

# Sport and Fitness Section - Conditions of Hire 2010

**Scope** – These conditions cover the Sport and Fitness Facilities at Footscray Nicholson, Footscray Park, Melton, St. Albans, and Werribee Campus's of Victoria University.

**Insurance** -The hirer will need to provide their own Professional Indemnity Insurance to cover Instructors. The hirer will need to provide their own Public Liability Insurance to a minimum value of \$5 million (please provide proof of your insurance with this application).

**Disclaimer** - The Sport and Fitness Section and Victoria University will not be responsible for any injury suffered by either participant or non-participant members of the group while using facilities: whether the injury be self inflicted, caused by another member of the group, or caused by another person not associated with the group. Sport and Fitness and Victoria University will not be liable in any way for any loss of, or damage to the property of members of the group, whether members or non-members of the group cause the loss or damage.

**Supervision** - The hirer will be responsible for the supervision and control of their group whilst at the Centre. A responsible adult must supervise children's groups. Where there are both boys and girls in the group, they must be accompanied by at least one male and a one female supervisor. Supervisors are obliged to accompany the children in their care in all areas of the facilities being used, including the changing rooms. Children's groups using the pool are required to have at least one supervisor per 15 children in their care. Supervisors are to ensure that all children shower before entering the pool. Supervisors of all groups using the pool should have obtained the RLSS Pool Lifeguard Qualification.

**Conditions of Facility and Equipment** - The hirer will be responsible for maintaining the condition of the facility. The hirer will be responsible for reimbursement of the cost of any repairs as a result of any damage to the floor surface, walls, ceilings, furniture, fixtures or equipment in any area of the Sport and Fitness Facilities and surrounding areas. It is the responsibility of the hirer to ensure all litter is picked up and placed in the correct receptacles at the end of the booking. Failure to leave the facility in an acceptable condition may incur additional costs for extra cleaning staff or cancellation of future bookings. Users are reminded that there is no smoking, eating or drinking allowed in any of the Complex facilities. Water bottles with re-sealable lids are permitted. Alcohol is not permitted in the centre, except in circumstances approved by the Manager.

**Booking Times** - Booking times must be adhered to so that all groups can use the centre on an equal basis. Setting up and packing up time should be booked and paid for, as other groups cannot use this time. Groups that do not adhere to their booking times will be charged for the extra time used and may put future bookings in jeopardy.

**Dry Area Bookings** - Groups that book the Multi Purpose Rooms, Sports Halls or Spinning Rooms must have a qualified instructor overseeing all activities. An instructor from Sport and Fitness must be hired if the group does not have a qualified instructor. A competent adult must supervise all activities undertaken in any of the dry area facilities.

**Aquatic Area Bookings** - Schools accepting aquatic education teaching responsibilities are reminded:

- 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.

Groups accepting aquatic supervisory responsibilities are reminded:

- e) Swimmers/Lifeguard ratio must be in accordance with 'Guidelines for Safe Pool Operation'.
- f) A copy of Public Liability Insurance for a minimum of \$5 million must be attached to the booking form.
- g) Coaches/Instructors must be qualified and attach a copy of their CPR and First Aid certificates.
- h) Please read and abide by the conditions of entry on the located on the door to the swimming pool.

**Booking Instructors** – An administration fee may be charged when booking instructors.

**Damage** - Any breakage of equipment or damage to the facility is the responsibility of the hirer and a bill will be sent for the replacement cost of the equipment or for required repairs. Please report any broken or non-working equipment to centre staff immediately to avoid any being injured.

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

**Booking Fees** – Full payment is required on the day of the booking prior to the use of the centre unless invoice payments have been approved by the Customer Services Co-ordinator. For bookings outside normal hours an additional Duty Managers fee will be charged. Cheques should be made payable to "Victoria University Sport and Fitness". Cash, Credit Card, EFTPOS, cheques and money orders are accepted at the Centre's Reception.

**Cancellations** - All bookings that are not cancelled with 24 hours notice may be charged at the full rate. Hours used above booked time will also be charged at the full rate.

**Behaviour** – Sport and Fitness staff have the right to expel any person or group using the facilities should their actions or conduct be considered prejudicial to the proper use of the Centre or detrimental to the enjoyment of other users of the Centre. Future bookings may also be cancelled.

**Medical/First Aid** - The Centre strongly recommends that you see your doctor if you have any doubts in your mind whatsoever regarding the participation of any activities, by any member of the hiring group, in any Sport and Fitness Facilities'. Should any injured person require first aid, please contact a member of staff at the Centre's reception. If it is after hours please contact VU security on 9919 6666. The 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 treat 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.

**University Priority Usage** - This is a Victoria University facility. Should the University needs require the use of the facility at the time you have booked then they are able to do so. You will be given as much warning as possible in this instance.

**Emergency Procedures** - If evacuation is required, an alarm will sound to warn people to evacuate. You must follow the instructions of Sport and Fitness Centre staff at this time and leave the building via the exit the staff have indicated. 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.

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

