

USER ORGANISATION RESPONSIBILITIES

The allocation of use of Singleton Councils Community Sports Facilities is subject to the user

1. Hold a Public Liability Insurance Policy to a value of at least \$10million.
2. Submitting application for allocation of grounds to be made annually by June each year. Priority will be given to existing users where application is lodged on time.
3. Carry out Risk Assessments of field(s) prior to use. Checking the field(s) for potential safety hazard eg broken glass, rubbish, debris, exposed sprinkler heads.
4. Taking responsibility for safety of the users volunteers, employees or contractors. The user is to provide documentary evidence of safety management procedures.
5. Ensuring players and spectators do not park vehicles on fields or surrounding turf areas.
6. Not charging admission to view games (exemption with Approval of Council).
7. Closing playing fields to use when wet and likely to be damaged.
8. Not using playing fields when closed by Council. Fields may be closed due to safety or maintenance reasons.
9. Being responsible for any damage to playing fields by members.
10. Undertaking own line marking.
11. Undertaking watering of grounds.
12. Supplying and maintaining own goal posts.
13. Removing and storing goal posts out of season when required by other user groups or Council.
14. Cleaning amenities and grounds after each use.
15. Keeping a register of members who hold keys (Council Master System).
16. Paying for all electricity, gas and water consumed.
17. Paying for building insurance for buildings used for long term allocation (a season). Council will pay insurance and invoice users.
18. Helping with minor maintenance of buildings eg interior painting, window repairs after consultation with Council.
19. Maintaining additional facilities installed for user group eg floodlights, irrigation, nets, shelters and cricket wickets.
20. Understanding that fixed improvements made on parks/reserves becomes the property of Council.
21. The Howe Park and Albion Park Tennis Clubs may enter into contracts with tennis coaches and other professional sports people to administer the facilities on behalf of the respective clubs, subject to approval by council of the arrangements.
22. The user must not sublet the facility unless express written consent is obtained from Singleton Council.

SINGLETON COUNCIL RESPONSIBILITIES ARE

1. Mow playing fields as set out in service levels adopted in the Plan of Management i.e. mow weekly in a good growing season.
2. Treat for broadleaf weeds annually.
3. May top dress fields to correct surface irregularities if required.
4. Arrange major maintenance of buildings.

I have read the Conditions of Use for above. I agree to abide by and be bound by those conditions.

Name: _____ **Signature:** _____

Position Held: _____ **Date:** _____