



Phone: 8344 8575 Fax: 8344 5583
2009 BOOKINGS REQUEST

Office Use Only
BOOKING NUMBER

Organisation / Department Name

Address: _____

Suburb: _____ Postcode: _____ Fax _____

Section: _____ Dept. No _____ (Uni of Melb departments only)

1st Contact Name: _____ Position _____

Phone Number: _____ Email _____

2nd Contact Name: _____ Position _____

Phone Number: _____ Email _____

Will Alcohol be served? Yes No
(If yes, please refer to section 2g of "MUS external conditions of use")

BOOKING INFORMATION

Venue Required	No. of courts required	Day	First date	Last date	Time From - To	Number of Participants	Purpose of booking Eg. Comp, Training, social	Office use only

*If additional space is required for "booking information" please complete this section of an additional form.

Please give a brief description of your event:

Will you require on campus parking? Yes No
(If yes, please refer to section 2m of "MUS external conditions of use")

Privacy Policy: Refer to www.sports.unimelb.edu.au

CONTRACT

I _____ on behalf of _____,
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

Paid At Desk Receipt # _____ Processed by _____ Date _____

Confirmation Sent On _____ Forwarded To Finance for Invoicing On _____

MELBOURNE UNIVERSITY SPORT EXTERNAL BOOKINGS CONDITIONS OF USE

1. 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 users and guests must exit MU Sport by 10.30pm Monday – Thursday, 9.00pm Friday and 5.30pm on Weekends.

2. Bookings

-a. External booking requests must be lodged using a External BOOKINGS REQUEST form and addressed to the Guest Services & Venue Coordinator. They are not 'permanent'. Changes in training times/venues/extra sessions must be lodged using a CHANGES TO BOOKINGS form and addressed to the Guest Services & Venue Coordinator.

-b. Confirmation

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

-c. Subletting

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

-d. 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 external 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.

-e. 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. **The hirer is responsible for the set up and take down of any equipment required to play a specific event.** At the completion of hire session is the hirer must 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.

-f. 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.

-g. Alcohol

Hirers must obtain consent from the Director of Melbourne University Sport by filling out a "Authorisation Form For Formal Events Involving Alcohol" when intending to consume or sell alcohol. In the event alcohol is being sold (directly/indirectly) hirers 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 at the time of hire.

-h. No Smoking

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

-i. 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 the Acting Director Alex Affleck. MU Sport Staff reserve the right to remove any non-compliant signage.

-j. 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.

-k. 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.

-l. Cancellations & Veto

All External hirer 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 hirer being charge 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.

-m. Parking

Visitor parking is only available on campus after 4.00pm on weeknights and all day on weekends.

For University of Melbourne traffic rules and Parking Rates see www.unimelb.edu.au/statutes/r81r9.htm

Pre-purchased parking permits can be organized through the Guest Services and Bookings Coordinator if necessary.

-n. 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.

-o. 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.

-p. 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

3. AFTER HOURS VENUE HIRE

-a. 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.

-b. 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.

-c. 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.

4. STADIUMS

-a. No food or drink (other than water) is to be consumed in the East Stadium, West stadium and the viewing gallery.

-b. No equipment may be used in the stadiums that will cause damage to the floor surface.

-c. All equipment used must be returned to the appropriate storage areas after use.

-d. Minimum clothing requirement is t-shirt/singlet or exercise/sports top and shorts. Correct footwear is runners / sneakers.

5. 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:

-a. 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)

-b. 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

-c. Surface and Surrounds

Rubbish is to be deposited in bins provided

-d. 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.

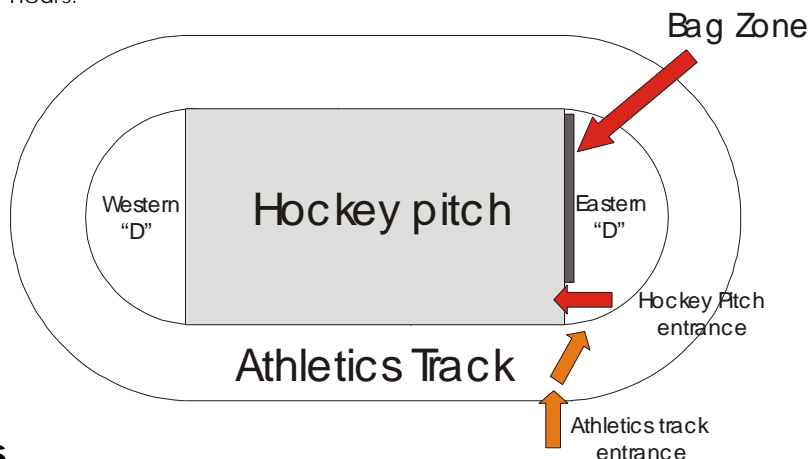
-e. Hockey Pitch

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.

-f. 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.