



Oxfield Community Sports & Leisure Centre

A: Drumcliffe, County Sligo, Ireland

E: [oxfieldcentre@gmail.com](mailto:oxfieldcentre@gmail.com)

W: [www.oxfield.ie](http://www.oxfield.ie)

# Regular User Agreement

This agreement between Oxfield Sport Centre Ltd. and

\_\_\_\_\_ (the User)

WHEREAS the Oxfield Sport Centre Ltd. has determined that its facilities may be used by individuals/groups/clubs/associations for various activities under certain conditions; and, WHEREAS the above User has requested permission for such use and agreed to the conditions set out hereinafter; THEREFORE the User and Oxfield Sport Centre Ltd. agree as follows:

## 1. Ownership

Oxfield Sport Centre Limited (a Company Limited by Guarantee) is the owner of the property commonly referred to as Oxfield Community Sports and Leisure Centre (OCSLC), which property comprises of indoor facilities (main hall, handball court, changing/shower rooms, toilets, kitchen and community/meeting rooms) and outdoor facilities (football/soccer/training pitches, tennis court, running/walking track and car park).

## 2. Management Committee

The owner (Oxfield Sport Centre Limited) has vested the management of OCSLC in the Management Committee whose powers and composition are defined in its Articles of Association. Under the provisions of the Articles of Association the Management Committee is empowered to make rules, or withdraw or amend said rules.

## 3. Activities, Users and Responsible Person(s)

OCSLC is a community-based facility catering, as it does, for a wide spectrum of **Activities** to include sporting, leisure, cultural and social needs of the local community. **Users** may be an organisation, club, entity, individual or group. The **Responsible Person(s)** are specific identified individual(s) that will represent the User in the agreements made with the Management Committee and the User.

## 4. Applying to use the Facilities

- a) Application to use any of the facilities shall be made to the Secretary at [oxfieldcentre@gmail.com](mailto:oxfieldcentre@gmail.com) or 087 0669516.
- b) The right to refuse any application for use of the facilities is reserved to the Management Committee or the Secretary, provided that the Secretary reports his/her action to the next meeting of the Management Committee.
- c) All arrangements for the use of the facilities are subject to the Management Committee reserving the right to cancel or vary bookings should circumstances warrant that action.
- d) Details of the arrangement approved by the Management Committee will be set out on the User Specific Information Form (see end of this Agreement) for acceptance by the Responsible Person on behalf of the User. Previous agreements for making the facilities available do not bind the Management Committee to automatic renewal. Each agreement shall be construed as a separate agreement.

## 5. Access Arrangements

Access arrangements will be set out in the User Specific Information Form. It is important that Users adhere to time slots allocated and that the next group is not unduly delayed in commencing its booked slot. If a particular User group uses/brings in equipment, it is important that it be removed prior to the finish of their own time slot. Cooperation from all Users is requested in this regard. The time displayed on the coin meter is the reference time for every User.



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The User understands that while the Management Committee with endeavour to have the facility being used set up and ready, this is not always possible, and therefore the User accepts that they may have to rearrange furniture, seating, etc in advance of their activity taking place.

## 6. Hours of Opening

Indoor facilities are normally available between the hours of 9am to 11pm on weekdays, 9am to 12pm on Saturdays and 10:30am to 10:30pm on Sundays. In exceptional cases, these hours may be extended on application to the Management Committee. Outdoor facilities availability varies with time of year.

## 7. Maximum Capacity

Main Hall - The Centre's Main Hall has a maximum capacity of 150 persons for closely seated performances and disco dancing. This number also applies to ballroom dancing. A maximum of 50 persons are permitted for sporting activities. All of these numbers include helpers and performers. These numbers can only be exceeded with the express consent of the Management Committee. This is a requirement of our Insurers.

Benbulbin Room - The Benbulbin Room (on the first floor) has a maximum capacity of 50 persons, including any organisers, helpers or performers.

## 8. Safety Requirements

At no time will any Safety Procedures be ignored or by-passed. Nothing shall be done that will endanger the Users of the facilities or the general public, in particular but not confined to:

- (a) Obstructions must not be placed in the passageways or any exits, including emergency exits. Emergency exits must be immediately available for free public egress.
- (b) All groups will co-operate in fire drills, which may be arranged from time to time. All groups must be familiar with Emergency Evacuation Procedures.
- (c) Fire-fighting equipment must be kept in its designated place and only be used for its intended purpose. This also applies to the on-site defibrillator.
- (d) The Fire Brigade must be called to any outbreak of fire, however slight. The details of such an occurrence must be given to any member of the Management Committee or by calling 087 6755753, as soon as reasonably practicable.
- (e) Performances involving danger to the public will not be permitted or given.
- (f) Highly flammable substances must not be bought into nor used in any part of the premises. No internal decorations of a combustible nature (e.g.. polystyrene, cotton etc) will be undertaken or erected.
- (g) No unauthorised heating or electrical appliances will be used on the premises.
- (h) Floors shall be left clean and dry and free from litter of any kind after use.
- (i) First Aid is strictly the responsibility of the User of the facilities. There is a defibrillator on site – each User group should familiarise themselves with its use.
- (j) No smoking or vaping is permitted inside any building at Oxfield Centre.
- (k) The User must not permit or allow any intoxicating liquors or drugs to be taken into the premises for the consumption on the premises.
- (l) Timers and coin meters for electricity and heating appliances/supply must not be interfered with.

## 9. Supervision

It is the Responsible Person(s) duty to ensure adequate supervision of their User group. The person(s) in charge of any activity must not be under the age of 18 years of age and must be on the premises for the whole duration of the said activity. They must keep a log of all attendees on each date of use, and this log must be retained for a minimum period of one month. They must not be engaged in any other activities that prevent them from exercising adequate supervision. When the premises or any part of the



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said premises is used for the purpose of public entertainment, there must be a minimum of 2 persons supervising, neither of whom will be under the age of 18 years of age.

All persons in charge of functions, activities or groups must have read and understood the emergency evacuation procedures for these premises. They will also have familiarised themselves with the fire-fighting equipment provided.

#### **10. Safety of children and young persons**

It is the responsibility of the Users or organisers of the activities concerned to ensure that only fit, proper and appropriately vetted persons have access to children and young persons. It is also the responsibility of the organisers of the activities concerned to ensure that such persons must at all times be in attendance with children and young persons who are on the premises for the activities concerned. This includes supervising and managing access by children to any of the upstairs areas.

#### **11. Insurance.**

Oxfield Sports Centre Limited holds a general insurance policy for the company property. Users are advised to arrange appropriate cover for their own specific activities and participants.

#### **12. Respect & Behaviour**

OCSLC is a community-based facility and is dependent on the goodwill and behaviour of all who enter on or use the facilities either indoor or outdoor. We ask that people show respect towards:

- Other users and visitors at Oxfield
- Property and Equipment at Oxfield
- People working/volunteering at Oxfield

Our community facility is not a place where bullying, harassment or discrimination can be tolerated at any level and the Management Committee will take decisive action to ensure such behaviours do not take hold. Any incidents of inappropriate behaviour on the premises should be reported to the Management Committee as soon as possible after the occurrence.

#### **13. Storage**

The permission of the Management Committee must be obtained before goods or equipment are left or stored at the Community Centre. In exceptional circumstances the Secretary is authorised to grant permission for overnight storage of goods or equipment brought to the Centre for a particular function or event.

#### **14. Loss of Property**

The Management Committee cannot accept any responsibility for damage to, or the loss or theft of the Community centre Users property and effects.

#### **15. Car Parking**

Cars must be parked so as to not cause an obstruction at the entrance to or exits from the Oxfield Centre. Use should be made of the marked parking facilities provided and only those specifically provided. Vehicles are parked at owners' risk.

#### **16. Committee's Right of Entry**

The User shall permit the Management Committee or authorised officers at all times to enter and remain on the premises without making any charge or deduction during the use of the premises by the User.

#### **17. Nuisance**

- a) Litter or food items must not be left in or around the Oxfield Centre premises.
- b) The User will remove all rubbish accumulated during their activity/function from the Centre.



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- c) All dishes used will be cleaned, dried and put back as appropriate.
- d) Except in the cases of trained guide dogs or dogs for the disabled, dogs shall not be permitted on the Centre's premises in connection with any activity.

### **18. Damage to the Centre and Centre Property**

Should damage occur due to the activity of the User, the damage will be repaired by the Management Committee and the User will be billed directly for any expense. If the use of an outside contractor is required the User will pay the amount of damages at the contractor's set rate.

Users are not permitted to erect any permanent or temporary structures with the prior agreement of the Management Committee. This is for the protection of all parties concerned.

### **19. Cleaning and Security (including CCTV)**

All use of the Centre premises and facilities is subject to the User's accepting responsibility for returning furniture and equipment to their original position, for securing doors and windows of the premises, and for turning off any heating or appliances. All Users must also leave the premises and surrounds in a clean and tidy and secure condition.

The User accepts that the premises are monitored by CCTV for security purposes. Any personal data collected by the CCTV system will be limited to that original purpose.



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## User Specific Information Form

1. Facility \_\_\_\_\_

2. Usage periods \_\_\_\_\_

3. Start date \_\_\_\_\_ Finish date \_\_\_\_\_

4. Hire Fee € \_\_\_\_\_ per hour (plus €4 per hour for light meter)

5. Responsible Person(s) \_\_\_\_\_

6. Contact Details Phone \_\_\_\_\_

Email \_\_\_\_\_

7. Other User Specific conditions agreed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURES:** Agreed to and signed by:

For Oxfield Centre: \_\_\_\_\_ Dated \_\_\_\_\_

For the User: \_\_\_\_\_ Dated \_\_\_\_\_