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| Policy Title | Booking of Swimming Centre for School Carnivals |
| Related Documentation | 7.1 – Facility Hire Information 7.3 – Group/School Carnival Booking Procedures Form – Group Booking Application Form |
| Relevant Legislation/ Corporate Plan | Section 356 Local Government Act |
| Responsible Officer | Manager Healthy Lifestyles |

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

Objectives

1. To ensure that local schools have priority in booking swimming carnivals.
2. To establish a method for taking such bookings.
3. To outline terms and conditions and payment of applicable fees and charges

Policy Statement

Campbelltown City Council is committed to giving schools in the Local Government area priority for carnival bookings. The policy will ensure that steps to be taken in order to make a booking for a school swimming carnival at Council's Leisure Centres, including booking timeframes, and the payment and cancellation process are clear and concise.

Scope

This policy applies to schools in the Local government Area.

Definitions

Local School refers to schools in the local Government Area- Campbelltown City Council

Legislative Context

Section 356 of the Local Government Act (as amended)

Principles

1. Applications to conduct a swimming carnival must be in writing and addressed to the relevant facility.
2. Applications between 1 July and 28 July each year will only be taken for local schools.
3. Applications received after 28 July will be considered in date order of receipt for both local and out of area schools.
4. All booking fees are to be paid within 30 days of confirmation of booking. If there are fewer than 30 days between the date of booking and the carnival date, then all such booking fees shall be paid within the next two (2) business days.

DATA AND DOCUMENT CONTROL

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Section: Healthy Lifestyles
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5. Failure to pay fees in accordance with the above will lead to cancellation of the booking.
6. Booking fees will only be refunded if cancellation is advised 14 days prior to carnival date.
7. Entry fees are payable on the booking day, or alternatively invoiced to the responsible booking organisation.

Responsibility

Manager Healthy Lifestyles

Effectiveness of this Policy

The Policy will be reviewed on a three-year basis to ensure the appropriate level of recognition.

END OF POLICY STATEMENT