

Policy Title	Hire of Playing Fields
Related Policies	

**Policy details may change prior to review date due to legislative changes therefore this document is uncontrolled when printed.**

## Objectives

1. To establish policy and guidelines for the hire of playing fields to hirers.
2. To establish procedures for the allocation of playing fields and sporting facilities
3. To set out conditions of hire for playing fields and sporting facilities
4. To identify specific facilities that will be exempted from this policy through the provision of long term licence.

## Policy Statement

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### 1. Vision

Council's Sport and Recreation Strategy (2016-2036) outlines the vision for sport in the Campbelltown area:

*Campbelltown City Council will facilitate accessible, sustainable and contemporary sport and recreation facilities, programs and services in order to support its community being physically active and healthy.*

#### DATA AND DOCUMENT CONTROL

<b>Division:</b> City Lifestyles <b>Section:</b> Sport, Recreation and Leisure Facilities <b>Doc Set:</b> 5930510	<b>Adopted Date:</b> 11/04/2006 <b>Revised Date:</b> 12/06/2018 <b>Minute Number:</b> 118 <b>Review Date:</b> 30/06/2021	<b>Page:</b> 1 of 13
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To meet this goal Council has identified, through the Sport and Recreation Strategy, Minimum Standards of Service for the maintenance of sporting facilities. The following standards of service guide Council provision of sporting fields:

- Classification Hierarchy – each facility is classified in accordance with its embellishments
- Provision standards – embellishment is guided by the Classification Hierarchy
- Planning and design criteria – facilities are designed to meet specific outcomes
- Sporting fields are provided to meet regulation standards for the respective sport
- Surfaces to be safe and suitably graded in response to their intended purpose
- That sporting fields consider the impact of traffic, noise and light impacts on community
- That clubhouse design is developed in accordance with the classification of the facility
- That adequate storage facilities are provided
- That all sporting fields with lighting meet Australian Standards with a minimum training standard of 50lux

### 2. Aim

The aim of this policy is to support proper and equitable administration of Council's sporting facilities and provide security of ongoing tenure for sporting clubs.

### 3. Glossary of Terms

The following terms are used throughout this policy and have the following meanings:

- Playing fields** - those areas of public reserves as identified as such where a structured sport is intended to be undertaken and where Council may or may not have developed facilities for such activities.
- Council** - shall mean Campbelltown City Council and includes Council staff members.
- Licensee** - shall mean an existing club that has been granted a long term license over a particular sporting complex, either on a seasonal or annual basis, in accordance with Section 519C of the Local Government Act.
- Club** - shall also infer Association and shall mean a group of people organised into a recognisable body to administer the playing of sport or recreation activities.
- Association** - shall mean existing sporting associations governing the sport in this local government area.
- Seasonal hirer** - shall mean existing clubs who have an established usage pattern of playing fields on a seasonal basis from year to year
- Casual Hirer** - shall mean a club or group who hires a playing field on a one-off basis.
- School Hirer** – Any primary or secondary education institution, either public or private
- Commercial Hirer** - shall mean an organisation who wishes to run activities on Council playing fields with the expressed intent of running an activity for profit and gain
- Facility** – wherein all playing fields and ancillary structures in that specific location are included

### 4. Area of Application

This policy shall apply to all playing fields, courts, support facilities and reserves within the boundaries of the Campbelltown City Council area. Tennis court facilities are excluded from this policy and are covered in a separate arrangement. New fields and facilities that are constructed in the future are also covered as long as this policy remains extant.

### 5. Typology of Hirers

Council recognises that sport and recreation services and programs are delivered by a diverse range of organisations. These include but are not limited to the following:

- a) Campbelltown City Council
- b) Not for Profit sport and recreation clubs and associations
- c) State sporting bodies
- d) NSW State Government
- e) Public schools

- f) Private schools
- g) Religious schools
- h) Commercial organisations
- i) Individual commercial providers
- j) Commercial fitness providers
- k) Individual community members

## **6. Communication**

Communication between Council and sporting groups and other hirers is a critical factor in effectively managing Council's sporting facilities. Council recognises the invaluable contribution made by club officials and is aware that changes in committee personnel often take place on an annual basis. The following steps can ensure that communication between Council and clubs can be effectively maintained:

- i) Create club specific email addresses; such as:
  - a) rusefc@gmail.com
  - b) presidentrusefc@gmail.com
  - c) secretaryrusefc@gmail.com
- ii) Have one committee member responsible for checking Council's website and Facebook page for information and updates
- iii) Obtain a PO Box number to ensure that information is received irrespective of changes in committee membership
- iv) Nominate one member of the committee who is the Council contact, who can be contacted during office hours and after hours and can also notify Council of any facility issues.
- v) All clubs should inform Council of their executive committee each year and update Council with contact details.

## **7. Season Determination**

Council continues to allocate its playing fields on a seasonal basis. However, recent trends in sport highlight that sports are no longer adhering to seasonal operations. In particular, pre-season training periods have been extended. With the extension of winter sports competitions and training both earlier and later than tradition and the introduction of summer versions of traditional winter sports Council needs to balance increased demand for limited sports fields with community expectations.

The Playing Fields Seasons table below shows the designated seasons. These seasonal periods are covered by the hire fees for facilities. Any extension of these periods, for training or for an extension of the competition season, or for an additional competition, will be charged a separate hire fee.

Furthermore, Council ideally requires a minimum two-week break between seasons that allow Council to repair and renovate the fields, ready for the following season.

The following seasonal table is used to guide Council's allocations. Council is aware that each hirer has their own requirements in relation to gaining access to their respective facility. Council will work with hirers to ensure that all outgoing and incoming hirers are considered and that Council's field maintenance program is implemented.

Council acknowledges that outside agents, such as regional and state bodies set programs, sometimes outside of normal seasons. Clubs may apply for fields not undergoing scheduled maintenance through the standard application process.

<b>Playing Field Seasons</b>		
<b>Summer</b>	Forth Saturday in September Third Sunday in March	23 weeks (Excluding Christmas / New Year period)
<b>Winter</b>	First Saturday in April Second Sunday in September	23 weeks (excluding Easter)

### **8. Facility Licenses**

Specific sporting facilities that cater for an individual sport at one location will be governed by separate license agreements. Facilities that are covered by facility licenses include:

- a) Lynwood Park synthetic football field
- b) Coronation Park netball
- c) Bob Prenter AFL field
- d) Campbelltown Showground
- e) Milton Park Softball
- f) Woodlands Road Baseball
- g) Mary Brooks Reserve Baseball
- h) Raby Sports Complex (cricket)
- i) Gilchrist Oval Baseball

### **9. Allocation of Playing Fields**

A new club applying for fields must provide details of its membership, club history, and proposed future use of fields.

- a) Fields will only be allocated to local clubs, which have a majority of their members living within the Campbelltown area. Associations must cover the Campbelltown City Council area wholly or substantially.
- b) Wherever possible, only one club will be allocated to each facility. Where usage patterns are low, Council may, following consultation with clubs, allocate two or more clubs to one facility, each being treated as a hirer under the terms of this policy.
- c) The following procedures shall be followed for the allocation of playing fields:
  - i) An application must be submitted each year one (1) month prior to the commencement of each season.
  - ii) All applicants will be advised in writing of their allocation subject to terms and conditions and invoiced for appropriate charges. Policies applying to the hire of playing fields shall be applicable to all licenses except where specific terms and conditions of the license are in conflict with general policies.
- d) The Licensee shall be allocated use of specific fields within a sporting complex in accordance with the indicated use in their hire application and the terms and conditions of the license granted by Council.
- e) Clubs shall be liable for payment for all fields allocated to them unless Council is notified to the contrary in writing within twenty-one (21) days from the date of notification of field allocations.

### **10. Weekend Competition Hire**

The following additional arrangements apply for specific weekend competition hire.

- a) Where a club hires the field for more than two (2) days in a week they have the opportunity to hire the grounds for weekend competition at no extra cost.
- b) Clubs who have less than five (5) teams will be required to submit an application for weekend use, stipulating field/s required and date of use.

## **11. Fee Structure - Ground Rental Only**

Fees and charges for sporting facility hire are reflective of market trends for local government in NSW. Council will apply a base fee for all sporting facilities. Clubs will then pay a pro-rata fee calculated on a daily usage rate, based on the number of individual fields hired.

Speciality facilities such as synthetic fields and netball facilities will be charged in accordance with their individual licence agreement.

- a) Charges for ground hire will be in accordance with Council's current fees and charges schedule, and will be based on a per field per season basis.
- b) Canteen facilities will be charged on a base rate independent of field hire

Fees and charges are set annually by Council and are on public display in May and June each year for comment to Council.

## **12. Conditions of Hire**

### **a) Payments**

Before Council finalises allocations each season/year, all outstanding accounts due from clubs must be paid or adequate arrangements made.

### **b) Wet Weather**

A large number of open spaces in Campbelltown, that are classified as sporting fields, are primarily water detention basins, which are designed to hold water and protect property. As such it should be expected that during and after rain events these facilities will hold water. Wear and tear on grounds is compounded in wet weather conditions and/or when there is significant sub-surface moisture due to recent rain. To ensure the grounds remain in good condition, clubs should restrict the playing of games and training when the grounds are rain affected.

Additionally, Council's maintenance of grounds, season changeover and general maintenance such as mowing and floodlight repairs may be affected due to rain.

For the closure of fields due to wet weather the following shall apply:

- i) During normal working days Council shall determine whether playing fields are to be closed for training and/or competition. A decision will be made by 3.00pm.
- ii) During weekends and public holidays, the hiring club will be required to make the decision to close any field they consider unfit for use. If play on a field causes damage, the club or association will be liable for the cost to repair the field, to be calculated after repairs are completed.
- iii) Where extended periods of wet weather occur, Council has the right to close grounds for training and/or competition.
- iv) Associations will be contacted by the Sport, Recreation and Leisure Facilities section to notify them of the grounds closure. Alternatively a recorded message is available on Council's After Hours Information Line on telephone (02) 4645 4900 and detailed on Council's website [www.campbelltown.nsw.gov.au](http://www.campbelltown.nsw.gov.au) under the Sports and Leisure section.
- v) Clubs will also be updated on the status of grounds via the Sport and Recreation Facebook page
- vi) Any clubs using fields whilst closed will be liable for the full cost of repairs and may forfeit their hire rights.

**c) Sub-Letting**

The intent of the policy, as outlined in the Vision statement, is the provision of contemporary sporting facilities to the community and their effective management. To achieve this, an open relationship between Council and hiring organisations is encouraged.

To that end clubs shall not sub-let a field or facility to another club or group without the prior approval of Council.

Any club wishing to sub-let a facility that they have hired are to write to Council with the details of the proposed arrangement. These details should cover hours of the proposed arrangement, any fees to be charged, proof of public liability insurance (in accordance with this policy) and the nature of the sub-letting organisation; such as commercial business etc.

Council reserves the right to not approve the sub-letting arrangements. Any breach of the sub-letting requirements as detailed above may eventuate in the cancellation of the original hire agreement.

**d) Facility Improvements**

- i) All improvements to fields and adjoining facilities requested by clubs will be considered by Council against prioritised projects consistent with the Sport and Recreation Strategy (2016 – 2036). Clubs who commit to a contribution towards any infrastructure project will be considered as a high priority.
- ii) All requests for facility improvements must be made to Council in writing, at which point that clubs Facility Plan will be updated. The correspondence should detail the proposal justification and description, club funds and any plans or drawings.
- iii) If clubs intend to apply for grant funding for infrastructure development from other funding agencies landowners permission must be sought from Council before the funding application is submitted.
- iv) Council may fund approved improvements on a dollar for dollar basis subject to availability of funds and Council formally resolving the acceptance of the club's proposal.
- v) All improvements or alterations must be either carried out by Council or under its supervision.
- vi) All improvements or alterations to playing fields or facilities become the property of Council and cannot be removed by the club.

**e) Hours of Use**

Use of the fields is not allowed outside the times and days nominated by the club. Council retains the right to hire fields outside times and days nominated by the club.

If a club requires the use of a Council ground outside its normal hire period, for any reason, a separate request must be made to Council. On most occasions no extra hire charge will be made, excluding electricity charges.

**f) Amenity Buildings**

- i) Council will have access to all sections of ancillary buildings at all times. Therefore, clubs are not permitted to fit club security locks or systems; only Council's locking system may be used.
- ii) Buildings shall be maintained in a clean and tidy condition at all times. Inspection by Council officers will be made periodically to ensure amenities are left in a proper condition.

- iii) Buildings shall be secured when not in use. Safe custody of keys and/or swipe cards is the responsibility of the hirer and all keys must be returned to Council at the end of the season.
- iv) Replacement keys or swipe cards are only obtainable from Council. Clubs cannot cut keys to Council facilities.
- v) Clubs with Council-monitored alarms should ensure that facilities are armed after use. Failure to do so will result in an after-hours security callout fee being charged to the club for the building to be armed. See Council's annual fees and charges.
- vi) The use of large or non-standard electrical appliances is not encouraged within amenity buildings. The use of items such as large industrial fridges, deep fryers or a large amount of different appliances should not take place. Clubs wishing to use items such as deep fryers are to inform Council of their use so that electrical compliance can be confirmed.

**g) Hire of Amenities Buildings including Canteens**

- i) Seasonal hirers of sporting fields will be given the choice to hire, for an additional fee, the canteen of the facility. Season, casual or group hirers not wishing to make use of the canteen will not be charged this fee. Clubs who hire canteen facilities are given exclusive access to the canteen and storage during their season. All other spaces within council amenities buildings can be hired out to schools, not-for-profit and community hirers. These spaces include: toilets, changerooms, meeting rooms and recovery rooms.
- ii) No club owned equipment is to be stored in changerooms, toilets or any area not designated for storage or the canteen. Changerooms and toilets are to be left clean at all times to allow proper use by casual hirers.
- iii) Where two or more clubs have a seasonal hire of a facility the club history (amount of time at venue), membership numbers, hiring days and times will determine the exclusive use of the canteen. In this case the club having exclusive use will be determined by Council.
- iv) Periodic inspections of canteens will be conducted by Sport, Recreation and Leisure Facilities staff. Canteens are to be kept in a clean condition and no unsafe practices are to occur. Hirers are to adhere to the WHS conditions as outlined in Section m).

**h) Key Allocation and Security**

- i) Each Club key or card holder is required to complete the *Key Request Form* and have it signed by the President. Keys and/or cards are allocated on a seasonal basis and must be returned at the conclusion of each season. It is the Club's responsibility to ensure that all keys are returned.
- ii) The Club President is the only person that can hold keys to the facilities in the off-season.
- iii) A key bond is required per set per person.
- iv) To extend the key allocation to an individual, a *Key Issue Extension Form* shall be completed and signed by the President.
- v) Forms are required to be sent to Council's Sport, Recreation and Leisure Facilities section for approval. Three (3) working days should be allowed to ensure the keys are available for collection.
- vi) Bond will be forfeited for any keys lost by individuals.

**i) Storage**

Sporting equipment and/or canteen goods may be stored in appropriate storage areas **subject to the following:**

- i) Storage is only permitted during the period of actual hire and is required to be removed during periods of inactivity, eg end of season and over holiday periods.

Exceptions are made where properly constructed storage rooms/buildings are provided for use of specific clubs for this purpose.

- ii) To deter amenity building vandalism and theft, canteen goods should not be stored beyond the days of use.
- iii) Council accepts no responsibility for club equipment or goods stored in Council amenities. Council does not provide insurance for replacement of goods or equipment.
- iv) Council reserves the right to request the removal of equipment or goods that may be a fire hazard.
- v) Equipment shall not be stored in the service bay of amenity buildings, as this creates a safety issue for Council staff maintaining the facilities.

**j) Damage**

Damage either deliberate or accidental should be reported to Council as soon as practicable to the Sport, Recreation and Leisure Facilities section on 4645 4623 outlining full details of the incident, including exact location and associated problem. Council will endeavour to initiate repairs as soon as possible.

Incidents of vandalism should be reported to the Police Assistance Line on telephone 131 444 and then reported to Council stating the Police Incident Number.

**k) Floodlighting**

- i) Key tags or Cloudmaster access for the operation of floodlighting are obtained through Council's Sport, Recreation and Leisure Facilities section at the start of each season. Key tags must be returned at the conclusion of each season for servicing.
- ii) Junior and senior clubs shall pay for all lighting used for training or competition at the field allocated to them. The majority of clubs will be billed through Council's Sundry Debtors Account.
- iii) Where arrangements have been made for sole use clubs to be billed directly by Origin Energy, all accounts should be paid promptly to ensure continuation of supply. Council will not be responsible to pay for any reconnection fee.
- iv) All floodlights should be turned off immediately after use, to save on energy bills.
- v) No club is to turn floodlights on for other parties. Clubs who do so will be charged for this use.
- vi) Blown globes must be reported to Council as soon as possible for replacement, by contacting the Sport, Recreation and Leisure Facilities section on 4645 4623. Clubs should state the location of the pole and the floodlight. A one-month period should be allowed as a cherry picker must be hired and Council waits to complete a number of requests at different parks on the same day.
- vii) Council will work towards ensuring all sporting fields with lighting meet Australian Standards with a minimum training standard of 50lux

**l) Cleaning**

- i) All rubbish and litter must be placed in bins. Grounds should be cleaned up after use. Glass bottles of all descriptions should not be allowed on the grounds. If clubs leave rubbish on the playing field and surrounds after use, the clubs will be billed for the time taken for Council staff to clean the grounds. If this occurs on a regular basis, the club's use of the ground may be reviewed.
- ii) Council requires 2 weeks' notice should a skip bin or rubbish removal be required for large events. Under no circumstances are fires to be allowed in rubbish bins.
- iii) Rubbish should be stored in garbage bags and placed in the toilets or change rooms after use. Recycled rubbish should be separated from general waste and placed in a clearly marked garbage bag and placed with the other general waste bags.

- iv) Contract cleaners clean and remove bagged rubbish from the toilets and change rooms on a prescribed schedule. For large events, requests can be made through the Sport, Recreation and Leisure Facilities section for extra stock.
- v) Any cleaning complaints can be directed to the Sport, Recreation and Leisure Facilities section
- vi) Clubs performing seasonal clean ups that produce a large amount of rubbish need to liaise with Sport, Recreation and Leisure prior to commencing. This is intended to ensure the large amount of rubbish can be removed. Large items such as white goods need to be removed by the club or a large skip bin requested from Council.
- vii) Schools hiring Council facilities will be charged a base rate rubbish removal fee.

**m) Parking**

All vehicles will be parked within areas provided for that purpose. Club officials will control parking to ensure no incidents occur that may lead to damage of Council or personal property.

Vehicles are not permitted on grassed areas except during the delivery of canteen goods or equipment.

**n) Ground Maintenance**

Clubs wishing to carry out minor maintenance of playing fields are to seek permission from Council. Minor maintenance is limited to the spreading of topsoil and other tasks at this level. Minor maintenance such as mowing, earthworks, upgrade to facilities, building maintenance and electrical works are not to be undertaken by clubs without seeking permission from Council.

Council may grant approval for clubs to provide volunteer labour to assist Council in the development and maintenance of sporting fields and associated amenities. Such requests must be conveyed in writing to the Sport, Recreation and Leisure Facilities section, and when accepted, such club members will be, in certain circumstances, eligible for coverage under the terms of Council's volunteer insurance policy as long as the WHS requirements list below are adhered to.

The Sport, Recreation and Leisure Facilities section will conduct regular information sessions for sporting clubs on their obligations under WHS legislation. For hirer's responsibilities under WHS see section m) below.

- i) **Watering.** Watering of fields in most cases is to be carried out by Council. However, where clubs are granted approval to water the fields, hoses and sprinklers will be supplied to clubs upon request, and must be kept in a secure area and be available for stocktaking by Council. Clubs shall oversee equipment whilst in use. Replacement of equipment will not be considered if items are lost or stolen whilst left out on the fields unattended. Clubs should adhere to all water restrictions imposed by Sydney Water Information telephone line 132 092.
- ii) **Mowing and Maintenance.** Council will mow all fields to a suitable height and mow around fences and amenities. It is advisable to notify Council at least two (2) weeks in advance if your sport is hosting grand finals, representative fixtures or special events. Some variation to the maintenance cycle may be possible depending on work demands.

Council may provide topsoil in small quantities to clubs for use during the season and for minor repairs to field surfaces. Clubs are expected to spread such soil.

Council has the right to carry out any maintenance to fields and amenities when required. Council will endeavour to fertilise and aerate at least once per year. Renovation work will be programmed subject to funding availability.

- iii) **Dolerite.** Council will pay half the costs of dolerite for softball and baseball fields in conjunction with clubs.
- iv) **Linemarking.** Council will work with clubs in the marking out of new and existing fields. However, field line marking is the responsibility of clubs, except for periodic painting of sealed netball courts.

**Creosote is a banned playing field linemarking substance.** Council supplies appropriate linemarking material for each ground to use during the year. Black and white trioxide bags are available from Council's Depot in the following quantities:

<b>Linemarking trioxide bag amounts</b>	
Clubs	2 bags per season
Associations	4 bags per season

Requests can be made by contacting the Sport, Recreation and Leisure Facilities section and requesting the type of trioxide. Bags shall be picked up from Council's Depot at Sark Grove, Minto. There may be a delay on trioxide availability in peak periods. Clubs may request additional trioxide bags at a cost to the Club.

- v) **WHS.** Council is governed by WHS legislation which sets out requirements for employees and volunteers in relation to work conducted. The following directions are to be adhered to by sporting clubs:

a) The Club must ensure it complies with all relevant health and safety requirements, including those in force under the following:

- The Work Health & Safety Act 2011;
- The Work Health & Safety Regulations 2017;
- Any relevant Australia Standards and Industry Codes of Practices; and
- Any Council Work Health & Safety Policies, Authorised Statements, Procedures, Safe Operating Procedures, Risk Assessments, and Safe Work Method Statements; where a copy has been provided to the Club.

b) The Club must notify Council immediately, in writing if:

- They incur a charge of non-compliance with any of the work health and safety requirements set out in this clause;
- Their members, visitors, contractors or sub-contractors are involved in a significant or notifiable incident under the WHS Act 2011;

c) The Club must provide a report to Council within seven (7) days of any significant incident occurring giving complete details, including results of investigations into its cause, any recommendations or strategies for prevention in future. This requirement is in addition to, and independence of, any incident notification duty required by law;

d) The Club must provide a list of any plant and equipment in the Clubs possession which is used for the purposes of maintaining the Playing Fields at the start of the hire period. The Club can only use the declared plant and equipment following inspection by a Council Officer who is satisfied that the equipment is in good working order and complies with Council's minimum requirements for Work Health & Safety;

e) The Club must abide by any Safe Operating Procedure (SOP) for use of plant and equipment as provided by Council;

Only Club members or representatives who have been trained in the use of the equipment and been deemed competent against the SOP by a qualified person may use the plant and equipment. The Club must provide a list of trained and competent person/s to Council at the start of the hire agreement;

f) Club members must wear the appropriate Personal Protective Equipment (PPE) as indicated by an SOP or Risk Assessment when undertaking maintenance activities;

g) The club must provide a list of any chemicals stored on site for use by the club and the methods in which they are stored. All chemicals should be stored in compliance with the Global Harmonised System requirements.

h) Clubs wishing to hire contractors to undertake contracted work at Council sports facilities, such as: mowing, catering or other activities are to seek permission from the Sport, Recreation and Leisure Facilities section. Contractors will need to have public liability insurance, comply with WHS and employment legislation.

**o) Season Changeover**

- i) **Covering / Uncovering Cricket Wickets.** The covering and uncovering of cricket wickets occurs in the two-week period between seasons.
- ii) **Goalpost Installation / Removals.** The installation and removal of rugby league, rugby union, soccer, hockey and AFL goal posts occur in the two-week period between seasons.
- iii) There is no set schedule for the installation and removal of goal posts or for the covering and uncovering of cricket wickets. No priority is given to any grounds for these procedures. Council will only remove posts that interfere with summer sport boundaries. Training goals will still be permitted where appropriate and do not impact other hirers.

**p) Council Permission**

The following activities shall not be undertaken without first obtaining written permission from Council:

- i) Charging of entrance fees either for persons or vehicles. Permits will only be given where fields are fenced off to exclude general public entry or where the club can demonstrate its ability to control entrance to the ground. Where permits are given for the charging of entry fees fences are to be erected and dismantled on the game day. No fence is to remain in place other than on game days.
- ii) Advertisement. No signs can be erected unless it complies with Council's advertising code and no alcohol or tobacco products can be advertised.
- iii) Use of loudspeakers.
- iv) Amusement devices including rides, inflatables, and the like must be operated by operators who have appropriate licenses and public liability insurance cover.
- v) Fireworks display.
- vi) Erection of a temporary building or shelter, eg tent, food stall.
- vii) Mobile sales vans
- viii) Portaloos

**q) Alcohol**

The sale and consumption of alcohol at Council grounds may only be permitted at events where senior teams are playing. Written approval of Council for the sale and consumption of alcohol is subject to:

- i) Adherence to all Liquor Licensing laws including;

- ii) A permit for the sale of alcohol being obtained from the appropriate authority and sold at a separate outlet point than other goods.
- iii) Minors not being permitted to buy or consume alcohol whilst on Council property.
- iv) Adequate measures being taken by the club to control behaviour of members and spectators.
- v) Glass bottles are not permitted at any facility.

**r) Insurance**

- i) Hirers must maintain a current public liability insurance policy for the current market sum (currently \$20m) as agreed to by Council, and such policy noting the interest of Campbelltown City Council against any accident, injury or damage resulting from or incidental to the club's use of Council property, plant and equipment, or facilities. This will also include the club's undertaking of any minor works, field preparation, or ground maintenance if any.
- ii) Proof of insurance must be presented to Council when applying to use any playing field and shall be kept current at all times that the field is to be used.
- iii) Council must be advised in writing of any incident or circumstance that may give rise to a claim, within 48 hours.
- iv) This cover is additional to any player or participant insurance that the club may effect to specifically cover sporting injuries.
- v) It is the responsibility of clubs to ensure the contents and stock kept in the amenity buildings are insured.

**2. School and Casual Hire**

- a) Council shall have the right to allocate fields to local schools outside those times allocated to clubs. Schools may have access to toilets during their use of fields and are provided with keys to gain access to grounds and toilets. Schools are required to keep grounds clean and tidy and to control students. All other conditions apply.
- b) Council shall have the right to allow different categories of hirers the use of fields and amenities when not being used by sporting club hirers. All fees and charges must be paid prior to the booking in accordance with Council's current fees and charges schedule. All other conditions apply.
- c) Casual hirers of sporting facilities must adhere to the requirements for public liability insurance as outlined in paragraph 10, sub-para q)

**3. Special Events**

- a) Clubs shall be permitted to use the fields only for the purpose allocated.
- b) Presentation days and picnic days are to be approved by Sport, Recreation and Leisure Facilities section. All clubs wishing to use their home grounds will not be charged a fee, but must notify Council at least one month prior to the event for approval in writing. If the date requested is out-of-season, priority will be given to the in-season sport.
- c) Where the hirer wishes to use the facility for other than the approved use they must apply for a major event permit. Guidelines and application forms can be found on Council's website.

**4. Commercial Hirers**

Commercial hirers, as described in the Glossary of Terms are covered by this Policy. Council's priority for community facility provision is for not-for-profit community organisations delivering programs and services to the community for no financial gain. Commercial hirers can apply to Council, via a hire form, for the hire of specific facilities on an availability basis.

All conditions of this Policy shall apply to commercial hirers. Council reserves the right to distinguish between hirers and to bias towards community groups. Council reserves the right to decline commercial hirer applications due to scheduled field maintenance and to regulate use on fields.

**5. Termination of Agreement**

- a) Council shall reserve the right to terminate the agreement on the following grounds:
  - i) The club fails to finalise its ground rental and/or lighting charges by the due date or has failed to make satisfactory arrangements to finalise the account.
  - ii) The club is defunct in accordance with direction from the Department of Fair Trading
  - iii) The club fails to enter a team in the current local competition or fails to provide a satisfactory answer to Council prior to the commencement of the season.
  - iv) The club uses the fields allocated when Council has officially closed the grounds.

**END OF POLICY STATEMENT**