

POLICY: CS-OR-004

GOLDFIELDS OASIS LANE HIRE

PURPOSE

The purpose of this policy is to establish the guidelines for the hire of swimming lanes at the Goldfields Oasis Recreation Centre.

DEFINITIONS

Nil

STATEMENT

The following Lane Hire Policy has been developed for the City of Kalgoorlie-Boulder and applies to lane usage at the Goldfields Oasis Recreation Centre. The policy is subject to annual review.

1. Objectives of the Policy.

- a) Provide clear guidelines for lane hire conditions within the Goldfields Oasis Recreation Centre Main Pool.
- b) Ensure that all parties agree to the procedure for hire, allocation, payment and priority usage of lanes; and
- c) Ensure mutual ongoing benefit to all parties to maximise the usage of the Goldfields Oasis Recreation Centre in a friendly and proactive manner.
- d) Ensure the policy will only benefit not for profit user groups.

2. Booking and invoicing procedure

Bookings will be taken on a first served basis. Any booking for a special event, as determined by the Chief Executive Officer, will take precedence over a normal training session providing at least eight weeks notification of the event has been provided.

All lane hours must be booked two weeks in advance with the Goldfields Oasis Recreation Centre. If a cancellation is required, 24 hours written notice (including email) is needed. Without such notice the full amount of the scheduled fees will need to be incurred for the groups.

All bookings are at the sole discretion of the Chief Executive Officer who will have final say and absolute ruling on the acceptance or otherwise of any booking. A booking is only confirmed once advice to that effect has been received in writing from the Goldfields Oasis.

3. Lane Hire Fees and Guidelines

Lane Hire fees for general users will be charged in accordance with the council endorsed schedule of fees and charges.

Eligible clubs will be charged one dollar per lane per hour for their Monday to Friday training sessions and a reduced rate (five dollars per lane) for the use of eight or less lanes for their competition days. If the entire main pool is required for an event (10 lanes) the payment will need to coincide with the scheduled fees and charges for a carnival, which is charged per day.

The following guidelines apply:

- For an organisation to be considered for reduced lane hire fees, they must:
 - have their primary function be the promotion of physical activity;
 - be based in the City of Kalgoorlie-Boulder;
- actively support membership within the Goldfields Oasis Recreation Centre so that members are Gold Members or Aquatic Members;
 - be an incorporated body;
 - agree to display the Goldfields Oasis logo on a mutually acceptable place on their uniform or promotional information that would be approved by Oasis management and
 - supply a copy of their public liability insurance and professional indemnity insurance.
- So as not to be affected by annual reviews of the schedule of fees and charges, the sponsorship is expressed in terms of lane hire. The lane hire is not exchangeable for the hire of other facilities.
- Lane hire charges will be invoiced to the organisation at the conclusion of each month, payment terms are 30 days and non-payment may lead to cancellation of lane bookings.

- An eligible club must supply the names of the Club President and a nominated representative to liaise with the Goldfields Oasis on all matters relating to lane usage, including attending user groups meetings every quarter. Bookings will only be accepted from a nominated person or the respective club president in writing.
- Other arrangements may be negotiated with the Centre Manager under exceptional circumstances.

The following privileges are to be made available to eligible clubs who meet the above criteria.

- Use of one wall space on pool deck for a club bulletin which is supplied by the sponsored club.
- Allocated 4 separate sessions within the pool training room for the use of club meetings only.
- Additional storage for equipment may be available within storage facilities at the Goldfields Oasis. Access to these rooms can be arranged by contacting staff on duty at the time. Key access will not be provided for any club. Storage facilities will be charged at the scheduled fees and charges on bi annual agreement.

4. Number of Lanes Available

Of the 10 lanes available in the 50m competition pool at the Goldfields Oasis, a minimum of three must be left available for public lap swimming at all times. No booking will be accepted that does not allow three public lanes to be maintained. The entire pool can only be booked for major carnivals or events and must be booked eight weeks in advance.

Immediate requirements for additional lanes at the time of use will only be considered in line with other existing bookings. The Goldfields Oasis Duty Manager will determine whether additional lanes are available. These lanes will be recorded and included in the invoice at the end of the month.

5. Entry to Aquatic Area

All club members are required to enter the Centre through the main reception area. Where equipment is required to be carried into the Centre, club members are to enter

through reception initially and then utilise the rear gates to access equipment.

All spectators entering the Aquatic Centre are required to pay the Spectator entry fee or have a current membership to the Goldfields Oasis. This spectator fee is payable on each day of a multi-day event. Parents wishing to enter the Centre will be permitted to do so at no cost for the purpose of collecting their children only.

Predetermined number of Coaches will be permitted free entry to the Aquatic area for the purposes of coaching club members during club times. The number of recognised coaches is to be approved by the centre manager.

RELEVANT DOCUMENTS