

# St George's MUGA Policy for Users

## This document

This document sets out the policy that any user of St George's Multi-Use Games Area (MUGA) must agree to and abide by.

## Introduction

St George's MUGA was built as a community resource not a commercial enterprise. Jesus told his disciples to "love your neighbour" and so offering the MUGA to be used by our neighbours is one way we as a church family seek to do this.

## Availability

St George's MUGA is available for use by:

- Church family at St George's, e.g. on a Sunday or midweek
- St George's-run clubs, e.g. our children's and youth clubs
- Residents of Alibon Ward
- Community groups based in Alibon Ward

While priority will be given to the clubs and church family at St George's, we want the MUGA to be well used by our neighbours.

## Booking

Booking requests must be made through the St George's website [www.stgeorgesdagenham.org.uk](http://www.stgeorgesdagenham.org.uk).

Recurring bookings will be reviewed every 3 months.

We will make every effort to make the MUGA available at the time agreed. However, priority is given to St George's activities and events. If we need to change your booking, we will aim to give you plenty of notice.

If you wish to change or cancel your booking, please contact us as soon as possible. We reserve the right not to accept a booking request.

By making a booking we take it that you have understood and agreed to this policy.

## Supervision

Children must be under adult (18 or over) supervision at all times.

## Safeguarding

We take the safety of children and vulnerable adults very seriously. Community groups that use the MUGA must provide a copy of their safeguarding policy.

## Payment

Our general policy is to make the MUGA available free of charge. However, we may ask community groups that charge their members a fee to make a donation towards running costs.

## Contact person

We require the name, phone number and email address of an adult who will act as the contact person for your booking.

## Access

Access to the MUGA will be through a PIN-operated padlock. We will give the PIN to your contact person. Users must not share the PIN with anyone else.

Users must ensure that the gate is shut and padlocked when they leave.

Users must not enter the MUGA outside of their booked times.

The use of the MUGA does not give you access to the facilities inside the church building, such as the kitchen or toilets. If the building is in use by another group, please do not ask to use them.

## Hours of use

The planning permission for the MUGA permits use only between 8am and 8pm.

The MUGA does not have any lighting, so these hours will be reduced in the winter months.

## Noise

Users must be considerate of our neighbours.

## Parking

Parking is not permitted in Berry Close as this is a private road.

Please do not block our neighbours' drives.

Vehicular access to the church grounds is forbidden at all times. The gates are for pedestrians only.

Pedal bikes are permitted in the church grounds and can be parked in the bike rack at the side of the MUGA.

## Smoking and Alcohol.

Smoking and alcohol is not permitted.

## Tidiness

There are no storage facilities, so please ensure that you take all your equipment and personal belongings with you.

Please put any rubbish in the large wheelie bin. If we have to clean up after you, we may charge you.

## Damage

Accidents happen, but any damage must be reported immediately and we will require a contribution to any cost of repair.

## Insurance

Community groups that use the MUGA must have adequate insurance in force for all legal liabilities which could arise, including death or personal injury, to third parties (including employees and volunteers), or damage to our property or the property of others, arising out of their occupation and activities, whilst at the premises. We reserve the right to check the existence of such cover on request.

## Cancellation

If you don't abide by the policy, we reserve the right to cancel your booking.