

Sport and Fitness Section - Conditions of Hire 2016

These conditions pertain to the Sport and Fitness Facilities at; Footscray Nicholson, Footscray Park, Melton, St. Albans, Werribee Campuses of Victoria University and Whitten Oval Community Sports Stadium. Please contact the relevant Centre to find out if they can accommodate your requirements.

Location	Venues Available	Contact Number	Location	Venues Available	Contact Number
Footscray Park	3 x Multi Purpose Courts	9919 5279	Werribee	2 x Multi Purpose Studios	9919 8173
	2 x Multi Purpose Studios			2 x Tennis Courts	
	1 x Spinning Studio			1 x Athletics Track	
	1 x Swimming Pool 25x25m				
Whitten Oval	4 x Multi Purpose Courts	9919 6344	St Albans	1 x Multi Purpose Courts	9919 2639
Footscray Nicholson	1 x Multi Purpose Court	9919 5279		1 x Multi Purpose Studio	

Booking Fees – For all bookings, payment is required prior to the use of the centre. Cash, Credit Card, EFTPOS, and cheques (*made out to Victoria University*) will be accepted at the Centre's Reception. Groups wanting to pay via invoice need to seek approval from the Customer Service and Booking Co-ordinator, prior to their booking. Invoices need to be paid in full within 30 days of issue date.

Extra Charges – Bookings that occur outside of 'normal' operating hours may incur an additional Duty Managers fee.

Booking Times - Booking times must be strictly adhered to at all times. Groups whose bookings run over time will be charged for the extra time and may have future bookings cancelled. If your booking requires set up and pack up, this time must be booked and paid for.

Dry Area Bookings - Groups booking Multi-Purpose Rooms or Group Exercise rooms must supply a qualified instructor to oversee all activities. If a qualified instructor is not provided by the group, an instructor from Sport and Fitness must be hired, extra charges will be incurred.

Cancellations – Booking cancellations require a minimum 24 hours notice. Booking cancelled with less than 24 hours notice will need to be paid full.

School Holiday/Tournament/Carnival bookings – These require a longer cancellations period. 7 days notice – 25% of the fee to be paid, 3 days notice – 50% of the fee to be paid, less than 3 days notice – 100% of the fee to be paid.

University Priority Usage - This is a Victoria University facility. Should the University require the use of the facility at the time of your booking, they retain the right to do so. In this instance, as much notice as possible of a cancelled booking will be given.

Supervision - The hirer will be responsible for the supervision and behaviour of their group whilst at the Centre. A responsible adult (18 years or older) must supervise bookings that include children. Supervisors are obliged to accompany the children in their care to all areas of the facilities being used; this includes multipurpose rooms, group exercise areas and Change Rooms.

Medical/First Aid - The Centre strongly recommends that bookings seek a doctor advice if there is any doubt whatsoever regarding the participation in any activities, of any member of the hiring group, in any VU Sport and Health Facility. All bookings and competitions are responsible for providing and administering first aid to their players and/or participants. It is recommended that competitions and/or bookings supply their own first aid kits. Centre staff will call emergency services should they deem it necessary. Injured parties will be liable for any costs that may result from such a service attending to injuries or incidents. Users are strongly advised to be members of the Ambulance Service. All groups are responsible for bringing a list of appropriate medical conditions for all participants each time they enter the facility.

Behaviour – Sport and Fitness staff have the right to remove and refuse re-entry to any person(s) or group(s) using the facilities, should their actions or conduct be deemed prejudicial to the proper use of the Centre, present a health and safety risk for other patrons or staff or be detrimental to the enjoyment of other users of the Centre. Future bookings may also be cancelled at the discretion of the Sport Facility Manager.

Facility and Equipment - The hirer is responsible for maintaining the condition of the facility and equipment. The hirer will be responsible for the cost of any repairs as a result of damage to the; floor surface, walls, ceilings, furniture, fixtures or equipment in any area of the Sport and Health Facilities

and surrounding areas. Please report any broken or non-working equipment to centre staff immediately to avoid any injured.

Cleaning - The hirer is responsible for the collection of all litter and to ensure that it is placed in the correct receptacles at the end of a booking. Failure to leave the facility in an acceptable condition will incur additional costs of \$45.00 per hour for cleaning staff. It may also result in the cancellation of future bookings. Users are reminded that there is no smoking, eating or drinking allowed in any of the facilities. Water bottles with re-sealable lids are permitted.

Emergency Procedures – If an evacuation is required, an alarm will sound to warn people to evacuate. You must follow the instructions of Sport and Health Centre staff at this time and leave the building via the exit the staff member indicates. At all times patrons should follow the instructions of Sport and Fitness Staff and remain in the designated evacuation area until the building is deemed safe by emergency services or the Head Warden.

Footwear - Appropriate non-marking footwear is required at all times in the facility. Shoes that will mark or damage the floor of any of the facilities is not permitted.

Cameras/Video Equipment - Cameras and video equipment are not to be used in any VU Sport and Fitness Facilities unless prior permission has been sought from the Centre Manager.

Aquatic Area Bookings

Aquatic education teaching responsibilities include:

a. Student/staff ratio must be in accordance with 'Guidelines for Safe Pool Operation'. b. A copy of Public Liability Insurance for a minimum of \$5 million must be attached to the booking form. c. Teachers must attach a copy of their AUSTSWIM, CPR and First Aid certificates.

d. Please read and abide by the conditions of entry on the located on the door to the swimming pool.

Aquatic supervisory responsibilities include

a. Swimmers/Lifeguard ratio must be in accordance with 'Guidelines for Safe Pool Operation'. b. A copy of Public Liability Insurance for a minimum of \$5 million must be attached to the booking form.

c. Coaches/Instructors must be qualified and attach a copy of their CPR and First Aid certificates. d. Please read and abide by the conditions of entry on the located on the door to the swimming pool.

Insurance – When requested to do so the hirer must provide evidence of Professional Indemnity Insurance and/or Public Liability Insurance to a minimum value of \$5 million dollars.

Disclaimer – The Sport and Health Section will not be held responsible for any injury or loss suffered by a participant or non-participant while in the Centre unless required by law.

