

Conditions for School Sportsground Hire

Bookings

All bookings for fields are made through Wagga Wagga City Council (Council) and not with sports clubs. Schools submit their bookings through Council's online bookings program. Schools do not pay for casual hire for school competitions or recreational activities. Schools are not permitted to hold activities on sportsgrounds without Council's permission.

Schools who hold their competitions after school hours are required to plan their activities around the sporting associations afternoon/evening bookings.

Schools using sportsgrounds for their morning, lunch or sporting activities are required to submit bookings online each year. Schools are risking their insurance cover if they use sportsgrounds without a booking confirmation from Council.

Cancellations or alterations

Cancellations and alterations to confirmed bookings are to be submitted to bookings@wagga.nsw.gov.au

Canteen

Schools are to contact the relevant sporting body responsible for the canteen for permission before using the club's equipment.

Hirers using a canteen at a venue must ensure the canteen is left clean and tidy after each use in accordance with NSW Health Food Safety Standards. This includes wiping of all counter surfaces, sweeping and mopping of floors after each use. Refrigerators are to be left empty with any spills cleaned.

Change rooms/toilets

Council will provide the toilets at sites clean and stocked at the start of a booking. It is the hirers responsibility to ensure the toilets are kept clean for the duration of their event.

Amenities are to be checked regularly throughout the day and are to be left to be clean at the end of their booking.

When hirers are provided access to changerooms at sportsgrounds, changerooms are to be left tidy and litter free at the end of their booking.

Cleaning of grounds

Council requests the grounds are left in a clean and tidy condition, with no litter to any part sportsground or surrounding areas. Emptying of the waste bins into skip bins throughout the day will be the responsibility of the hirer. Schools are responsible to empty waste bins into the skip bins provided after the sporting event.

If Council must clean the grounds or complete repairs because of a school event, all costs will be invoiced to the hirer.

Costs incurred by school

- Schools do not pay a casual hire fee for sportsground usage for competition or recreational activities.
- Schools pay a fee for the hire/setup of the athletics equipment for their athletics carnival. An invoice is sent after the event is held.
- Schools pay a fee for the cleaning of the toilets after their athletic carnivals.
- After school competitions or training requiring sportsground light usage are to be paid by the school.
- If venues or amenities, change rooms require cleaning after a school booking, a cleaning fee will be invoiced to the school.

Keys/swipe card

The hirer is responsible to collect the amenities key/swipe card from Council's Customer Service before their booking.

Risk management

Hirers are responsible to complete a risk assessment of the playing surface prior to using a sportsground. The completed risk assessments is required to be kept as a record. Urgent issues can be reported to Council's call centre on 1300 292 442 at any time.

Council will not accept responsibility for any injuries caused due to circumstances outside its control including vandalism, broken glass, risks identified and not reported to Council.

Sportsground lights

School with bookings outside school hours can organised to have access to the sportsground light. The request is submitted by email to bookings@wagga.nsw.gov.au The time period for the lights is required with the name and mobile of the person who will activate the lights.

The light usage cost is invoiced to the school organising the event, unless a sporting associations covers the cost of the light usage for the school. Council requires an email from the sporting association advising the light usage is to be invoiced to their association.

Supplying of goals & equipment

Council supplies the sportsground, and the sporting equipment is supplied by either school or the sporting association relevant to the activity being play. The hirer is responsible to contact the relevant sporting association if they require the use of the association's equipment.

Turf wickets

Council will not process bookings for turf wickets without prior permission being given by email from Cricket Wagga Wagga.

School using Council's sportsgrounds for their school's sporting activities, morning or lunch breaks are required to stay away from turf wickets. Any damage caused to wicket requiring extensive repair will result in the costs being invoiced to the school.