

POLICY: CS-OR-001

CONDITIONS OF USE OF OASIS CLUBHOUSE – TOILET AND SHOWER FACILITIES

PURPOSE

The purpose of this policy is to provide users with a clear understanding of their responsibilities when using the City's facilities.

DEFINITIONS

Nil

STATEMENT

The following conditions shall apply to all users of the Oasis Clubhouse – Toilet and Shower facilities.

1. Administration

All bookings are to be directed to the staff of the Leisure and Community Development Department.

2. Bookings and Charges

2.1 Bookings of the facilities will be taken during normal operating hours. A booking is confirmed when all appropriate documentation is completed and authorised by a relevant Officer.

Full particulars of the hiring party are to be recorded on the relevant hire forms.

2.2 The booking of the toilet and shower facility does not include access to the Oasis Clubhouse. Access is strictly to the Male/Female and Disabled facility areas. Usage of the toilet and shower facilities will only be approved when not in conflict with a user group occupying the remainder of the Oasis Clubhouse. Booking of the Clubhouse facilities is to be directly with the Goldfields Combined Sporting Association who has the management responsibility for this facility.

2.3 In the event that more than one application is made for the hire of the same area of a facility at the same time, the Chief Executive Officer shall determine the hirer to have priority.

- 2.4 In the event that a prior booking needs to be relocated due to an unforeseen circumstance, the City of Kalgoorlie-Boulder will endeavour to provide an alternate City venue however, if an alternate City venue is not available then the hirer will be responsible for making alternate arrangements.
- 2.5 Payment of the appropriate hire rate and deposit must be made in full prior to the event. Loss of deposit will result if the facility is not left in a satisfactory condition or if cancellation occurs within two weeks of the event.

3. Cleaning

- 3.1 It is the responsibility of the hirer to ensure that the facilities are thoroughly cleaned following their booking. In certain events, the City will require for the facilities to be cleaned by a Professional Cleaning Company.
- 3.2 Basic cleaning equipment will be provided at the facility for use by the hirer however, the hirer may be required to supply additional equipment on some occasions to ensure that the facilities are left in an acceptable condition.

4. Compliance with Acts and Regulations

The hirers shall comply with the provisions of the Health Act, Liquor Act or any other Act or Local Law, and/or regulation in force for the time being and applicable to such hiring and use of the facilities.

5. Other Conditions of Hire

- 5.1 Hirers using these facilities shall not:
- 5.1.1 Deface or damage any part of the facility.
 - 5.1.2 Place any nails, pins or screws into any wall, floor or ceiling of the facility.
 - 5.1.3 Deface or damage any equipment within the facility.
 - 5.1.4 Alter, remove or replace any electrical fitting.
 - 5.1.5 Undertake any instruction for works to any part of the facilities without prior authorisation of the City of Kalgoorlie-Boulder.
- 5.2 The managing organisation and the City of Kalgoorlie-Boulder have the right to enter the facility during any event for the purpose of making an inspection or enforcing any of the conditions.

- 5.3 Persons using the facilities must ensure that children accompanying them are kept under their control at all times.
- 5.4 Cleaning up after the event is to be carried out following the event or unless otherwise arranged with the City.
- 5.5 Whilst the hirer does not have access into the rest of the Oasis Clubhouse, the hirer is still responsible for the surrounding areas of the Clubhouse including verandahs, grassed areas and the car park. These areas are to be left clean and clear of any rubbish at the conclusion of the booking.

6. Checks to be Carried Out Prior to Leaving the Facility

- 6.1 All entrances and windows are to be locked.
- 6.2 All lights and heaters are to be turned off.
- 6.3 All water taps are to be turned off.
- 6.4 Rubbish is to be placed in bins provided.
- 6.5 The alarm is to be reactivated for security.

7. Breakages

- 7.1 Hirers are responsible for all equipment items that are used for the event within the facilities of the Oasis Clubhouse. Any damages or breakages will result in the hirers being invoiced for the replacement cost of the item.
- 7.2 Any significant damage to flooring, walls or similar may result in the cost of repair being borne by the hirer.

8. Conclusion

- 8.1 The City trusts that these rules and conditions will assist users to help each other and at the same time assist the staff to manage and maintain the facilities to the advantage of the whole community.
- 8.2 No areas other than the areas booked are accessible to hirers unless prior arrangements have been made with the City.

RELEVANT DOCUMENTS