Please detail as much information about your request as possible. If you wish to discuss further options, then please call the Bookings Team on: **01392 724432** or **01392 722255**.

| Facility | Activity | Possible dates | Possible times |
|----------|----------|----------------|----------------|
|          |          |                |                |
|          |          |                |                |
|          |          |                |                |
|          |          |                |                |

| Additional requirements  |             |  |
|--|-------------|--|
| Additional parking   | Please tick |  |
| Chairs / tables  | Please tick |  |
| Accessibility  | Please tick |  |
| Accommodation or hospitality   | Please tick |  |
| Additional Information   |             |  |
| <p><i>The Sports Park has a car park that is chargeable for 2 hour periods – Mon to Fri until 18:00.<br/>St Luke's Sports Centre does not have a dedicated customer car park Mon to Fri until 18:00.</i></p> |             |  |

## Insurance

| Insurance   | Expiry Date | Policy Amount | Insurance Details |
|---|-------------|---------------|-------------------|
| Confirmation of Public liability (please email a copy to <b>sportsbookings@exeter.ac.uk</b> ) |             |               |                   |
| N/A   |             |               |                   |
| <i>'Unincorporated Associate' may tick N/A as applicable</i>                                  |             |               |                   |

## Risk Assessment

Please tick to confirm copies of the following (as appropriate) are attached and will be sent to: [sportsbookings@exeter.ac.uk](mailto:sportsbookings@exeter.ac.uk). If these are not applicable, please type N/A.

| Relevant Information   | Attached/Emailed – Please Tick as appropriate |
|--|---|
| Coaching Certificates  |   |
| Details of Governing Body for Sport, including accreditations and affiliations |   |
| Lifeguard  |   |
| Child Protection Policy  |   |
| DBS Checks   |   |
| Health & Safety Policy   |   |
| Risk Assessment  |   |
| Details of Governing Body for Sport, including accreditations and affiliations |   |

Please note: If you have compiled a comprehensive risk assessment including each of the below hazards, please email a copy to: [sportsbookings@exeter.ac.uk](mailto:sportsbookings@exeter.ac.uk) If fully documented you may go straight to the signed declaration at the end of this document.

**If you have not yet performed a risk assessment, please complete the following:**

| Health & Safety questionnaire |  | Details (type in boxes below or attach to return email) |
|-------------------------------|--|---|
| 1                             | Will your booking increase <b>fire risk</b> ?<br>If yes, how so, and how will you mitigate this risk?  |   |
| 2                             | Please list any <b>hazardous substances</b> that your group/ club stores or uses.<br>Explain how the risks associated with these substances will be reduced?   |   |
| 3                             | A qualified first aider and basic first aid kits are accessible withing our Sports Facilities.<br><b>Are these first aid provisions sufficient for your booking?</b><br>If not, please provide additional details. |   |

|   |  |  |
|---|--|--|
| 4 | Will your booking include people under the age of 18? If so, your booking will require a <b>Child Protection Policy</b> (please attach/provide details, declare if you have a child protection officer or advise when your CPP will come into effect).   |  |
| 5 | Does your club use <b>equipment that can present a significant risk</b> (e.g. arrows for archery). Please list such equipment and outline procedures in place to eliminate or control these risks.   |  |
| 6 | Do you have <b>defined limits and ratios for participation</b> in your activity? If so, please list the ratios/ maximum number of participants you consider reasonable for your activity.  |  |
| 7 | Does your activity require <b>qualified coaches, leaders or instructors?</b> If so, please list all necessary details and qualifications each coach, leader or instructor.   |  |
| 8 | Are you affiliated to the <b>relevant governing body</b> for your Sport? List all recognised standards, codes of practice and guidance and the organisation that publishes them. If you do not comply, please give reasons or a date by which you will comply.   |  |
| 9 | Will your booking require the use of <b>swimming pools?</b><br>NB: the UoE ensures water quality and safety, including provision of lifeguards on rotation. <b>Requirements additional to the above will have to be declared prior to your booking.</b><br>Please detail pool supervision arrangements including; lifeguard provision, bather ratios, qualifications and experience.<br>Specialised water-based activities (such as Sub-Aqua) will need to provide equipment details, maintenance and inspection policies, alongside details and qualifications of the person responsible. |  |

| Declaration   | Details |
|---|---------|
| I agree that the details above are correct and I have authority to make a booking on behalf of the Club, Team, Educational Establishment, Company or Group. |         |
| Name  |         |
| Signature   |         |
| Date completed  |         |
| <i>This form is subject to review every 12 months.</i>  |         |