

## LEISURE SUITE RULES

### Introduction

The Leisure Suite belongs to the owners of properties within the development and the equipment, facilities, utilities and services must be paid for by all of us. It is therefore incumbent on all of us to ensure that this 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:

1. Registration numbers are issued on completion of the registration form, for use when signing into 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.
2. Registration signifies acceptance of the Leisure Suite Rules. If a potential user is under 18 years of age, their acceptance of the rules must be signed by a parent/guardian who will be responsible for their behaviour and actions at all times.
3. Registered Users must ensure their guests sign a liability/disclaimer form before using the Leisure Suite facilities.
4. Please note Registered Users are responsible for the safety, security and conduct of their Guests at all times whilst using the Leisure Suite facilities.
5. *From time to time Registered Users may be required to re-confirm their registration to help ensure that only those having rights to use the facilities are able to gain access.*

### Facilities:

6. The facilities available must be used in accordance with these rules and any notices which are displayed.
7. The opening and closing times for the facilities, which may be subject to change, are displayed at the entrance.
8. 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. A list of all must be maintained by the responsible Registered User and be available in case of a fire or other emergency.

### Conduct:

9. Registered Users (and their guests) may be asked to leave the Leisure Suite if staff consider their behaviour or appearance is inappropriate.
10. Consideration must be shown for staff and other users of the Leisure Suite. Rudeness, abusive language, threatening or abusive behaviour will not be tolerated.
11. No balls, inflatables or other toys are permitted in any area of the Leisure Suite other than authorised equipment for children issued at the discretion of staff.

12. Fire exits are clearly marked. In case of fire, users, their children and guests should calmly make their way to the nearest available exit. Fire drills will be held from time to time.
13. All users should wear appropriate clothing and footwear, and outdoor footwear must be removed, or plastic overshoes used, before entering the changing rooms.
14. The lockers provided should be used and clothes should not be left in cubicles, both for security and consideration of other users.
15. 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.
16. Alcohol is not permitted on the premises except in the studio at a pre-booked event when permission has been granted by NEMC.
17. Animals (with the exception of guide dogs) are not permitted.
18. The Leisure Suite is a no-smoking area in accordance with current legislation.
19. Please ensure the showers are used before entering the swimming pool, spa or sauna.
20. The spa and sauna are not to be used by anybody under the age of 16 for health and safety reasons.

#### Access Suspension:

21. If the behaviour of a Registered 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 sanction.
22. In addition, access may be suspended for both *dwellingholders* (i.e. leaseholders and freeholders) and their tenants, following a period of notice of fourteen days, where legal action has been sanctioned in respect of *dwellingholders* debts or other breaches of lease. Access suspension will not be lifted until a satisfactory outcome has been agreed with NEMC.

#### Guests:

23. Each household of Registered Users may bring a maximum of 4 guests into the Leisure Suite, and you are asked not to abuse this privilege.
24. Registered Users are reminded that they are responsible for the safety, security and conduct of their guests and for ensuring that they follow the rules. Exercise equipment should only be used if a person is competent to do so.
25. All guests are required to sign a disclaimer on each visit.
26. Guests are only permitted to use the facilities when accompanied by a Registered User host over the age of 18.

#### Guest Teachers/Personal Trainers:

27. If any Registered User chooses to sign in, as a guest, someone who will be providing them with instruction then details of their insurance cover and current DBS certification must be lodged at the estate office. Such activities are not covered by any aspect of NEMC insurance in place for use of the Leisure Suite.

### **Group Meetings in the Studio:**

28. Group activities, with or without a guest teacher, may be booked if at least 2 Registered Users participate. Guests may join the group on the understanding that priority is given to residents and that the guests are only permitted to access the studio. Where applicable instructor guests should lodge details of their insurance cover and current DBS certification at the estate office.
29. All guests are required to sign a disclaimer on each visit.

### **Children:**

30. 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).
31. Children under the age of 16 are not allowed access to the gym under any circumstances.

### **Liability:**

32. NEMC will not be liable in respect of any personal injury (including without limitation serious injury or death) suffered or sustained directly or indirectly as a result of attending the Leisure Suite nor will it be liable in respect of any other losses arising as a result of any such personal injury.
33. The liability of the NEMC for damage or loss to users' property is strictly limited to any damage or loss suffered as a direct result of negligence.
34. If a Registered 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.

### **Physical Activity:**

35. Users should not undertake any physical activity for which they are not fit. Users are responsible for ensuring the safe use of the facilities and their physical fitness to use them.
36. An induction is recommended before using the gym equipment and this is available by appointment at no cost.
37. Please read the instructions attached to each piece of fitness equipment on how to use them safely.

### **Lost Property:**

38. 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.

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