**House Rules of the Sports Facilities**

**Ludovika Arena**

**I.**

**General provisions**

1. **House Rules of the Sports Facilities of the National University of Public Service:**
2. **Facility:**

Registered office: 1089 Budapest Diószegi Sámuel utca 25.

Facility: NUPS Ludovika Arena

1. **Basic activities of the University Sports Office and its objectives and tasks beyond its base activities:**

**Within the framework of the basic activities:**

The **primary task** of the sports facility is to supply physical education classes to the University’s students at the best quality level possible, as well as to provide sports equipment in a suitable condition for training and physical education purposes.

**Tasks beyond the basic activities, not jeopardising the performance of the basic activities:**

* **Other scholastic** physical education and **sports** use
* Recreational sports use for **citizens**.

**II.**

**Rules governing the services and premises open to the general public**

1. **Opening hours:**

The sports facility operates all year around (except for maintenance days and certain public holidays).

**Daily opening hours:**

* On weekdays for physical education classes: 08:00 - 14:00
* On weekdays: 14:00 - 22:00
* On weekends: 08:00 - 22:00

**The Campus Directorate may change the opening hours of the sports facility, if required.** The management of the sports facility may close the facility for technical reasons, due to events or in other justified cases, partly or entirely; in these cases, no compensation can be claimed. Users (guests, tenants) shall be notified by the University Sports Office if the facility is closed, partly or entirely, due to an event.

1. **General rules of using the sports facility:**

* The sports facility can be used by the persons designated by the National University of Public Service (hereinafter the University) according to the rules specified by the University, during opening hours.
* Children under the age of 12 may only enter the sports facility with adult supervision.
* The sports facility shall be used by everyone in the proper manner and with the proper intent, at their own risk. Once the designated use time or rental time is over, the fields, pitches and changing rooms must be vacated. Users may enter the changing rooms 15 minutes prior to the rented time and must leave these premises 15 minutes after the rented time, at the latest.
* The persons and teams arriving to the sports facility for purposes other than mandatory sports activities shall be guided within the sports facility by a designated person (steward) ,who will allocate them to the changing rooms to be used.
* The steward on duty shall be responsible for ensuring the proper order and cleanliness of the sports facility, as well as the condition of the equipment and the inventory; therefore, the instructions of the steward, and – if necessary – the other employees of the University Sports Office and NKE Szolgáltató Nonprofit Kft must be complied with.
* The changing rooms of the sports facility are so-called community changing rooms, to be used only for changing clothes; we therefore do not accept liability for any clothing or other valuables left outside lockers. Meals are not allowed in the changing rooms. Please use reasonable care to save hot water while bathing and do not forget to turn off the shower and washbasin taps after bathing!
* The area of the sports facility is for sports purposes, therefore wearing sports equipment (gym shoes or sports shoes, sportswear) is mandatory. It is forbidden to enter the sports fields and pitches wearing shoes that damage the surface. At the end of each sports session, the sports equipment must be returned to its original place, the lights turned off and the steward on duty informed of any possible circumstances (damaged sports equipment, burnt-out light fixture, accident, etc.).
* Persons violating the terms of use of the sports facility may be expelled from the sports field, pitch or track.
* All users shall be obliged to preserve the condition of the sports facility, as well as to maintain its order and cleanliness and to comply with the basic environmental regulations.
* Any damage caused by the users to the facility or its equipment must be compensated or restored by the respective user. Users acknowledge the provisions of the House Rules and accept them as binding for themselves. Users are obliged to protect the condition of the facility and to care for the valuable assets, and ensure the maximum property protection.
* University students may only attend physical education classes if accompanied by the physical education instructor.
* The PE instructor shall have sole and exclusive responsibility for events during physical education classes.
* No photos or video recordings can be taken on the premises of the sports facility without permission.
* The sports facility must be left 15 minutes prior to closing time.
* IT IS FORBIDDEN to behave in a sexually provocative manner in the entire area of the sports facility!
* No-one may enter the sports facility and use the services without a valid contract and order form. By this, the Guest accepts the provisions of the House Rules.

1. **IT IS FORBIDDEN:**

* to litter the changing rooms, corridors and showers,
* to bring in any weapons, poisonous materials, hazardous substances and devices that are harmful to health,
* to smoke on the entire premises of the sports facility,
* to cut nails, hair, beards or dye hair in the changing rooms and showers, for reasons of hygiene,
* to drink alcoholic beverages on the entire premises of the sports facility, save for the designated areas and periods,
* persons under the influence of alcohol or psychoactive substances may not engage in sports activities,
* to act in a way that violates public morals or public order, or disturbs the peace of others,
* to bring animals to the premises of the sports facility.

1. **Terms of use of the changing rooms and valuables:**

* Clothing or other valuables found on the premises of the sports facility must be handed over to the security service, where they can be picked up by their verified owner.
* No man shall be allowed to enter the changing rooms of the women’s section, and no woman shall be allowed to enter the changing rooms of the men’s section.

1. **Complaint book:**

* Guests have the right to make any observations regarding the manner or quality of the service, as well as the conduct of the persons providing the service, either orally or in writing, in the Complaint book. The competent manager of the facility is obliged to examine each complaint on the merits and notify the guest of the measures taken within 30 days following the complaint.
* The Complaint Book is available for the guests at the reception.

1. **Occupational safety and fire prevention:**

The occupational safety and fire prevention rules of the sports facility are determined in dedicated policies.

1. **Closing provisions:**

Should anyone fail to observe any provisions of the House Rules or violate any of its prohibitions, or cause moral outrage or material damage, they may be removed from the area of the sports facility immediately, with the help of public authorities. In more serious cases, the party at fault may be denied future visits while official measures are enforced as well.

1. **Actions made in extraordinary events:**

* In the event of a fire, the sporting activity or service must be stopped without delay and the premises must be vacated.
* In the event of an accident or an extraordinary event, the competent authorities must be notified via the following phone numbers:

**Ambulance: 104**

**Fire service: 105**

**Police: 107**

**General emergency call: 112**

**University Sports Office**