**GENERAL RULES & CLEANING**

**THE ATHLETICS HUB**

This document describes the general rules and cleaning procedures which all users of the Athletics Hub, based at Whitemoss Athletic Stadium, must adhere to. Failure to comply with this procedure may result in access privileges being reduced or withdrawn for a period of time or indefinitely where the severity of a breach dictate this. Access will not be unduly restricted.

**GENERAL RULES**

1. The Hub facilities are for the use of club members and parents of WAAC and EKAC, as well as SLL&C by agreement.
2. The clubs and SLL&C are responsible for the conduct and proper behavior of their members / staff / users to prevent damage or disruption to activities and individuals.
3. Hub hours are in line with the opening hours of the John Wright Sports Centre.
4. **NO SPIKES** are permitted in the Hub at any time.
5. On the first and last time an athlete accesses the Hub on a day/evening, they MUST do so via the main entrance. At all other times (going in/out of the Hub during training sessions), athletes will do so via the Fire Exit / Equipment Store Door at the back of the Hub. **BUT** before entering the main hall athletes **MUST REMOVE THEIR SPIKES** and place them on the floor (shelf will be provided in the future) in the equipment store where they can be retrieved when returning to track training.
6. No items are to be hung on the walls or ceiling at any time including by use of nails, staples, pins, tacks, tape etc., as it damages the surface and or removes paint. Any variance to this rule is at the discretion of WAAC Trustees.
7. No smoking in the Hub.
8. No illegal substances will be allowed at any time in the HUB.
9. No candles allowed inside the Hub.
10. No pets of any kind are allowed inside the Hub at any time, with the exception of those used as guides for disabled people.

**GENERAL CLEANING**

1. The Hub should be cleaned daily using the cleaning items held in the Hub cupboard (entrance area). Refer to detailed cleaning procedure. There is a brush, mop and hoover in the store. The hoover must be emptied when necessary.
2. Clean all Hub areas after use: main activity area, meeting rooms, equipment store, sinks, office, appliances, tables and chairs etc. Toilets will be cleaned by a cleaner.
3. Remove all rubbish (inside and outside of the Hub) into the refuse bins next to the bowling club (near gates). Please do not leave rubbish on the ground around the bins.
4. Clean windows (bi-monthly or before if necessary).
5. Hoover all carpeting and sweep all debris from floors (all areas). Mop if necessary with very little water **(no detergent),** just barely damp so as not to damage the flooring. Flooring should be wiped dry to avoid slippages and damage to flooring.
6. At the end of all training / events, room setup, furniture and equipment must be returned clean to its proper location.