

## **Reservation Policy and Regulations**

- Each member or student can make up to two (2) one-hour bookings each week for the same court (e.g tennis).
- Members or students can book for using the gym once a day for a period of 1.5 hours.
- Each member or student must be presented at the reception of the Sports Center and verify their booking.
- Be careful with your booking options (facility, date and time) and make sure you have confirmed and registered your booking. For each valid entry you send a certificate to your e-mail.
- In case you will not be able to appear for your reservation, CANCELLATION is required and you can do it through the system or by calling at 22894182.
- A member or student who fails to cancel his reservation and does not show up 3 times (regardless the type of the reservation) the system will automatically deactivate his membership for a period of 15 days.
- Any group booking to be considered as student or staff, at least 70% of the participants who will use the facility, must be members of the Sports Center. Otherwise the reservation will be charged at the prices that apply to the public.
- Each member can make reservations for not more than ten (10) calendar days. Each student can make reservations for not more than five (5) calendar days
- External users can make reservations not more than five (5) calendar days.
- External users are subject to a charge depending on the facility (sport) they choose to use.

## **Explanations:**

- Members are all those who have a membership card and belong to the University Community.
- External users are those who belong to the University Community and are not holders of the sports card but also users who do not belong to the University Community.