

BOOKINGS POLICY

Sport Brighton operates a number of sports facilities across sites. If your club requires use of these facilities over and above your clubs pre-booked sessions then you need to contact the student sports office with details of the date, time and facility and they will seek to book it on your clubs behalf. Please note that this is subject to several factors including budget and availability.

This is free of charge during term time. Out of term time a nominal charge will be made. Ask the student sports office for rates. By using the University's sports facilities under your club's Sports Federation status you agree to the following terms:

- If a cancellation of a booking is required, 48 hours notice must be given to Sport Brighton. Please contact the Duty Officer directly on 01273 643706 (Eastbourne); 01273 643520 (Falmer); 01273 642126 (Cockcroft) to advise and email the office.
- In the event that 48 hours notice is not provided, the full public rate for the hire of the facility can be charged to that club.
- Sports Fed Cards must be shown at all times. Failure to show this card will result in the individual being charged a £1 entry fee into the hired facilities. Cards can be obtained from Sport Brighton receptions.
- Any unauthorised use of facilities by clubs and Sports Fed members will result in the full public rate being charged for facilities used.
- Allocations are given subject to reasonable attendance at each session. Sport Brighton reserve the right to withdraw facilities should attendance levels fall below reasonable usage, following negotiation with the Sports Federation.
- Sport Brighton cannot offer unlimited use of facilities to Sports Fed clubs. There is a set overall allocation and if clubs require additional off peak time for training on a regular basis this can be negotiated at an off peak Sports Fed user's rate.
- Any club coaches who are not members of the university must be agreed with the Sports Federation so that they can be put on the official list with Sport Brighton. Coaches not registered with the Sports Federation will be charged £1.00.
- Sports Fed members are expected to set up and put away the equipment. If you require help or advice on setting up equipment then please ask a member of staff. The centres rules and regulations located in the foyer notice board, must be adhered to at all times and apply to all clubs and users.
- Any additional allocation of time or changes to existing allocation MUST be directed to the Student Sport Office, who will make the booking on your clubs behalf.

Please note that all sports federation bookings must be attended by a club committee member or named official in your clubs code of practice. Your club's committee is ultimately responsible for all that happens whilst you have the facility booked under your club.