

### Essential information regarding bookings taking place at the University of Bristol's Indoor Sports Centre.

**Check in** - Everyone must check in upon arrival at the reception area and then proceed directly to the booked activity.

All staff/students and those with cards/member cards are required to bring these for checking in to activity.

At all times, there will be two members of staff on site. For any queries/questions during the booking, please initially ask the reception staff member.

**Studios** - The three studios are different sizes and capacity varies depending on the activity involved. Please check with [seh-bookings@bristol.ac.uk](mailto:seh-bookings@bristol.ac.uk) to ensure your activity is taking place in the correct studio.

**First aid** - There is a first aid kit located at the main reception and at the gym reception. There is a defibrillator located in the office behind reception.

**Fire alarm procedure** - If the fire alarm goes off, please walk immediately to the meeting point which is at the end of Tyndall Avenue, by the Arts and Social Sciences building. There is a weekly fire alarm test on Tuesdays at 8:30 am.

**Changing rooms** - For the sports hall and studios, changing rooms are located on the first floor for women and on the second floor for men. Gender neutral changing facilities are on the ground floor. Disabled changing rooms are located on the ground floor and first floor.

**Lockers** - Available in the changing rooms. Please bring a padlock to secure your belongings or one can be purchased at reception. All users of the changing room and lockers are to remain on site when using a locker. When you leave the building, you must take your belongings with you.

**Water machines** - Located on the ground and first floor. Please bring your own water bottle to refill or you can purchase a bottle at reception.

**Equipment** - Can be hired from reception for a £5 refundable deposit per item. Payment must be made by card. Shuttlecocks and table tennis balls can be purchased at reception.

**Spectators** - All spectators of the sports hall must watch from the balcony on the third floor.

**Food and drink** - Alcohol cannot be bought into the Indoor Sports Centre at any time. No food and only water is allowed in the sports hall and studios.

**Flooring** - Taping or affixing any materials to the floors is strictly prohibited across all areas of the facility, including the Sports Hall, Studios, and Gym.

**Contact number** - 0117 428 3200

**Directions** - University [precinct map](#) or what3words [smile.racks.hungry](https://www.what3words.com/smile.racks.hungry)