



## Housekeeping Rules for BSC

1. On arrival onsite please park in the car park assigned to your hire location (where possible) or drop off at a safe place.
2. Please **drive considerably, safely and slowly** onsite at all times.
3. If parking onsite, please do so with care and attention to the surroundings, parking is not permitted unless in a designated space or area (Astro 1 gravel car park, Claypitts Car Park, Doggart Pavilion Car Park) where spaces are not defined. If parking on the main college campus, we ask that vehicles are not parked on kerbs and that verges are not mounted as the grounds are maintained to a high standard and this will not be allowed.
4. Please ensure no access routes are blocked with vehicles under any circumstances and these are the routes that emergency vehicles will need to take in the event of an emergency on the college campus.
5. Security codes, where applicable will be given by the College to our hirer who has signed the hire agreement, these codes can only be shared with one other person in your group. Any hirers seen to have distributed security codes to a wider audience may result in their hire agreement being terminated. Safety is paramount here at the College, we welcome you to join us in using our facilities but ask that you work with us to keep our campus safe.
6. It is your responsibility as hirer to ensure that any applicable locks, gates, doors are safely and securely shut / closed / locked before you leave site.
7. No facilities are to be used outside of the hire hours under any circumstances.
8. **No outdoor footwear** that may cause damage to the **Astro** carpet is to be worn by any user. **No screw-in studs, large moulded studs, moulded blades or high heels.** Astro turf trainers with 35 or more small rubber protrusions are permitted. Please ensure all **footwear is clean** before entering the Astro pitches.
9. No dragging or tugging of furniture & equipment across Astro surface – ensure all furniture & equipment is lifted or wheeled please.
10. If playing on the Astro pitches please do not use the hockey goals that are in permanent situ there, these are College property and not included within your hire to be used. We will provide the necessary goals, where agreed for your sport.
11. The whole College campus including sports fields, pitches is a **no smoking site**, please respect this at all times
12. No chewing gum allowed on site.
13. No spitting anywhere onsite at any time.



14. **No glass containers / bottles** to be taken in to any exercise area.
15. Do not consume food or liquids other than water in or around the exercise area.
16. **No littering** – ensure that all rubbish is correctly disposed of in the bins provided.
17. No jewellery allowed whilst participating in any exercise area.
18. If hiring the sports pitches where access is via Claypitts Field Car Park please use the footpaths to access as near to your designated pitch as possible.
19. If bringing your dog with you please **keep to the paths** for walks and clean up any mess immediately. **No pets allowed within the Astro pitches.**
20. Please go to the area you are hiring straight from your car or where you have been dropped off, due to the safety of our boarding pupils we cannot allow external hirers and their members to be walking around the College campus under any circumstances. It is not an open site to visitors and we have to respect this outside of the main College hours, please help us keep our facilities open to external hirers by not wandering around the site!
21. If using the toilet facilities please leave them as you would hope to find them, these are mobile toilets but your assistance in maintaining them would be greatly appreciated.
22. **All users should stay in the booked area only**, this applies at all times and to all persons connected to the booking.
23. All spectators onsite are to abide by these rules.
24. We ask that our site and respective property is treated with care and respect at all times, in the unfortunate event of any damage, we ask that this is photographed and reported to us as soon as possible.
25. Finally, we thank you for choosing to hire our facilities and hope you enjoy your time here at Bishops Stortford College!