



Phone: 8344 8575 Fax: 8344 5583

Office Use Only
BOOKING NUMBER

CHANGES TO CLUB BOOKINGS

Club Name: _____

*Name: _____ Position _____

* Only members nominated by your clubs committee can make amendments to club bookings.

Reason for Changes:

- Additional resources required for Club training.
Additional resources required for Club Competition.
Additional resources required for a Club Special Event.
Other.

Please Specify.

BOOKING INFORMATION

Table with 9 columns: Venue Required, No. of courts required, Day, First date, Last date, Time From - To, Number of Participants, Purpose of booking, Office use only.

MUS is committed to observing the requirements of the Information Privacy Act. We collect your information for the purpose of providing you access to our sporting facilities and services, and it is also retained for the development of a sports alumni at the University of Melbourne.

SIGNATURE

I _____ on behalf of the _____ Club, have read, understand and take full responsibility to ensure that conditions and regulations as per "Conditions of Use" are adhered to.

Signed _____

Date _____

Office Use Only

Booking No. _____

Booking Entered by _____

Date _____



MELBOURNE UNIVERSITY SPORTS CLUBS & COLLEGES CONDITIONS OF USE

Facility availability

A range of sporting and recreational facilities is available to Melbourne University groups, local community bodies and private groups for hire, subject to the approval of MU Sport.

Facility Bookings are available between 7.00am and 10.00pm Monday – Thursday, 7.00am and 8.30pm Friday and 9.00am and 5.00pm weekends. All club/College members and guests must exit MU Sport by 10.30pm Monday – Thursday, 9.00pm Friday and 5.30pm on Weekends.

Bookings

Club booking requests must be lodged using a **CLUB & BOOKINGS REQUEST** form and addressed to the Guest Services & Venue Coordinator. These bookings are made on an annual basis. They are **not** *'permanent'*.

Club special events/changes in training times/venues/extra sessions must be lodged using a **CLUB SPECIAL EVENTS/CHANGES TO BOOKINGS** form and addressed to the Guest Services & Venue Coordinator. **College** groups need to fill out a **BOOKING REQUEST** form. When the booking is approved a letter of confirmation will be sent out.

Confirmation

A booking has been approved, only when a **LETTER OF CONFIRMATION** has been received.

Subletting

No facility may be sublet or reassigned to any other organisation or individual.

Check-in/Keys

A member from the club must “check-in” at the Bookings Desk before training commences. The member must be authorised to collect club keys. Club keys will only be issued to those club members on the **CLUB LIST** and must provide **Photo ID** that will be returned to them when the key is returned to reception.

If a club/college fails to show for their facility booking after ½ hr, space will be re-booked to casual users.

Supervision

The hirer will be solely responsible for the supervision, control and behaviour of their group (e.g. players, spectators, guests, visitors, and children) while using the University sporting facilities and services. The University Sports Precinct is a public venue and all club/college groups should note that the University strictly observes and enforces its anti discrimination and anti vilification policies with particular reference to anti social behaviour likely to cause offence.

Eligibility

All club & college members must have with them their student card or Sports Club Access card when training. Melbourne University Sport staff will check these regularly. Any unauthorised users will be asked to leave the premises.

Conditions of Facility/Equipment

The hirer shall use the agreed facility and its related equipment in a safe and proper manner at all times and will immediately comply with any directions given by MU Sport staff. At the completion of hire session is the responsibility of the hirer to ensure that all litter is picked up and placed in the correct receptacles. Failure to leave the facility in an acceptable condition may incur additional costs for extra cleaning and/or cancellation of future bookings.

Damage

The hirer will be responsible for and shall pay MU Sport for any breakage or damage to University property, fittings, furniture and equipment either mechanical or electrical caused directly or indirectly during the hire period which is beyond fair wear and tear or the result of misuse or incorrect use of equipment. Vandalism by any group will result in the cancellation of future bookings.

Alcohol

Hirers intending to consume or sell alcohol must obtain the appropriate liquor license and provide proof of this at the time of booking. Hirers must comply with any university alcohol policy in force from time to time.

No Smoking

It is University policy that there is no smoking in the MU Sport buildings.

Signage

No poster or placard or sign or advertisement relating to any matter shall be placed, painted or affixed anywhere within the MU Sport Centre precinct without the prior approval of Director Mark Lockie. MU Sport Staff reserve the right to remove any non-compliant signage.

Equipment Hire

The hirer agrees to meet the costs for any repairs to equipment and to meet fair and reasonable replacement costs if hired equipment is not returned. Please report any faulty or non-working equipment to the MU Sport staff. Other than the venue hire clubs may request (depending on availability)

Footwear

Appropriate footwear is required to be worn at all times in the stadiums, Lazer room, Mindbody studio, squash courts, tennis courts, hockey field, oval and the athletics track.

Cancellations & Veto

All Clubs and Colleges must give a minimum of 2 weeks notice to Guest Services & the Venue Coordinator (8344 8575) if allocated space is not to be used. Failure to use the assigned time slot/facility will result in the club being charged the full amount of the hire of the venue/facility for the time they were booked in.

Melbourne University Sport reserves the right to cancel any booking when facilities are required for special events. Advance notice will be given in these circumstances.

Melbourne University Sport, in accordance with responsibilities delegated to it under University Statute 13.1 Student Discipline reserves the right to:

1. exclude any member, or members, of the University community from the Sports Precinct and/or activities should an individual or group 'breach discipline or good order' as described under this statute.
2. Refuse any future or subsequent booking.

Parking

Visitor parking is only available on campus after 4.00pm on weeknights and all day on weekends for \$4. For University of Melbourne traffic rules see www.unimelb.edu.au/statutes/r81r9.htm

Safety

Any activity undertaken is in accordance with agreed safety procedures and requirements as identified by the club, college and /or University. Having accepted a booking from a hirer, MU Sport shall be entitled to terminate/cancel the agreed booking or evacuate the facility without liability from the hirer if, in the opinion of MU Sport, such cancellation is required in order to ensure the safety of persons or property.

First Aid

Should any injured person require First Aid, contact the MU Sport reception desk situated in the entrance of MU Sport. If MU Sport is closed, call University Security on 8344 4666 or proceed to Swanston Street (Gate 4) and request assistance from the University Security Officers on duty. When an incident occurs it must be reported on S3.1 Accident Incident form and handed in to Administrative Assistant, Main Office area, MU Sport.

Emergency Procedures

On hearing the evacuation alarm (fire bell) or on being instructed to evacuate:

1. Move to the evacuation point (Main Oval) as directed by University staff/Hirer.
2. When instructed to evacuate leave by the fire stairs (Do NOT use lifts).
3. Move quietly and calmly to the assembly area and remain in the company of University staff/Hirer at all times.

Security can assist you in any situation, just call 8344 4666

AFTER HOURS VENUE HIRE

General Conditions

In order to be respectful and considerate to all users and stakeholders, users of the pavilion MUST ensure the building is cleaned and vacated by 11.30pm. Melbourne University Security has the right to evict any unauthorised users after 11.30pm.

Bond

For after hour functions, MU Sport requires a \$500 bond to be paid by the hirer at least 24 hours in advance of booking. If the bond is not paid by the agreed date, management reserve the right to cancel the booking.

Cleaning

The hirer is to collect all rubbish and place it in rubbish bags to be left outside the building (If using the Pavilion, this is on the veranda).

The hirer must provide garbage bags.

ATHLETICS TRACK/HOCKEY PITCH

The athletics track/hockey pitch is a multi-use facility. In order to provide the best possible playing conditions for all users please observe the following conditions:

Entrance

All users entering and exiting the athletics track and/or hockey pitch must use the gate entrance at the eastern end of Athletics track and the Hockey pitch. (See diagram)

Playing Surface

- Approved footwear must be worn
- Enter through gates – do not climb the fence
- Corner practice, goalie warm ups and hit ups on sidelines of pitch only
- No ball games in Eastern "D"
- Only Basketball and Netball are allowed in the Western "D" provided the area is not booked out for an event or by another user group

Surface and Surrounds

Rubbish is to be deposited in bins provided

Athletics Track

Hire of the athletics track includes the use of the eastern and western "D's". Before proceeding to the Athletics Track the hirer is required to report to the Reception Desk in the Sports Centre to collect signs to be placed on the track and two D's. These signs must be returned at the end of the session.

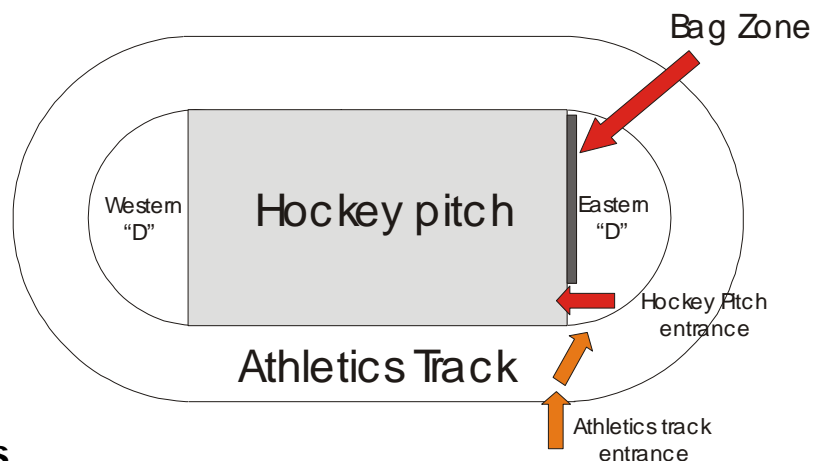
Hockey Pitch

Hire of the hockey pitch does not include hire of the two D's, unless otherwise organised with the Venue Coordinator

Bags can be placed along the edge of the Eastern D. (See diagram) Under no circumstances are hockey balls allowed in the D's. This is not a hit up area. When entering the hockey pitch, care must be taken when crossing the athletics track so as not to disrupt track users.

Lights

It is the Club's responsibility to ensure that prior to MU Sport closing, reception staff are notified of the time requirement for light usage after hours.



Other Facilities

- 6 X Squash Courts
- 8 X Badminton Courts
- 6 X Volleyball Courts
- 2 X Indoor Netball Courts
- 2 X Indoor Basketball Courts
- ¾ Outdoor Basketball/netball court

Failure to comply with any of the 'Conditions of Use' will result in the cancellation of your booking.