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

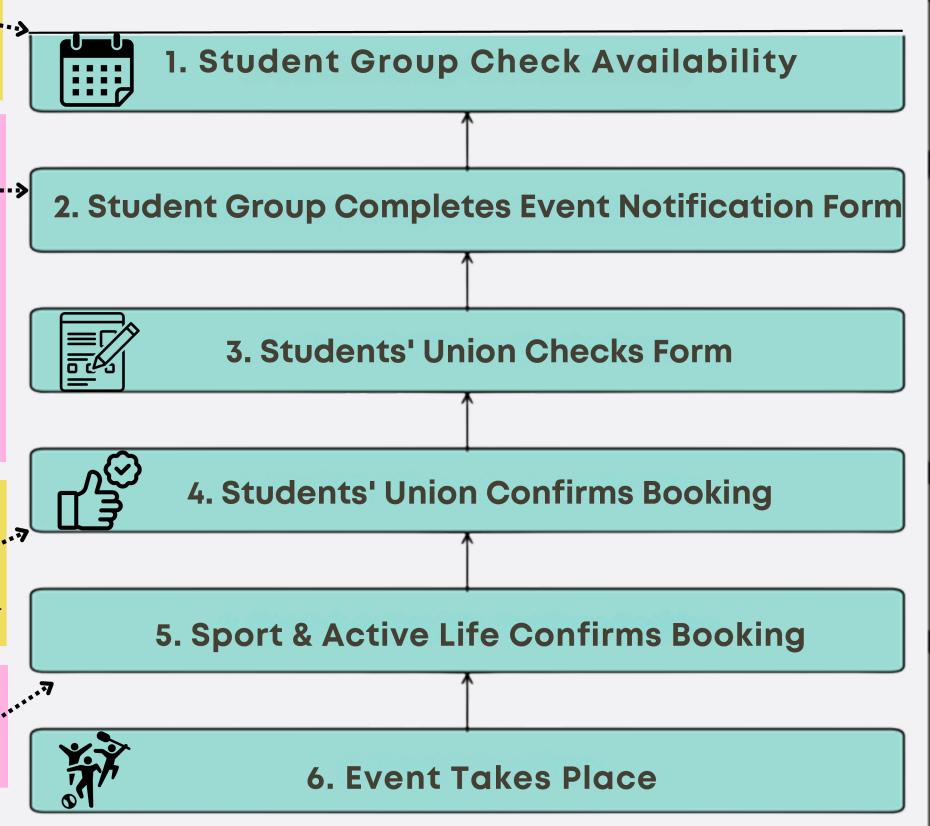
Relevant Facility and Operations Manager will finalise booking and make contact with Student Group and share 1. Confirmation of Booking 2.

Invoicing Process 3. Additional Safety Processes and Procedures.

4. Expectations of set up and set down. 5. Explanation of additional Student Group Discount.



SG Sport Facilities Booking Process



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