



Melbourne University Sport

Casual Play Booking Conditions of Use

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1. Facility Availability

A range of sporting and recreational facilities are available to University of Melbourne (UoM) students, staff, alumni and community members for casual use.

Facility bookings are available between 7:00am and 10:00pm from Monday to Thursday, 7:00am and 9:00pm Friday, and 9:00am and 5:00pm weekends. All users and guests must exit MU Sport by 10:00pm Monday to Thursday, 9:00pm Friday and 5:00pm on Weekends.

Hours may differ on Public Holidays, over the end of year University Closure period, or on any other days at MU Sport's discretion. To view [opening hours](#), please visit the MU Sport website.

2. Booking Process

2.1. Bookings

Bookings are to be made through the [online booking portal](#). For assistance in this process, users are to visit Melbourne University Sport (MU Sport) reception to speak to Guest Services staff in person, by phone at (03) 8344 5405, or via email to memberships-sport@unimelb.edu.au.

Bookings can be made a maximum of 2 weeks in advance.

2.2. Payment Terms

All bookings require payment to be made at the time of booking. Bookings cannot be reserved without payment.

2.3. Discounts

Booking rates vary between users, with discounts provided to UoM Students and MU Sport Fitness Members, Staff and Alumni. Any booking made with a discount provided under certain conditions based on the user must uphold these conditions for the discount to be applied. If this is not followed, the price of booking will be updated to the full price.

To access these discounted rates, please contact the Guest Services staff (via details above) with proof of discount eligibility. For discounted eligibility provided over the phone, proof of discount eligibility must be provided in-person prior to the booking to uphold this price.

Hirers must present the corresponding identification to qualify for each discount (UoM Student or Staff card).

Any booking made without a discount, even if a user is eligible, will not have the difference in prices refunded.

2.4. Booking Restrictions

Bookings are limited to 2 lots of 2-hour bookings, per user, per day.

3. Cancellation and Amendments

3.1. Cancellations/Amendments by the Hirer

3.1.1. Refund / Credit

Account credit is the preferred method of reimbursement due to cancellation or amendment of bookings.

3.1.2. Notice of Cancellation/Amendment

All cancellations and/or amendments must be communicated to Guest Services team either in person, over the phone at (03) 8344 5405, or via email at memberships-sport@unimelb.edu.au.

All changes of date/time/facility or other aspect of the booking are subject to availability.

3.1.3. Cancellation Period

Any cancellation of all or part of a confirmed booking given with more than 24 hours' notice of the booking start time will receive a 100% credit of the venue hire fees. Any equipment hire/purchase fees paid in advance will not receive a credit.

3.1.4. Cancellation due to Extreme Weather

On occasion, hirers may cancel a booking with less than 24 hours notice in the event of extreme weather. This may include, but isn't limited to, rain, wind, or heat. This cancellation must be communicated to the MU Sport Guest Services team through the avenues outlined above, and approval is at the discretion of this team.

3.2. Cancellations/Amendments by MU Sport

MU Sport reserves the right to cancel / amend any booking at any time. MU Sport will endeavour to ensure any change is communicated to the hirer as early as is practicable.

Cancellations or amendments made by MU Sport will not incur any cost to the hirer, and credits/refunds will be arranged for the impacted bookings.

Any costs made by the hirer to other parties outside of Melbourne University Sport will not receive a refund/credit from MU Sport.

4. Behaviour and Facilities

4.1. Accessing Bookings

It is recommended that hirers arrive 5mins early so they are ready to access the court/facility from the booking start time.

All hirers must check in at reception with Guest Services staff before accessing the court/facility.

When equipment is collected (such as badminton nets) or hired (such as rackets) from reception, a photo identification card must be exchanged, and is then returned to the customer once all equipment is returned in its original state. Valid cards include Unimelb student / staff cards, driver's licenses, Working With Children cards, or proof of age cards. Passports are not accepted, as well as any cards or items with no photo identification.

All hirers must vacate the court/facility by the end of their booking for the next hiring group to begin. This includes all equipment packed up and off the court/facility and all users departed.

In the event a group is yet to leave the court/facility when their booking time is complete, hirers are to notify Guest Services staff so this can be dealt with.

Continuing to use a court/facility past the booked times will be charged for the additional time.

4.2. Behaviour and Adherence to University of Melbourne Policies

The hirer will be solely responsible for the supervision, control, and behaviour of their group while using the University sporting facilities and services. The University Sports Precinct is a public venue, and all attendees must abide by all applicable University of Melbourne Policies, including (but not limited to), the Student Conduct Policy, the Sexual Misconduct Prevention and Response Policy, the Child Safety Policy, the Health and Safety Policy, and the (current) University of Melbourne Enterprise Agreement, as well as all applicable laws.

University security reserves the right to ask anyone within the Sports Precinct to leave the grounds at any time should they breach these policies, or are behaving in a way which can make users feel uncomfortable, threatened or unsafe.

All participants and guests associated with a booking must follow the direction of MU Sport staff at all times.

MU Sport reserve the right to cancel any future bookings or attendances for users who breach these expectations, and not accept new bookings for these users in the future.

4.3. Conditions of Facilities and Equipment

The hirer is responsible for the set up and take down of any equipment required.

At the completion of the hire session, the hirer must ensure that all litter is picked up and placed in the appropriate rubbish bins and return the space to the same condition as it was found in, including returning all equipment to its original position. Failure to leave the facility in an acceptable condition may incur additional costs for extra cleaning and/or cancellation of future bookings.

Use of the booking space and any equipment usage must only be for the specifically booked sport/activity.

4.4. Damage

The hirer will be responsible for and shall pay MU Sport for any breakage or damage to University property, fittings, furniture and equipment - either mechanical or electrical - caused directly or indirectly during the hire period which is beyond fair wear and tear or the result of incorrect use of equipment.

Vandalism by any group may result in the cancellation of future bookings, additional fees, alerting University security or police, or any combination of these actions.

4.5. Equipment Damage / Repairs

The hirer agrees to meet the costs for any repairs to equipment and to meet fair and reasonable replacement costs if hired equipment is not returned or returned damaged.

Hirers are to report any faulty or non-working equipment to MU Sport staff as soon as discovered.

4.6. Subletting

No Casual Play booking may be sublet, on-sold or reassigned to other individuals or groups. This includes taking bookings or registrations for participation in a facility booking to a broader group.

The hirer must be present at check-in with Guest Services staff upon arrival, and for the duration of the booking.

No Casual Play booking may be charged to others for profit.

4.7. Alcohol

Alcohol is strictly prohibited from being consumed or sold during a Casual Play booking.

No participants may be under the influence of alcohol or other drugs while participating in a Casual Play booking – including spectators

4.8. Smoking

The University's [Smoke Free and Tobacco-Free Campuses Policy](#) dictates that there is strictly no smoking on university campus.

4.9. Signage

No poster, placard, sign, or advertisement relating to any matter shall be placed, painted, or affixed anywhere within the Sport Precinct with regards to Casual Play bookings.

The cost of any damage caused from signage shall be charged to the hirer.

4.10. Footwear and Clothing

Appropriate footwear is required to be worn at all times. This includes (but isn't limited to) in the Stadiums, Squash Courts, Tennis Courts, Multipurpose Synthetic Pitch, Group Fitness rooms (Lazer Room, Mindbody Studio, Cycle Studio), Athletics Track and Outdoor Basketball Court, Cricket Nets, Oval and High Performance Studio.

Studded boots are only permissible on the Oval with written approval from the Venue and Events team. Heels are not suitable for any sporting / activity areas.

Minimum clothing requirements are t-shirt/singlet or exercise/sports top, and shorts. Correct footwear are runners/sneakers.

5. Safety and Emergency Procedures

5.1. Safety

Any activity undertaken must be in accordance with agreed safety procedures and requirements.

Having accepted a booking from a hirer, MU Sport shall be entitled to terminate/cancel the agreed booking or evacuate the facility without liability from the hirer if, in the opinion of MU Sport, such cancellation is required in order to ensure the safety of persons or property.

5.2. Emergency Procedures

In the event of an emergency, all hirers and participants must abide by the Emergency Procedures (Appendix 1) prescribed by the University.

All users must abide by the instruction of MU Sport staff at all times to ensure emergency procedures are followed safely.

5.3. First Aid

Should any injured person require First Aid, contact the Guest Services staff at the reception desk situated in the entrance of MU Sport either in the Nona Lee Sports Centre or the Beaurepaire Centre.

When an incident occurs, an [Incident Report Form](#) must be completed. This can be acquired from and then handed back to Guest Services staff in either of the above buildings.

6. Facility Specific Requirements

Any activities not listed in this section corresponding to each space are prohibited.

6.1. Stadiums

No food or drink (other than water) is to be consumed in the East Stadium, West stadium, or the viewing gallery.

No equipment may be used in the stadiums that will cause damage to the floor surface. This includes any floor markings or tape.

All equipment used must be returned to the appropriate storage areas after use, and all equipment collected from Guest Services staff is to be returned to them at the conclusion of the booking.

Badminton shuttlecock feathers must be swept up and disposed of in the provided bins with the broom located in the back storage room.

Approved activities are Badminton, Volleyball, Basketball, Netball, Futsal (West Stadium only).

6.2. Athletics Track (including Eastern Jumps D and Western Outdoor Basketball/Netball Court D)

Entrance to the Athletics Track is at the gates positioned on the South East, South West and North parts of the track. Climbing over the fence is prohibited.

When accessing this space, as well as the Multipurpose Synthetic Pitch (MSP), be vigilant that others may be using these areas, so take care when crossing between areas.

The Eastern Jumps D is only to be used for High Jump and Pole Vault purposes.

Only Basketball and Netball are allowed in the Western Outdoor Basketball/Netball Court D.

Approved activities are Athletics track and field events and associated training drills, Basketball and Netball on the Outdoor Court.

6.3. Multipurpose Synthetic Pitch (MSP)

For Hockey bookings, corner practice, goalie warmups and hit ups can only occur on the sidelines of the pitch.

Approved activities are Hockey, Futsal, Frisbee, Touch Football, Lacrosse and Dodgeball.

6.4. Tennis Courts

Approved activities are Tennis and Pickleball.

6.5. Squash Courts

Approved activities are Squash and Table Tennis.

6.6. Oval and Cricket Nets

Only Cricket bowling and batting can be done in the turf Cricket Nets; the Synthetic Nets can be used for Cricket, Baseball and Softball.

All Oval bookings must outline their requested activities and get these approved with the Venue and Events team. This includes any equipment to be placed on the Oval and footwear to be used.

Appendices

Appendix 1 – Emergency Procedures

1. Emergency Evacuation Process

In the event of an Emergency requiring evacuation:

1. Upon hearing **BEEP, BEEP, BEEP** prepare for emergency evacuation.
2. If safe to do so:
 - a. Switch off or make safe equipment, chemicals, and substances; and/or
 - b. Secure valuables and personal belongings.
3. Upon hearing **WHOO, WHOO, WHOO** or instructed to evacuate, leave immediately via the nearest safe emergency exit.
4. Assist occupants with disability or mobility impairment, if safe to do so.
5. Assemble at designated assembly area and follow warden instructions.
6. Remain at designated assembly area until all-clear is declared by emergency services, Security or Chief Warden.

2. Designated Assembly Areas

- Nona Lee Sports Centre (Building 103) = Athletics Track
- Beaurepaire Centre (Building 101) = North Court (across the road on Tin Alley)
- Ernie Crompton Pavilion (Building 498) = Oval

3. Shelter in Place Process

In the event you are required to Shelter in Place:

1. Upon it being unsafe to evacuate a building and/or instructed by wardens, Security or emergency services prepare to shelter in place.
2. Maintain **silence**, when sheltering from violent acts.
3. If safe to do so:
 1. Call 000 for Police and 834 46666 for Unimelb Security.
 2. Alert other occupants.
 3. Set mobile phones and other devices to silent.
 4. Lock or secure building entrances, access doors, individual rooms, and offices. If appropriate, barricade entries and doors.
 5. Cover windows.
4. Move to a **secure area** below the window line. Maintain “shelter in place” until confirmation of all-clear is declared by emergency services, Security or Chief Warden.