



Newham Multipurpose Court

Conditions of Use

Date: December 2020
Newham Primary School Council

Newham Multipurpose Court Liaison
(Booking system & membership enquires, etc.)
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Newham Multipurpose Court Conditions of Use

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Newham Multipurpose Court

The Newham Multipurpose Court is located on the grounds of Newham Primary School (NPS).

Newham Primary School Council (NPSC) is the governing body for the maintenance and management of the Newham Multipurpose Court.

The Newham Multipurpose Court is available for both school and community use. Community use is via membership.

The Newham Multipurpose Court (referred to as “the court” for the remainder of this document) and has markings for the following sports:

- Tennis
- Netball
- Basketball
- Volleyball

These above listed sports are the **only** sports permitted to be played on the court with the exception of school physical education classes.

Nets and posts for all the above sports are provided (located in the court shed). Members/Hirers are required to provide any balls and racquets required for the sport. Lights are available for night time use with the keyed switch located on the west wall of the school’s portable building. A key is required to operate the lights.

NPSC reserves the right to revoke or suspend membership where a member is acting contrary to the agreed guidelines.

Booking Process/Requirements

Membership

Membership grants members access to the court via the booking system and includes use of lighting when required.

Upon acceptance of a membership application and payment, NPS will provide codes to access the key safe and booking system.

Bookings are completed by using the booking system available on the school website <https://www.newhamps.vic.edu.au/>.

Formal/permanent bookings can be made through application to NPSC and may attract an additional fee. Please contact Newham Primary School for further information.

Members are permitted to use the court without a booking **providing** no one else is already on the court and the member/s are willing to vacate the court immediately when a member/hirer arrives with a confirmed booking.

Members are able to host non-members at the court providing supervision and responsibility is taken by the member over the course of the booked period. All members accessing the court must be current, financial members.

It is strongly recommended that bookings be made to prevent disputes arising over court use.

Hours of Operation

The court operating hours are:

06:00am – 10:00pm Monday – Friday

07:00am – 10:00pm Saturday - Sunday

The Court is designated **solely** for school use during school hours during school terms.

School use times are:

08:00am – 4:00pm Monday – Friday

Use by members is available any time outside of school hours.

Note that School use is permitted with booking during the membership times.

Use outside these hours may be negotiated with NPSC and/or NPS Principal.

Contact can be made during school hours regarding membership or booking system enquiries. School hours are Monday – Friday 8:15am – 4:15pm during school term time.

Fees and Charges

2021 Fees (GST inclusive)

Membership (includes all persons living at one address) \$66/annum

Membership commences 1st December each year with pro-rata membership available for the first year of membership only. Annual reminder letters will be provided to all members for membership renewal each year. Fees are valid until 30th of November each year and are non-refundable.

Payment of Fees

All fees (membership) must be paid in full prior to court use. Fees are payable via direct deposit or credit card to Newham Primary School. Fees contribute to the maintenance and future refurbishing of the court and are earmarked for this purpose.

Direct Deposit Information:

Account Name: Newham Primary School Council Official Account

BSB: 063806 / Account Number: 10023995

Please use "MPC mbship" and surname in the reference of your payment. Please contact the school to advise of payment.

Newham Primary School: newham.ps@education.vic.gov.au Telephone: (03) 5427 0235 (school hours)

Application for use of the court

The right to use the court with membership is subject to approval by NPS. NPS has the right to refuse access to the court and/or suspend or cancel membership where members/hirers have acted contrary to the guidelines set out in the conditions of use handbook.

Cancellation of Bookings

NPS reserves the right to cancel any confirmed hire as it sees fit.

Members are requested to cancel confirmed bookings by doing so via the court booking system available on the school website in order to allow other members access to the court during the booked period.

Public Liability/Insurance

Use of the court is at the user's own risk. Membership does not include personal injury insurance. Court users are not covered by public liability insurance.

Indemnity

The Hirer/Member agrees to indemnify, and keep indemnified, and to hold harmless NPS and NPSC and agents, and each of them from and against all actions, costs charges, expenses and damages whatsoever which may be brought or made, or claimed against them, or any of them arising out of, or in relation to the hiring engagement.

Liability

NPS and NPSC shall not be responsible for or incur liability in respect to any loss occasioned to the Hirer or member through accident of any kind or failure of the equipment.

General Use Information

Non marking sports shoes are to be worn. Shoes with marking soles and those with studs/cleats are not permitted on the court.

Members will access the court and shed via an issued combination for the key safe for keys to the court, lights and shed. The key safe is located on the west side of the school portable.

Cars are to be parked in the designated school car park. Under no circumstances are cars to be driven or parked in or on the school grounds.

Set up and Pack up

Detailed instructions for set up of each sport are included in the communication book located in the Court shed and the appendix of this manual. In addition new members will be provided with documentation plus tuition where requested (please contact the school to arrange).

Tennis posts and nets, volleyball nets and posts, netball poles and basketball tower must be installed and packed up by an adult and the form contained in the court shed signed off that the set-up has been checked and is installed correctly.

Hirers and Members are responsible for leaving the court as it is found (with all equipment stowed in the correct place in the shed). The fence, shed and light switch should also be locked. All rubbish is to be taken away with the Hirer/Member.

During terms 1 and 4 tennis nets, posts and weight are able to be left set-up after use of the courts.

Lights

The light switch is located on the west side of the school portable. A key is required to operate this switch. Members will have access to the light key in the key safe (combination required).

Storage of Equipment

All equipment (excluding tennis posts, nets and weight during terms 1 and 4) is to be stowed after use in the shed.

Theft and Damage

Hirers/Members are responsible for any damage that occurs to the court and/or equipment during use.

Hirers and Members are responsible for any property (including cars parked in the school car park) brought to the school and court. NPS and NPSC takes no responsibility for the theft or damage of any property brought to the court.

Smoking and Alcohol Consumption

Smoking and alcohol consumption are not permitted on school grounds at any time.

First Aid

First Aid provision and supplies are the responsibility of the court user. The Hirer must dial 000 in the event of an emergency and follow the prompts for connection to the appropriate service/s.

A defibrillator is located on the external wall near the main entry doors to the main school building.

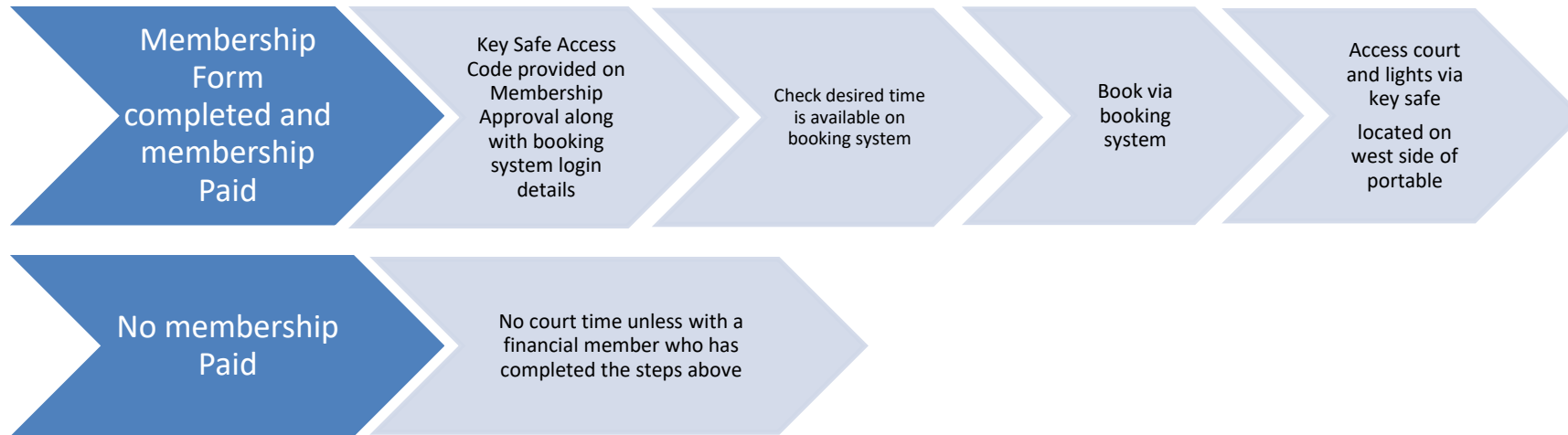
Incident Reporting

It is the responsibility of the Hirer/Member to notify NPS via email to newham.ps@education.vic.gov.au , of any issues or incidents that arise relating to the court. Suggestions and feedback are also welcomed.

Privacy

All collected information (membership) will be kept securely and confidentially and will not be used for any purpose other than the management of the court. Details will not be shared with any third parties.

Multipurpose Court Booking Procedures Flowchart



Newham Multipurpose Court Membership Agreement Form

☐ Household Membership \$66 per year (from December 1) GST inclusive

Member Full Name: _____

Street Address: _____

Suburb and Postcode: _____

Contact Number: _____

Email Address: _____

I, the above named Member, agree to the following terms and conditions of use for the Newham Multipurpose Court:

- No Alcohol Consumption or Smoking will occur on school grounds
- The court will be set up and locked up according to procedures outlined in the communication book located in the shed
- Access code/s and booking system login details will not be shared with anyone other than household members listed below
- Care and caution will be exercised at all times in the use of the court
- Responsibility will be taken for all users on the court during the hire period and all additional members nominated for household membership
- Rubbish will be removed from the court and taken home
- Cars are to be parked in the designated school car park. Under no circumstances are cars to be driven or parked in or on the school grounds.
- Cancellations will be entered online by the person who made the booking
- The court will be utilised for the allocated time only
- All issues and/or incidents will be notified to NPS via the school email newham.ps@education.vic.gov.au
- All food and drink spills will be cleaned up
- Court users may be under video surveillance at any time while on the court
- Confirmed bookings take precedence over ad hoc/spontaneous member use of the court and members and guests will leave the court gracefully to make way for a confirmed booking
- Please be mindful of noise and neighbouring properties to minimise impact on local residents
- Ensure court is clean prior to play (using equipment provided)
- I agree to indemnify Newham Primary School and Newham Primary School Council from any accident, injury or loss claims associated with use of the court. I understand that persons using the court are not covered by any public liability or personal injury insurance.

By signing below I am agreeing that I have read the above terms and conditions and I agree to abide by them all.

Signed: _____

Additional Members (specify all household members to be covered in household membership only)

Given Name	Family Name	Date of birth if under 18

Appendix – Court Set Up Manual

Note this information is also available in Communication Book in Court Shed and on A3 laminated sheets also located in shed. Members are able to request tuition for court set up if required. Please contact the school to arrange tuition.