



# Stromness Swimming Pool and Fitness Centre Booking Form

## How to Book

Completed forms should be returned to the Swimming Pools Team Leader (STL) at Stromness Swimming Pool and Fitness Centre. The Stromness Pool contact details are: Email [stromness.pool@glow.orkneyschools.org.uk](mailto:stromness.pool@glow.orkneyschools.org.uk) or telephone 01856850552.

You will receive confirmation of your booking by email.

### Name of Club/Organisation:

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Booking made by:		Invoice to be sent to:	
Name:		Name:	
Position:		Position:	
Address:		Address:	
Postcode:		Postcode:	
Email address:		Email address:	
Phone number (daytime):		Phone number (daytime):	
Phone number (evening):		Phone number (evening):	
Mobile phone number:		Mobile phone number:	

Booking title (e.g. U15 training):		Junior or Senior:	
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Activity:	Start date:	End date:	Number of weeks:	Day:	Time:

Exclusion dates:	
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**Facilities required:**

Outdoor:	Indoor:
Grass pitch and changing.	Fitness suite.
Grass pitch only.	Health Suite.

**Equipment required/set up:**

Inflatable.	Pool toys.
Additional equipment/information:	

**Child protection – for junior bookings only**

I Confirm that all coaches and volunteers working for/ with our team have a current, satisfactory disclosure check, and hold an appropriate qualification.	
This is the responsibility of the Club/Group.	

Does your club have a Child Protection Policy and Officer in place?	
For all clubs with junior members please provide Officer's name.	

**Club/Group Insurance**

Please provide details of Club/Group insurance held.	
Policy provider.	
Policy number.	
Copies of documentation may be requested to be held on file.	

**Declaration**

I have read and understood the conditions of hire and agree to abide by them. I will not infer that by submission of this application form, the booking will be accepted. I agree that this application is provisional, subject to availability of facilities, until confirmation has been made. I understand that if I cancel with less than seven days' notice, I will be charged in full.	
Sign:	
Print:	
Date:	

## Terms and Conditions of Use

- The pool is available for hire during evenings on weekdays and at weekends depending on staff availability, during term time priority will be given to schools from 09:00-16:00.
- Consideration will be given to special events – e.g. Inter-County matches, large competitions and high-profile weekend events. Management reserve the right to interrupt regular bookings for special events.
- In the event of the need to alter or cancel any booking we will endeavour to give as much notice as possible. Alternative sessions will be offered wherever possible.
- Any cancellations must be made with 7 days' notice or Hirer will be charged in full, cancellations received at short notice due to bad weather or government restrictions may not be charged at the facility's discretion.
- Thirty minutes will be the minimum booking period.
- Charges will include provision of basic equipment for activity where available.
- Setting up and clearing away will be carried out within the hire period. Special arrangements will be made in exceptional circumstances.
- Staff will be available to assist with set up and take down. Care must be taken using any equipment and any damage or faults must be reported to the staff on duty. Users may be held responsible for damage done. Management reserve the right to suspend anyone whose irresponsible behaviour causes damage to any part of the building or its contents.
- Management must be informed of who the person responsible for each session is, particularly if there are children in the group.
- All groups must be aware of the need to have adults who are adequately trained and PVG registered if they have children and vulnerable people within their group – further information is available from OIC Active Schools team or Community Sports Officer (Telephone 01856873535 Ext. 2441/ 2443).
- Clubs must ensure they hold a first aid kit during bookings.
- Clubs are required to take accurate registers of players and parents (who stay for duration of session) and keep on record for a maximum of 28 days to assist with Scottish Government Test and Protect.
- Group leaders must be aware that they may have a role in ensuring the group evacuates the building the event of an emergency.

- Behaviour of club members must be such that they do not cause inconvenience to other users or cause damage to any part of the building. Any damage must be reported to a member of staff, and repair may be charged to the club or individual.
- Food or drinks are not allowed on the poolside and all areas must be kept as tidy as possible with litter disposed of in bins provided. Whilst in the pool, swimmers are not permitted to drink water, they must do so at the rest areas provided on poolside.
- Security of personal belongings is the responsibility of each person. Lockers are available for storing valuables.
- Appropriate footwear must be worn on the poolside/ fitness suite/ health suite and squash courts.
- Invoices will be sent monthly for bookings in arrears.
- If you would like to amend or discuss your booking please contact the Swimming Pools Team Leader.

### Data Protection Privacy Notice

We require the information on this form in order to process your booking application. Providing this public service is the legal basis for the Council's lawful processing of your personal information. The information may be shared within the local authority.

The information relating to this application will be retained for the period stated in the Council's retention and disposal schedule. For more information about how we process information, please contact us or visit <https://www.orkney.gov.uk/Online-Services/privacy.htm>.

### For Office use only:

Scuba contract reference:			
Date booking received:		By:	
Confirmed booking:		By:	
Following information provided:		Insurance Details:	Child protection information: