

SG Sport Facilities Booking Process

Student Group to Email sport@le.ac.uk to check availability and for further instructions if space is available

- Minimum of 3 Weeks for Internal, Students-Only Events
- Minimum of 5 Weeks for External Events (Non-University of Leicester Students and/or 100+ Participants).

- Student Group to submit the Event Notification Form to the SU.
- Additional tick box for the following aspects:

**1. Fixtures 2. Charity Events 3. Over 100+ people
4. Non-University of Leicester students in attendance.**

If any of the above have been ticked, the following will be required:

- o Risk Assessment - templates provided by Sport & Active Life.
- o First Aid Provision - for high-risk sports and/or 100+ participants.
- o Officials -contact details provided by Sport & Active Life or relevant documentation submitted to the Students' Union.
- o Relevant Insurance - for high-risk sports, upon request
- o Security Provision – for high-risk events and/or 100+ participants

A meeting to take place between the Students' Union and the Student Group if 100+ participants and/or high-risk student groups - which implies a longer processing time and potential rejections

If the Students' Union is happy with all aspects, then all the relevant information above will be shared to sport@le.ac.uk with **confirmation that the Students' Union is happy for the event to take place.**

This is required with **a minimum of 7 days** prior to the event taking place. sport@le.ac.uk share this with relevant Facilities and Operations Manager

Relevant Facility and Operations Manager will finalise booking and make contact with Student Group and share **1. Confirmation of Booking 2. Invoicing Process 3. Additional Safety Processes and Procedures. 4. Expectations of set up and set down. 5. Explanation of additional Student Group Discount.**



1. Student Group Check Availability



2. Student Group Completes Event Notification Form



3. Students' Union Checks Form



4. Students' Union Confirms Booking

5. Sport & Active Life Confirms Booking



6. Event Takes Place

Once Event is completed:
Feedback provided from Operational Staff.
Feedback gained from Student Group.
Invoicing to take place.