

Clubs must read the following procedures and conditions of hire prior to commencing each season.

1. Seasons

1.1 Summer season

- from 1 October of each year until 31 March of each year.

1.2 Winter season

- from 1 April of each year until 30 September of each year.

2. Seasonal allocations

2.1 Seasonal allocation

- a) Allocation of City of Rockingham active sporting reserves is seasonally based.
- b) Seasonal allocation entitles each team of the approved club to one “competition” and two “training” sessions per week, within the seasonal time allocation.
- c) Allocation of reserves for “competition” is restricted to home games only.
- d) Reserves may be shared by / allocated to multiple user groups at the discretion of the City of Rockingham staff.
- e) Reserve availability is subject to demand, availability of flood lighting and maintenance requirements.

2.2 Applications

- a) Applications must be made seasonally on the active reserve seasonal hire application form, available from the City’s Bookings Officer on 9528 0333.
- b) Summer reserve applications close on 1 September each year.
- c) Winter reserve applications close on 1 March each year.

2.3 Applications for multiple reserves

- a) Large clubs with membership numbers exceeding the grounds capacity may choose to apply for more than one active sporting ground.
- b) If a secondary ground is required the club must complete and return a second active reserve seasonal hire application form.
- c) Any ground allocations forms requesting more than one reserve will not be accepted.

2.4 Casual bookings

- a) For any bookings that fall outside the seasonal allocation time of one competition day and two training nights per week, the club must complete and return a casual reserve booking form.
- b) Pre-season training is not considered part of the seasonal allocation time. For pre-season training your club must complete and return a casual

reserve booking form. Pre-season training is charged as per the active reserve seasonal allocation schedule of fees and charges.

2.5 Permitted use of grounds

Clubs may not use the grounds for any purpose or at any times other than those confirmed in your seasonal permit.

3. Schedule of fees

3.1 Seasonal allocation fees

- a) Active reserve seasonal allocation fees are calculated per season.
- b) Each club is charged fees based on the number of reserves used and the reserve classification. A list of all active reserves, the reserve classification and applicable fees can be provided by contacting the Coordinator Community Facilities. See section 13.1 for contact details.
- c) The City of Rockingham will review and set the schedule of active reserve seasonal allocation fees and charges annually prior to 1 July, for the following 12 months.
- d) Schools located within the City of Rockingham are not charged for bookings during school hours. Schools located outside the boundaries of the City of Rockingham and any school bookings outside of school hours will fall within casual or seasonal hire charges.

3.2 Commercial events

Major commercial events are charged as per Major Outdoor Events Policy.

4. Reserve Floodlighting

4.1 Floodlight usage forms

- a) Clubs will be supplied with six floodlight usage forms with the confirmation of seasonal hire letter.
- b) A copy of the floodlight usage form must be completed and returned at the beginning of each month, for the previous months use.

4.2 Floodlighting fees and charges

- a) Floodlight usage fees are not covered by the seasonal allocation hire fees.
- b) Floodlight usage fees can be found on the active reserve seasonal allocation schedule of fees and charges.
- c) Floodlight fees will be charged according to the times stated on your club's completed monthly floodlight usage forms. These charges will be billed in 15 minute blocks.
- d) Invoices for flood light usage will be sent to clubs every two months.
- e) If your club's floodlight usage form has not been received within two weeks of the end of the month, your club will be charged for floodlight usage as per your seasonal allocation times, for all hours booked after:
 - 6pm during the winter season
 - 8pm during the summer season

5. Outstanding accounts

5.1 Payment of accounts

All accounts are to be paid within 14 days of receipt of invoice. If monies are not received within this time further action may be taken in the form of debt collection and/or legal action.

5.2 Debt recovery

Any expenses, costs or disbursements incurred by the City in recovering any outstanding monies including debt collection agency fees and solicitor's costs shall be paid by the seasonal user.

6. Insurance

6.1 Proof on insurance

All clubs are required to show proof of insurance with their application form.

Required insurances are:

a) Public liability insurance

In the name of the Club / Association for an amount of not less than \$10,000,000 and must also include the goods sold extension (this is to provide cover for food and drink being prepared or supplied on the premises).

b) Contents insurance

Clubs / Associations are fully responsible for their own furniture, equipment and any other contents stored within any City of Rockingham facility. The City takes no responsibility for any club's property.

6.2 Liability

The City of Rockingham will not accept liability for any damage, theft or loss of items belonging to or the responsibility of the hirer or their invitees, unless the damage or loss is determined to be the result of the City's negligence.

6.3 Insurance policies

The City of Rockingham will not confirm any bookings until copies of the relevant insurance policies are provided.

7. Club rooms / change rooms

7.1 Smoking

There is no smoking permitted inside or within seven metres of the entrance of any City facilities. It is the responsibility of the club to ensure this condition is strictly enforced.

7.2 Maintenance

a) Clubs must notify the Coordinator Community Facilities in writing of any building maintenance issues. See section 13.1 for contact details.

- b) Clubs will be invoiced the cost of repairs if the City deems the damage as a direct result of the clubs activity.
- c) Clubs will be notified of any maintenance to club rooms, toilets, change rooms, store rooms that may affect their use of the facility.

7.3 Inspections

- a) Maintenance and cleaning inspections will be performed periodically.
- b) If facilities are deemed to be in an unsatisfactory condition by City officers or contractors, the club will be notified and requested to rectify.
- c) If upon further inspection the facilities remains in an unsatisfactory condition, City contractors will rectify the issue and the club will be invoiced accordingly.

7.4 Liquor

- a) All clubs selling alcohol from clubrooms must provide a copy of a current liquor licence with their seasonal hire application. The liquor licence will outline the conditions that must be adhered to.
- b) To obtain a liquor licence please contact the Department of Racing, Gaming and Liquor on 9425 1888 or visit their website for an online form and further information: www.rgl.wa.gov.au

7.5 Cleaning

- a) It is the responsibility of the club to keep the clubroom, change rooms, toilets and sports grounds clean and tidy.
- b) Cleaning and disposal of rubbish must be undertaken after every match and training session.
- c) Failure to keep the grounds, facilities and buildings tidy could result in the immediate cancellation of the club's allocated ground use.
- d) City of Rockingham staff may inspect the grounds at any time. If the inspection reveals a need for any extra cleaning or repairs, then this work must be satisfactorily completed by the club within 48 hours of cleaning issues and three weeks for repairs.
- e) Incomplete work will be carried out by the City and the full cost invoiced to the club.

8. Reserve maintenance

8.1 Maintenance issues

Clubs must notify the Coordinator Community Facilities in writing of any reserve maintenance issues. See section 13.1 for contact details.

8.2 Notification of maintenance to grounds

Clubs will be notified of any maintenance to grounds that may affect their activities.

8.3 Line marking

- a) Initial line marking will be performed at the commencement of each seasonal allocation by the City.
- b) Clubs are responsible for all additional line marking.
- c) Water based PVA paint is the only City approved line marking product. For safety reasons, the following products are not permitted for marking reserves:
 - Lime
 - Round up and other herbicides and chemicals
 - Oil
- d) Line marking must not be carried out while the reserve is being used by another club or group.

8.4 Reserve repairs

Clubs will be invoiced the cost of reserve repairs if the City deems the damage as a direct result of the clubs activity.

9. Security – keys and alarms

9.1 Upon leaving any facility the club must ensure that:

- a) All lights are turned off
- b) All doors, windows and additional security measures are closed and locked
- c) Alarms are armed

9.2 Key requests

- a) All key requests must be submitted in writing to the Coordinator Community Facilities. See section 13.1 for contact details.
- b) Keys may take up to two weeks from date requested.
- c) The club will be notified when the keys are available for collection.

9.3 Key bonds

- a) A key bond of \$50 per key is payable upon collection of the keys.
- b) The key bond will be held until keys are returned and monies will be returned to the club in the form of an electronic funds transfer and may take two weeks to be returned.

9.4 Keys must not be loaned to any persons not affiliated with the club.

9.5 Keys must not, under any circumstances be duplicated / copied.

9.6 Alarms

- a) Clubs requiring access to alarmed facilities will be provided with an alarm code and instruction on using the system.
- b) Should the alarm be activated for any reason the City's Security Services will attend regardless.

- c) A security call out is required your club will be invoiced, the call out fee as noted in the schedule of fees and charges.
- d) Clubs must not reveal their alarm codes to any persons not affiliated with the club.

9.7 Failure to secure facility

- a) Clubs are responsible for all costs resulting from not effectively securing the facility.
- b) Once a key has been issued, all costs resulting from the misuse or loss of the key is the responsibility of the club.
- c) Failure to secure the premises could result in restricted access during future usage.

10. Equipment

- 10.1 Clubs / associations are fully responsible for their own furniture, equipment and any other contents stored within any City of Rockingham facility. The City takes no responsibility for any club's property.
- 10.2 If the reserve or facilities are deemed to be in an unsatisfactory condition by City Officers or contractors, the Club will be notified and requested to rectify.
- 10.3 At the end of each season all club equipment is to be stored in appropriate club owned storage unless otherwise agreed to by the City.

11. Litter

- 11.1 Clubs are responsible for the removal of all litter associated with their use at the completion of each booking. This includes all litter and rubbish on the reserve, car park area and within the club/change room facilities.
- 11.2 No fire of any type may be lit in the surrounding grounds of any facility without the approval of the City.
- 11.3 If upon further inspection the club has not rectified the issue of excess litter the club will be invoiced the cost of litter/garbage collection.

12. Conduct

The club is responsible, at all times, for the conduct of its members, spectators and guests and must comply with all federal, state and local laws whilst on City property. Inappropriate conduct of club members may result in further action, including restricted access to City facilities or legal action.

13. Contact the City

To contact the City in relation to ground and building maintenance issues, key requests or any other additional information or clarification, please contact the Coordinator Community Facilities or Bookings Officer by phone on 9528 0333 or email customer@rockingham.wa.gov.au or in writing to:

City of Rockingham
PO Box 2142
ROCKINGHAM DC WA 6967