



COMMUNITY FACILITY STANDARD CONDITIONS OF USE

Introduction

The purpose of this information is to outline to clubs, associations and organisations the procedures and conditions for the use of Council’s Facilities. Should you require additional information or wish to discuss any concerns, please contact Council’s Parks and Open Spaces Manager.

Application for Use of Council’s Sport Facilities is available on Council’s website and must be submitted **at least one (1) month in advance** of the date required.

Events that do not form part of the intended use of the facility, for example; Replay for Life, Concerts, Family Fun Days etc. are required to submit an Event Application Form and pay the applicable application fee. This application is available on Council’s website and must be submitted **at least one (1) month prior** to the event date.

For the purpose of this information, the term “*facility*” refers to, but is not limited to, all parks and open spaces, ovals and surrounds that are hired for physical activity or events. This also includes all infrastructure such as amenities blocks and canteens.

Failure to comply with the conditions outlined in this document will jeopardise your booking as well as the approval of future bookings of Council facilities.

All fees and charges referred to in the document are as per Council’s Fees & Charges which are available on our website at <https://www.narrabri.nsw.gov.au/Your-Council/Fees-Charges>

Council is enforcing blackout dates which indicate when facilities are unavailable for use. These blackout dates will enable Council to undertake required maintenance and are available on Council’s website to assist with making a booking. **Please ensure you consult the blackout calendar prior to completing an application.**

1. BOOKINGS AND TERMS AND CONDITIONS OF BOOKINGS.....	2
2. INSURANCE.....	3
3. SPORTING CLUBS PRE SEASON TRAINING BOOKINGS	3
4. MAINTENANCE AND CLEANING	3
5. WET WEATHER CLOSURES.....	4
6. FIELD LINE MARKING AND ADDITIONAL EQUIPMENT	4
7. FLOODLIGHTS USEAGE AND FEES.....	5
8. KEYS ACCESS AUTHORISATION.....	5
9. FOOD & BEVERAGE.....	6

10. ADVERTISING & SIGNAGE.....	6
11. LIAISING WITH COUNCIL.....	7

1. Bookings and Terms and Conditions of Bookings

- 1.1. Facilities are available for bookings daily between 7:00am and 10:00pm.
- 1.2. Requests for use must be made completing either an Application for Use of Council's Sport Facilities or an Event Application Form. Any alterations to a booking must also be made in writing to Council.
- 1.3. Once processed, notification from Council will be supplied advising the outcome of the application.
- 1.4. It is the responsibility of the applicant to make alternative arrangements should the requested facility be unavailable. In general, traditional ground users will be given priority for requested sport facilities.
- 1.5. The applicant will have exclusive booking where appropriate, but the applicant cannot be given exclusive use of facilities.
- 1.6. Council retains the right to cancel a booking to run Regional, State or National sporting event and will endeavour to provide the applicant notice of changes as soon as practical.
- 1.7. Major sporting events are to be booked separately to regular seasonal bookings, e.g. Regional/State competitions, school carnivals.
- 1.8. Bookings requesting access to the amenities (toilet or shower) blocks, are required to indicate this on the application. If the booking is on Monday to Friday between 7:00am and 4:00pm, Council will unlock and lock the facility on behalf of the applicant. If the booking is outside these hours the applicant is required to apply for a key using the Access Authorisation Form and pay the necessary, key bond.
- 1.9. Power access outside build-in facilities is available at some sites. If available and required, the applicant must inform Council at least 1 week prior to use and note fees & charges apply.
- 1.10. No vehicle motorised or otherwise shall be taken onto any playing or grassed surface without authorisation from Council. The only exemption to this provision is emergency services vehicles such as Ambulance, Police and Fire Brigade.
- 1.11. The applicant must control parking and ensure that all vehicles are parked correctly within the areas provided and that no vehicle is parked on the grassed areas or in front of any driveways.
- 1.12. Section 6A of the Smoke-Free Environment Act 2000 bans smoking in spectator areas at public sports grounds and other recreational areas. Other outdoor sporting facilities, such as Local Council playing facilities, are also covered by the law. The law applies to both covered and uncovered spectator areas whether seating is provided or not. This non-smoking act is to be enforced by the applicant.

- 1.13. The applicant must obtain Council approval prior to the erection of temporary buildings, shelters, tents, marquees, stalls etc. A site map of location/s must be submitted to Council for review at least 2 weeks prior to proposed assembly date.
- 1.14. The applicant must not use amplified sound systems, amusement devices, fireworks e.tc. without prior consent from Council. Under Section 68 of the Local Government Act 1993 and Clauses in the Regulation Councils are required to approve the installation and operation of amusement devices.
- 1.15. The applicant accepts full responsibility for any loss or damage to any personal property (including money, jewellery & credit cards), property on hire or loan and any contents stored in the facility.
- 1.16. The applicant is responsible for the conduct of ALL persons using the facilities as part of the booking as well as the safe custody and proper use of the facility and all other infrastructure.
- 1.17. The applicant is not permitted to charge, or to collect money from any person for the entry to the facility without prior written approval from Council.
- 1.18. Noise levels are to meet Environment Protection Authority requirements.

2. Insurance

- 2.1. A Certificate of Currency (Public Liability Insurance) to the value of \$20 million which indemnifies Council from and against all claims arising from the applicant's legal liability, must be submitted along with every application. The policy must cover the applicant's club/organisation for all activities.
- 2.2. If the insurance expires during the booking period, the applicant must provide Council with valid insurance details **NO LESS THAN 7 DAYS PRIOR** to the insurance expiry date or the booking will be cancelled at Council's discretion.
- 2.3. The applicant is required to ensure that all players and officials are covered by their insurance.
- 2.4. The applicant must be responsible for property insurance covering all equipment and contents owned by Council within the facility.

3. Sporting Clubs Pre-Season Training Bookings

- 3.1. No goal posts, cricket pitches or field line marking can be guaranteed to be erected and/or prepared **before** the start of the competition season.
- 3.2. Clubs/organisations found to be causing damage to the oval will have their training activities and seasonal booking cancelled by Council and the cost to rectify any damaged invoiced.
- 3.3. Players must conduct training sessions on the perimeter of ovals, away from cricket pitches and inner grounds.

- 3.4. Pre-season training may commence one month prior to the competition season commencing based on availability of the ovals.

4. Maintenance and Cleaning

- 4.1. The applicant is responsible for inspecting the grounds, surrounds, structures, equipment, irrigation systems and associated amenities prior to each use of the facility. This is to ensure that the area is free from obstacles/hazards and to take all reasonable steps to satisfy itself that there is no reasonable risk of injury to any person participating. This applies to training and competition bookings and specifically during periods of wet weather.
- 4.2. **Playing surfaces deemed unsafe must not be used until repaired.** The applicant must inform Council by the next working day if any damage is found to the facility, equipment or other infrastructure.
- 4.3. The applicant is responsible for any equipment and/or goods stored in the facility or amenities. Please note toilets, change rooms, canteen etc are often shared facilities and users are reminded to be respectful of other user's property.
- 4.4. The facilities and grounds are to be left in a neat and tidy condition, at the conclusion of each activity. The full cost of any cleaning required by Council will be borne by the applicant.
- 4.5. It is the responsibility of the applicant to ensure the following prior to vacating the facility:
- all lights are turned off;
 - all taps and showers are turned off;
 - windows, doors, and gates are closed and locked;
- The applicant will be responsible for the cost to any damage to the facility resulting from failure to care.
- 4.6. Public toilet blocks will be cleaned by Council once a week. The applicant is responsible for cleaning before and after use on weekends.
- 4.7. Garbage bins are emptied weekly. Council cannot prevent use by the public and cannot do special emptying if bins are already full at the commencement of use. The applicant may hire and empty other bins as required at their own expense. To order additional bins, please refer to Council's website and the associated application form for Bins Required at Special Events.
- 4.8. Any upgrades, replacement or maintenance to a facility that the applicant is seeking to undertake must obtain written permission from Council before commencement of such works.
- 4.9. Use of the canteen is not exclusive and must be left clean and tidy after every use. At the conclusion of booking, if the area is not cleaned out within 2 weeks of the last date of booking, Council will charge a cleaning fee and anything left will be disposed of.

4.10. The applicant must remove all equipment and/or goods stored in the facility at the end of each booking period.

5. Wet Weather Closures

- 5.1. Council will determine whether facilities shall be closed due to the effects of wet weather and poor ground condition for all bookings Monday to Sunday inclusive.
- 5.2. A red indication plate being displayed adjacent to the sporting facilities indicates that the oval is closed and despite any booking, the grounds are unavailable until such time as Council removes the red indication plate.
- 5.3. Updated information on sports facility closures is available under the Sporting Facilities Status page of Council's website (<https://www.narrabri.nsw.gov.au/Community-Facilities/Sporting-Ovals-Fields/Sporting-Facilities-Status>). All efforts will be made to make a Facebook announcement via Council's Facebook page.
- 5.4. In the event only one or some facilities are closed, Council will assist the affected applicant in finding a suitable alternative facility if available.
- 5.5. Failure to comply with the facility closed status may result in cancellation of booking as well as jeopardise any future bookings.

6. Field Line Marking and Additional Equipment

- 6.1. Council will mark the sport facility once at the beginning of the season. Thereafter it is the responsibility of the applicant to maintain the line marking throughout the season.
- 6.2. Arrangements regarding initial marking of grounds are to be made on the application form. Additional field line marking can be organised through Council if required and fees and charges apply.
- 6.3. Line marking is to be carried out using Line Marking Ink only and to the satisfaction of Council. Under no circumstances is line marking to be carried out with distillate oil, herbicides, weedicides or any other material which sterilises the soil or damages the soil structure preventing regrowth of grass. Any user found to be using herbicides for line marking will be charged the cost of rectifying the damage.
- 6.4. Facilities are not to be marked for the pre-season training period without Council's written approval.
- 6.5. Goal posts will be erected by Council prior to the commencement of the traditional season. No guarantee is made that posts will be erected for pre-season training.
- 6.6. Council accepts no responsibility for the grounds being watered, or equipment not set up as a consequence of short notice of application (within one month of required date).

- 6.7. All non-fixed goal posts or similar structures which may topple if force is applied, are to be anchored at all times. Council will accept no liability associated with non-fixed goal posts or similar structures.

7. Floodlights Usage and Fees

- 7.1. Floodlights are available at the following facilities:
- Boggabri: Jubilee Oval (main).
 - Narrabri: Collins Oval (#1), Hogan Oval (#2) and Leitch Oval (#3) and Dangar Park Netball/Basketball Courts.
 - Wee Waa: Cook Oval (main).
- 7.2. Fees apply for use of lighting for both training and competition bookings.
- 7.3. Narrabri floodlights are to be turned off after each booking. Failing to turn the lights off by 10.00pm will incur any additional charges until the light's automatic turn off occurs or they are turned off manually by Council.
- 7.4. Narrabri floodlights can be turned on and off using an SMS Code. To obtain a code, please contact Council to complete an Application for SMS Code for Sport Facility Lighting.
- 7.5. Boggabri and Wee Waa floodlights are set up to turn on and off automatically. Times the lights are required must be submitted with the application.
- 7.6. Should floodlight globes or fixtures fail to work, or require refocussing, please contact Council to arrange repairs.

8. Keys Access Authorisation

- 8.1. Key access to facilities is dependent on the approval of the Parks and Open Spaces Manager.
- 8.2. Bookings requiring access to the amenities (toilet or shower) blocks are required to indicate this on the application. If the booking is on a weekday between 7:00am and 4:00pm, Council will unlock and lock the facility on behalf of the applicant. If the booking is outside these hours the applicant is required to apply for a key using the Access Authorisation Form and pay the required key bond.
- 8.3. A refundable bond for keys is payable prior to the collection of the keys by each applicant. This amount is refunded when all keys are returned. Keys can be collected within regular business hours of weekdays between 8:45am – 4:15pm.
- 8.4. Keys must be returned within one week after booking completion.
- 8.5. Keys are strictly **NOT** to be duplicated.

- 8.6. In the instance of lost keys, please notify Council in writing as soon as possible. Another key can be issued however note an additional key bond is required and therefore the previous key bond will be forfeited.
- 8.7. The applicant will be responsible for the cost of rekeying the facility should it be required due to keys being lost, stolen, damage to any locks/doors, keys not returned to the Council or should Council deem that the facility is not secure due to a high risk of unauthorised duplication of keys.
- 8.8. No padlocks may be changed or added without Council approval. Should this occur, Council will replace all unauthorised padlocks with its own locks at the cost of the offender. If this continues to occur, it may result in cancellation of bookings.

9. Food and Beverage

- 9.1. Sale and/or consumption of alcohol will not be considered at facilities where minors are training or playing.
- 9.2. The applicant must obtain the appropriate permit from Liquor & Gaming NSW and gain express permission from Council for the sale, supply and/or consumption of alcohol. The applicant must comply with any directions given by Liquor & Gaming NSW, Police or Council officers in respect to the provision of alcohol.
- 9.3. The applicant must ensure all persons who will be carrying out the sales of alcohol have a Responsible Service of Alcohol Certificate which prevents intoxication in accordance with the harm minimisation principles contained in New South Wales Liquor laws.
- 9.4. The applicant must consider if the area where alcohol is requesting to be sold/consumed is an alcohol free zone. If so, a Request for Suspension of Alcohol Free Zone can be found on Council's website and must be completed at least 2 months prior to date required to be reviewed. Further information regarding the location of Alcohol Free Zones can be found on the map/s on Council's website.
- 9.5. Consumption of alcohol from glass bottles is strictly prohibited. Glass containers and bottles are not permitted in any area of the Council's facilities.
- 9.6. For the sale/consumption of food please contact Council for further information regarding the process and applicable application. Please note fees may apply. The applicant must comply with any requirements of the Food Act 2003 and the Food Regulation 2004. For further information, please visit www.foodstandards.gov.au.
- 9.7. Automatic right of use to the facility's canteen is not assumed. Should the applicant wish to use it canteen, this must be indicated on the application form at the time of booking.
- 9.8. The applicant must maintain the canteen facilities, fixtures and fittings and meet all relevant health regulations to the satisfaction of Council.
- 9.9. Gas bottles are not to be stored in Council's amenities buildings.

10. Advertising and Signage

- 10.1. All signage, including advertising and temporary signs, needs to be authorised by Council.
- 10.2. No permanent advertising is permitted.
- 10.3. All temporary signage must be removed at the end of each day.
- 10.4. The applicant may only advertise in accordance with Council’s guidelines and must not promote any alcohol or tobacco products on the premises.

11. Liaising with Council

- 11.1. Only the applicant is requested to liaise with Council. Council should be contacted in the first instance on all issues.
- 11.2. In situations where urgent and immediate maintenance is required on Council facilities, Council can be contacted during 8:35am-5:00pm weekdays or outside of these hours please contact Council’s After Hours number of 0429 911 911.
- 11.3. Where any incident falls under the jurisdiction of the NSW police, it is the applicant’s responsibility to contact police and request such incident be appropriately handled.

History:

Minute Number	Meeting Date	Description of Change
602/2001	December 18, 2001	Adopted
292/2007	May 15, 2007	Adopted
316/2009	April 21, 2009	Reviewed
26/2012	February 21, 2012	Reviewed
210/2013	April 2, 2013	Reviewed