



Nether Edge

LIVING

## Studio Use Policy

### Studio Bookings:

- Bookings for the Studio can only be made by a Registered household with a maximum two hourly slot, except for children's parties, when a 4 (four) hour slot is permissible.
- Table Tennis may be booked up to and on the day. A Booking form **MUST** still be completed, if booking on the day.
- The Studio may NOT be booked out for the whole day under any circumstances.
- Booking forms are available from the Estates Office and should be completed two (2) weeks in advance. Applications will be forwarded to the Management/Board for sign-off authorisation. If approved, the booking will be confirmed by email.
- After confirmation of a Studio booking for a themed or children's party, a refundable deposit of £150 (one hundred and fifty pounds) is required to be paid at least one week in advance to secure the booking,
- The deposit should be paid by Bank Transfer. Please see booking form for bank transfer details. Please note : Cash will **not** be accepted.
- The Studio must be left in a clean and tidy state **immediately** after the party/activity.
- It would be appreciated if, during children's parties, you could prevent sticky fingers on the windows. However, should this occur, you are welcome to use the cleaning materials available.
- Please be aware that **NO** sellotape, sticky plastic or any other fixings is permitted on the **wall, floor or ceiling**.
- The Registered Resident booking the Studio will be responsible for any damage caused.
- The deposit will be returned on inspection and providing there is no damage and it is left as found, in a clean and tidy state.
- Please allow up to 7 (seven) days for the deposit to be returned to your account.

- Your deposit will be withheld and used to engage the services of a professional cleaning service if the studio is not left in a clean a tidy state.
- Nether Edge Management Company staff will be available when arriving and signing in but they are not expected to clean up afterwards.
- When booking the Studio for a group, a list of all attendees must be retained by the Registered user and a copy of the attendee list must be lodged at the reception on arrival. This is to ensure effective health and safety control in the event of a fire or emergency.
- When booking the Studio for a children's party, the Registered Resident making the booking must ensure that there is a suitable ratio of adults to children.
- The Resident booking the Studio accepts liability for the safety and security of all those attending and for ensuring that the regulations are adhered to.
- Access to the Gym and Poolside area is NOT permitted with a Studio booking.
- Studio bookings advertised in any form by the organiser or the Resident to the general public is NOT permitted and will NOT be accepted.
- **The Studio will be unavailable for bookings on the last Monday of every month: between 19:00 and 21:00.**

### Children:

- Children under the age of 16 are not permitted to access the Studio unless accompanied by a responsible adult over the age of 18 years of age.

### Equipment and Clothing:

- Balls or rollers skates are NOT permitted in the Studio (except table tennis balls).
- Non-marking footwear should be worn in the Studio (at any event) Residents should advise their guest in advance that only non-marking footwear is allowed in the Studio.

### Glassware and Alcohol:

- For health and safety reasons, crockery and glasses are only permitted in the Studio when it has been booked for a meeting or event with **authorisation** for their use by Nether Edge Management Company, Board/Management.
- Alcohol is only permitted at a pre-booked event when permission has been granted by Nether Edge Management Company, Board/Management.

## Guest Teachers/Personal Trainers:

- If any registered user chooses to sign in a person providing them with instruction (e.g. personal training or fitness classes) details of their qualifications, insurance cover and current DBS certification held must be lodged with the estate office prior to instruction.
- Any personal training/classes held within the Studio may only be advertised to residents of Nether Edge Living Estate. **The general public** may not be invited, under any circumstances, to classes or activities. This exclusion extends to **the general public** known personally to the organiser or instructor.
- Advertising of classes and activities on social media which de facto reaches out to **the general public is NOT** permitted under any circumstances.
- Registered users are reminded that such activities as stated above are **NOT** covered by any aspect of Nether Edge Management Company insurance, in place for use of the leisure facilities. Therefore, please ensure that any personal trainers have lodged their qualifications, insurance details and DBS prior to their instruction.
- Studio bookings must be pre-booked at least 2 (two) weeks in advance, using the form available from the Estate Office. Applications will be forwarded to Management/Board for sign-off authorisation. If approved, the booking will be confirmed by email.
- Studio group classes may be booked for a maximum of 2 (two) hours.
- Studio bookings advertised to **the general public**, in any form, by the organisers or residents are **NOT** permitted and will **NOT** be accepted.
- Repeat bookings (for eg: regular Yoga classes must be renewed by the Registered resident every 8 (eight) weeks via a new booking form.

## 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 by us.
- Nether Edge Management Company 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 and is strictly limited as a direct result of negligence by us.
- The guest of a Registered User (including guest's children) acknowledge that any injuries, losses or damages they may incur on the premises are their responsibility. The Leisure Suite (gym, studio and swimming pool) and its employees are not liable for any losses, injuries or damages that may occur on or near the premises. Unless as a direct result of negligence by us.

- If a registered user and/or their signed-in guests suffer a loss, accident or injury on the premises, this should be reported, together with the circumstances in which it occurred, to staff, these details will be recorded.

### Physical Activity:

- Users should not undertake any physical activity for which they are not medically fit. Users are responsible for ensuring suitable physical fitness to exercise.

### Lost Property:

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

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