** LEISURE SUITE RULES**

**Introduction**

The leisure suite belongs to the owners of properties within the development and the equipment, facilities, utilities and services have to be paid for by all of us. It is therefore incumbent on all of us to ensure that is is used with care and consideration, for other users and the staff, as well as for the equipment and the fabric of the building, and to be aware that any damage caused has to be paid for by all owners. If we do this, then we can all enjoy the facilities for many years to come without incurring excessive costs.

**Registration:**

* Registration numbers are issued on completion of the registration form, for use when signing in to the leisure suite. This ensures confidentiality and complies with data protection legislation. The numbers are personal to the individual concerned, and must not be shared with others or transferred to someone else. This is essential for safety in the event of fire or accident.
* On registration, this signifies that you accept the Leisure Suite Rules. If a potential user is under 18 years of age, their acceptance of the rules must be signed by their paren/ guardian who will remain responsible for their behaviour and actions at all times.

**Services:**

* An induction is recommended before the using the gym equipment and this is available by appointment at no cost.

**Facilities:**

* The facilities available must be used in accordance with these rules and any notices which are displayed – they are there for your benefit.
* The opening and closing times for the facilities, which may be subject to change from time to time, are displayed at the entrance.
* The studio may be booked for events, such as children’s parties. Booking forms (available from the Estates Office) must be completed at least two weeks in advance.

**Conduct:**

* Users (and their guests) may be asked to leave the Facilities if staff consider their behaviour or appearance is inappropriate. Consideration must be shown for staff and other users of the suite. Rudeness, abusive language, threatening or abusive behaviour will not be tolerated.
* No balls, inflatables or other toys are permitted in any area of the facilities other than authorised equipment for children issued at the discretion of staff.
* Fire exits are clearly marked. In case of fire, users, their children and any guests should calmly make their way to the nearest available exit. Fire drills will be held from time to time.
* All users should wear appropriate clothing and footwear, and outdoor footwear must be removed or plastic overshoes used, before entering the changing rooms. The lockers provided should be used and clothes must not be left in cubicles, both for security and consideration of other users. Keys must be left in the lock after use.
* For health and safety reasons , crockery and glasses are only permitted in the studio and then only when it has been booked for a meeting or event with authorisation for their use.
* Alcohol is not permitted on the premises except in the studio at a pre-booked event when permission has been granted by NEMC.
* Animals (with the exception of guide dogs) are not permitted, and the Leisure Suite is a no-smoking area in accordance with current legislation.
* Please ensure the showers are used before entering the swimming pool, spa or sauna.
* The spa and sauna are adult only areas and are not to be used by anybody under the age of 16, not only for their safety, but for the relaxation of adults using the facilities.

**Access Suspension:**

* If the behaviour of a user and/or guests is likely to endanger the welfare or safety of others, or disrupt the harmonious use of the facilities, staff are authorised to ask them to leave and to suspend access to the facilities until a report on the situation can be considered and a decision made on the appropriate penalty.
* Access will be suspended for both leaseholders and their tenants, following a period of notice of fourteen days, where legal action has been sanctioned in respect of leaseholder debts. Access suspension will not be lifted until cleared funds in settlement have been received or a legally-enforceable payment plan agreed.

**Guests:**

* Each household may bring a maximum of 4 guests into the leisure suite, and you are asked not to abuse this privilege.
* Leaseholders and tenants are reminded that they are responsible for the health, safety and security of their guests, for ensuring that they follow the rules, and ensuring they do not use exercise equipment unless competent so to do.
* Guests are only permitted to use the facilities when accompanied by their host.

**Guest Teachers/Personal Trainers:**

* If any registered user chooses to sign in as a guest, someone who will be providing them with instruction, details of their qualifications, insurance cover and current DBS certification must be lodged at the estates office. Such activities are not covered by any aspect of NEMC insurance in place for use of the leisure facilities.

**Children:**

* Children under the age of 16 are not permitted to access the leisure suite unless accompanied by a responsible adult – over 18 years of age. When using the pool under 16’s must be supervised by a responsible adult (over 18) at all times and are not allowed to access the gym under any circumstances.

**Liability:**

* The liability of the Nether Edge Management Company (in which all leaseholders are shareholders) for damage or loss to users’ property is strictly limited to any damage or loss suffered as a direct result of negligence.
* If a user and/or their guests suffer a loss, accident or injury on the premises, this should be reported, together with the circumstances in which it occurred, to staff, who will record the details.
* No liability whatsoever is accepted for any loss, accident or injury to any person who is not a registered user of the Leisure Suite.

**Physical Activity:**

* Users should not undertake any physical activity for which they are not fit and are responsibe for ensuring their safe use of the facilities and their physical fitness to use them.

**Other Items:**

* Any lost property found should be handed in to a member of staff. Items handed in will be held for a period of four weeks before being donated to charity.