

# YMCA Facility Booking Request

2 Jubilee Drive, Port Lincoln SA 5606  
 P: 08 8683 4949  
 E: pllc@ymca.org.au



The booking request is not confirmed until a YMCA staff member has reviewed the request and completed the confirmation section on this form. Upon approval a copy of the booking request will then be forwarded to your representative.

## Details of Organisation:

School/Organisation/Individual: \_\_\_\_\_

Contact: \_\_\_\_\_

Invoice Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Booking Details**     Party Room     25M Pool     Hydrotherapy Pool     Stadium     Squash Courts

Day	Date	Time	Number of Attendees

## Further Information

<b>Party Room</b>	Event Type:	
Equipment Requirements:		
Other Comments:		
<b>25M Pool</b>	Event Type:	
Equipment Requirements:	No. of lanes (1-6)	
Other Comments:		
<b>Hydrotherapy Pool</b>	Event Type:	
Equipment Requirements:	No. of lanes (1-3)	
Other Comments:		
<b>Stadium</b>	Event or tournament?	No. of courts (1-3)
Comments:		
<b>Squash Courts</b>	Event or tournament?	No. of courts (1-3)
Comments:		

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## Terms & Conditions

1. A signed 'Facility Booking Request' indicates an acceptance by the school/organisation of the Terms and Conditions associated with the requested booking.
2. The booking request is not confirmed until a YMCA staff member has reviewed the request and completed the confirmation section on this form, and provided you with a formal letter of acceptance and quote.
3. If you need to cancel your booking at any time please advise us by contacting the centre as soon as possible. Bookings cancelled with less than 24 hours' notice incur the full booking charge. Bookings cancellation less than one (1) week prior to the visit will incur an administration fee of 50% of the total quoted amount.
4. Management reserves the right to change facility allocation. Additional space/activities/usage may not be available at short notice. If additional time or space is used, the YMCA reserves the right to charge the group accordingly.
5. Details of issues (medical or otherwise), that may impact on a participants involvement in an activity or learning environment should be discussed and detailed to the booking officer or member of management.
6. The Department of Education's Schools Exclusion Guidelines apply to all program and service bookings provided by the YMCA. (including but not limited to head lice, diarrhoea, conjunctivitis, plantar warts/papaloma)
7. Supervision expectations of school groups are in line with the Department of Education's requirements for teachers to maintain direct presence during any program operation and correct Teacher to Student ratio's are adhered to.
8. Active supervision of children less than ten (10) years of age is required in all parts of the centre. This must be by a responsible person sixteen (16) years or older.
9. YMCA programs and services are conducted in accordance with child protection policy & guidelines.
10. Financial responsibility for loss, theft, personal injury or facility damage is accepted by the school / organisation.
11. During any emergency where a full or partial evacuation is required instructions will be given from a YMCA staff member and are to be adhered to at all times. If you would like to see our Emergency Action Plan please contact the centre.
12. The YMCA prohibits guests or hirers consuming or bringing any alcohol into the centre without prior approval from management and a necessary legal permit from the Liquor Licensing Commission.
13. Code of Conduct: - Compliance with safety & risk management rules and staff directions assist in maintaining an amicable environment. Contrary physical, verbal or emotional behaviour is unwelcome. School/Organisation leaders should ensure participant behaviour contributes to the maintenance of an amicable environment.

## Bookings

14. Organisations accepting supervisory responsibilities are reminded:
  - a) To attach a copy of Public Liability Insurance for a minimum of \$20MIL.Further qualifications may be required depending on nature of proposed group activities.
15. Any keys approved to be used must be signed out by the hirer/organization. All costs associated with the replacement of lost keys or repining of locks is the responsibility of the hirer/organization.
16. No external vendors or businesses are able to access the centre without prior written consent of the YMCA.
17. Clubs / Hirers cannot sell food or drinks without prior written consent of the YMCA.
18. All tournaments, functions, conferences, exhibitions and seminars must supply their own First Aid qualified representatives and First Aid Supplies. It is the responsibility of the hirer to ensure all First Aid needs is met. The YMCA will provide emergency first aid support should the need arise.

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## Safeguarding Children and Young People Policy

### Safeguarding Children and Young People Policy

YMCA South Australia is committed to the safety of children / young people and other vulnerable people in all of our facilities. As such, YMCA undertakes accreditation with the Australian Childhood Foundation to ensure the highest level of safety for our customers and staff. The YMCA requires User Groups to comply with the YMCA Code of Conduct and Safeguarding Children and Young People Policy, particularly when their activities involve any person under the age of 18.

### Safeguarding Children and Young People Policy

1. The YMCA is committed to the safety of children / young people and other vulnerable people in all of our facilities. As such, YMCA undertakes accreditation with the Australian Childhood Foundation to ensure the highest level of safety for our customers and staff. As such, the Hirer is required to:
  - a) Accept responsibility to act in accordance with the Safeguarding Children and Young People Policy.
  - b) Maintain an accurate list of current staff and volunteers who will be working at YMCA sites.
  - c) Inform the YMCA **immediately and report within 12 hours** of becoming aware of any reports or allegations of serious child abuse or neglect that involves the hirers or YMCA staff or volunteers.
2. "Free/recreational time" is not permitted at any time, when children/young people are not directly supervised. All participants must be involved in supervised planned activities. All participants must be effectively supervised, including those spectating.
3. User Groups are responsible for the conduct of their members and must ensure they conduct themselves in an appropriate manner.
4. All staff and volunteers of the User Group must be appropriately qualified and trained to conduct their activity, as specified by industry peak bodies, best practice and DCSI requirements. Proof of staff/volunteer qualifications may be requested by Management.
5. It is strongly recommended that should your group include minors (i.e. primary and high school students) that any relevant medical information and emergency contact numbers are on hand should an emergency arise.
6. The User shall be responsible for and ensure that the behaviour of participating persons is appropriate.
7. Regular User Groups that do not operate under YMCA Supervision will be required to attend a facility induction that will include emergency evacuation procedures for the relevant area. In the event of an emergency, all patrons must comply with any request from YMCA staff.
8. The User must comply with the Centre's child supervision policy, which requires adequate supervision of children by an adult at all times, particularly in relation to watch around water requirements.
  - All User groups must nominate a Person in Charge (PIC) at all times of usage. The PIC should be aware of the YMCA's expectations of behaviour, health and safety, and emergency procedures.
  - The PIC will be responsible for ensuring that the activity area is kept safe and that the activity is conducted in a safe manner at all times.
  - The PIC will be responsible for ensuring the compliance of any legislation with regards to conducting children's sporting activities or clinics.

## Watch Around Water Policy

**Children Under 5** must be accompanied by an adult in the water and remain within arms reach.

**Children Under 10** must be accompanied and constantly supervised by an adult.

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## Method of Payment:

Payment within 7 days on receipt of invoice

Cash / Cheque payment on the day

The YMCA acknowledges & respects the privacy of individuals. The information being collected is for the purpose of processing the facility booking and/or the provision of programs &/or services. The intended recipients of this information are the YMCA, its authorised staff & relevant Government authorities. As part of your booking with the YMCA you may receive information from time to time regarding programs, services or promotions. The YMCA may also provide material from strategic partners, or any other third party. If you do not wish to receive this information please tick the 'OPT OUT' box below. Your details will be removed from the mailing list within a reasonable period of time.

OPT OUT

## Acceptance

I, \_\_\_\_\_ on behalf of \_\_\_\_\_ (name of group/organisation)  
agree to the terms and conditions as detailed above.

DATE: \_\_\_\_\_

[SUBMIT FORM](#)

## Booking Approval & Confirmation: (Office Use Only)

Booking request received:	Date: Initial:	Booking request approved: Yes      No	Date: Initial:
Booking entered in Links/Diary/Program:	Date: Initial:	Approved request forwarded to school/organisation :	Date: Initial: