

NORMAL OPERATING PLAN (N.O.P.)
CONDITIONS OF HIRE

Each user group must advise the Epsom College Sports Facilities Administrator who is in charge and responsible whilst the group is in the building.

Only approved equipment may be used in the building and the College reserves the right to refuse equipment considered unsuitable.

The College reserves the right to refuse admission to any persons refusing to comply with the regulations or misbehaving in a way that may cause danger or annoyance to other customers.

Hiring groups or individuals will be held responsible for any damage caused to the building property during their hire.

Epsom College shall not be held responsible for any personal injury or loss of hirers' personal property during their time in the building.

A no smoking policy operates throughout the College site.

No food or drink shall be consumed in the sports halls, squash courts, fencing salle, classroom or in the changing rooms. If necessary plastic water bottles only may be used at the hirer's own risk.

The hirer shall not use the facilities for any purposes other than that specified on the application for hire form, neither shall the hirer sublet the benefit of any permission to use the facilities hired.

The hirer shall ensure that the facilities and equipment used are left in a clean, tidy and orderly condition at the end of the period of use.

The hirer shall ensure that all areas are cleared before locking the front doors.

The hirer shall ensure that they follow the rules and guidance for hirers and the regulation for the safety of members of the school and all other users of the sports centre.

Staff must be trained to follow the safety rules included in the NOP and EAP and should practice emergency procedures at the start of each term with children in their class.

The Company does not undertake to maintain any insurances save those required by law. The Hirer must inform the Company of all material matters of which the Company's Insurers should be informed in relation to the intended use of the premises and facilities. These do not in general, cover the Hirer, or his/her group, against such risks as Hirer's liability to the Company or others for personal injury or death or loss or damage to property not caused by the negligence of the Company; or loss of profit following cancellation. **The Hirer will be required to provide evidence of cover in respect of public liability insurance.**

I have received the Normal Operating Procedures and the Emergency Action Plan for the Sports Centre and understand the procedures that are in place. I will ensure that the information is passed on to all relevant members of my group.

Name of Hirer *Surrey County Fencing Union*
Address *15 Chivenor Grove*
..... *Kingston upon Thames*
..... *KT2 5G E*
Hirers first point of contact *James Hamilton*
Telephone number *0208 549 6764*
Signature *[Handwritten Signature]*
Date..... *3rd August 2011*