

Hires

- The Booking Form establishes the contract between the hirer or organisation and Mount Kelly Swim Centre.
- The hirer must be over 18 years of age.
- The hirer shall be responsible for payment and any other charges to do with the hire.
- Hirers will be charged for all time at Mount Kelly Swim Centre and this will include setting up and dismantling times. Hirers must ensure sufficient set up/down time for the session is booked.
- Single bookings may be paid for in full via credit/debit card, cheque or cash before use of the Mount Kelly Swim Centre. Bookings are only considered confirmed once full payment has been received into our bank.
- Residential Swim Camp Payment Arrangements - A deposit of 20% of the estimated cost of the camp must be paid when the booking is made. A further invoice of 70% of the estimated cost of the camp must be paid before the camp. The final invoice for the remainder taking into account any adjustments will be made after the camp.
- Regular bookings will be invoiced. Invoices must be paid within 14 days of receipt. Failure to do so may result in your booking being cancelled.
- We reserve the right to review prices and will notify customers with a minimum of 14 days' notice.
- All areas shall be left clean, tidy and free from damage. Any additional cleaning, waste removal, repair or necessary replacement undertaken by Mount Kelly Swim Centre as a result of the hire shall be charged and payable within 14 days.
- The hirer shall be liable for any additional expenses incurred by the Swim Centre if any hire overruns.
- A minimum of 14 days' notice of cancellation must be given for all bookings, or else, the appropriate charge will be levied. Anyone cancelling a session or sessions that are block booked will be liable for all associated charges regardless of whether they are fully utilised. Any deposit paid upon booking is non-refundable.
- Any person leaving a session of their own choice or those required to leave by the Swim Centre Manager for reasons of safety will not be entitled to a refund.
- The hirer should ensure that suitably qualified persons appropriate to the activity shall be in attendance at all times. Copies of these qualifications should be passed to the management at the point of booking.
- It is strongly advised that hirers take out adequate insurance cover to protect against cancellation.
- Organisations hiring facilities must provide prior to the first session a copy of: a completed booking form; coaching qualifications for any coaches delivering sessions; Public Liability insurance; and a Safeguarding Policy. A booking cannot be accepted until these have been provided.
- The hirer shall not sub-let the booking(s) that has been agreed and if found to do so, the hirer will forfeit the remainder of their block of sessions and be liable for the full cost of the allocated sessions.
- Club swimmers are permitted to enter the pool hall 10 minutes before the start of the session with their coach and a lifeguard present to warm up on the pool surround. However, they should not enter the water until the start of the session. A lifeguard must be present.
- Club swimmers should leave the pool at the end of their session time. They are permitted to remain on the pool surround in the pool hall for 10 minutes at the end of a session with their coach and a lifeguard present to cool down.
- Music may only be played in the building with permission of Pool Management.

Public Swimming Sessions

- A responsible adult over 16 years of age should accompany all children under the age of 8 in the pool. While in the pool they should maintain a constant watch over the children and be in close contact with those children who are weak or non-swimmers.
- Children aged 4 to 8 should be accompanied by a responsible adult on a one adult to two children basis.
- Children under the age of 4 should be accompanied by a responsible adult on a one adult to one child basis.
- A responsible adult over 16 years of age accompanying children to the Swim Centre will be able to take under 8's into an 'opposite gender' changing room where there is no other responsible adult to take the child into a 'same gender' changing room, as it is reasonable to assume that a child deemed too young to swim unaccompanied is also too young to fend for him or herself in a changing room or to change unaccompanied.

Learn to Swim Programme

- We are not able to refund for missed lessons or withdrawals from the programme. Where serious injury /illness has occurred we will review the case on an individual basis.

General Rules and Regulations of Use

- In the case of an emergency affecting the premises, users are bound to comply with the instructions of the management.
- All users must follow the Pool Rules as displayed and activities the staff consider to be a hazard or detrimental to the facility or school site will not be permitted.
- We reserve the right to refuse or cancel any activity without giving any reason and/or to refuse admission to the Mount Kelly Swim Centre.
- We can; add to, change, withdraw or cancel facilities or activities from the centre without notice. This includes pool closure or changes to its opening hours for safety reasons, maintenance or special events.
- Use of the school grounds or buildings is not permitted under any circumstance without prior booking with the school.
- Users must report any accident, injury or damage immediately to a member of staff.
- No structural or other alterations shall be made to the fabric of the building or any furniture fixture or fittings.
- Users are responsible for removing their own rubbish.
- Vehicles should be parked in the car parking spaces provided at the Swim Centre Car Park or the overflow car park at the all-weather pitch. No parking is permitted on the yellow lines. Use of the car parks are at the sole risk of the vehicle owner.
- Alcohol and/or illegal drugs are not permitted and must not be brought to the premises. User shall not be under the influence of alcohol or illegal drugs.
- No banners, leaflets or posters shall be placed within the boundaries of the Swim Centre without the approval of the Pool Management.
- The use of cameras, camera phones, video cameras, tablets or iPads are not permitted in the changing rooms, showers or toilets.
- Only authorised photography is permitted in the pool halls. Please read the Mount Kelly Swim Centre Filming and Photography Policy on the website.
- The school including the Swim Centre is a non-smoking site.
- For security reasons users are requested to store personal belongings in the lockers provided. Lockers are provided on a daily basis only and items left at the end of the day will be removed and treated as lost property.
- Users are not permitted to sell or offer any goods or services without the written permission of the Pool Management.

- Under section 26 of the Counter Terrorism and Security Act 2015, we also have a responsibility to prevent people from being drawn into terrorism, we will therefore ensure that our premises and facilities are not used for extremist activities.
- No crockery or glass items are allowed in the changing rooms or swimming pools.
- No food or drink, may be brought into and consumed within the changing rooms or on poolside.
- Entry to the Swim Centre is only permitted at the main entrance. Fire exits, which are clearly marked, are there in the interests of safety and users must not interfere with these doors for any reason.
- No outdoor shoes are permitted on poolside or in the changing rooms. Users are requested leave footwear on the rack at the entrance to the changing rooms or to remove their footwear and socks and carry them into the changing rooms.
- Users are asked to inform staff of known health problems i.e. heat conditions, asthma or epilepsy. Lifeguards will pay particular attention to these customers. Users are advised to keep medication in a suitable location such as the First Aid room when using the facility.
- All lost property found on the premises must be handed in at Reception. Items will be kept for four weeks. Unclaimed items will be donated to local charities and valuable items may be sold and the proceeds donated to charity.

Liability

- Mount Kelly Swim Centre accepts no responsibility for the loss of, or damage to, property or injury, illness or death, on these premises unless caused by its own negligence.
- Mount Kelly Swim Centre carries full Public Liability Insurance, details of which can be provided upon request.

Data Protection

- We gather and process information in adherence with the General Data Protection Regulations (GDPR). Any personal data collected about you will be used in order to provide you with the services you require. The information we hold about you will only be used for the reason it was obtained.

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