



THIRD PARTY USE OF ROOMS POLICY

PURPOSE

Greensborough Junior Football Club (GJFC) was established in 1964 and is the oldest junior football club in the Diamond Valley area. GJFC is a growing football club that aims to build the Diamond Valley's most inclusive and supportive community sporting club.

This policy outlines the policy and procedure for the booking and use of club rooms at Anthony Beale Reserve (the clubrooms) for functions hosted by third parties.

SCOPE

The provisions of this policy and procedure apply to third party bookings both during the football season and outside the period of the football season.

A third party booking is a function or event hosted by a person or group other than an official GJFC sanctioned event.

POLICY

A booking request for the clubrooms must be made in writing to the GJFC Secretary at secretary@gjfc.org.au

The request must include the following information:

- A nominated 'responsible person' to be the contact with the club;
- The date and start and finish time of the function;
- The purpose of the function;
- The number of people expected to be in attendance;
- The facilities to be accessed or used in conjunction with the function (eg. Social rooms, oven, change rooms etc).

The request for use will be determined by the Executive Committee of the GJFC (the Executive Committee).

A request for a date outside the winter season will also require the permission of the summer season sporting club.

A member of the Committee must be present to open and close Anthony Beale for any third party booking function.

Upon approval for use, a deposit of \$200 is payable within fourteen (14) days of approval being received.

Any damage including vandalism, graffiti or theft is the responsibility of the responsible person. Any such activity should be reported to the club immediately. The security deposit will be applied to the cost of any repairs, maintenance or other cost resulting from such activity. Any additional cost in excess of the security deposit will be sought from the responsible person.

The responsible person must ensure that facilities at the clubrooms are cleaned at the conclusion of the function and prior to official use by the club. If the function is on the night prior to games or training taking place, the rooms must be cleaned and ready for use by 7.30am the following day or as otherwise agreed between the parties for the particular event.

The cleaning of the clubrooms includes the cleaning of all facilities used (kitchen, toilets, social rooms etc) as well as the removal of all rubbish inside and outside the clubrooms.

Any requirement of the club to engage services to clean after a booked function will be taken from the security deposit. Costs in excess of the security deposit will be sought from the responsible person.

Due respect should be given to surrounding residents regarding noise levels when using the



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clubrooms, particularly at night. Activities that may be regarded as distasteful or disruptive to the community (eg. Loud noise, swearing, unruly behaviour etc) are strictly prohibited.

Any bookings are for the use of the clubrooms only, unless expressly noted otherwise, and guests are to remain within the pavilion during the event. Loitering outside the pavilion is not permitted at any time.

The use of amplified music, including noise arising from a musical instrument, radio, PA system or television is prohibited after 11pm on Friday and Saturday night, and 10pm on all other evenings.

Smoking is prohibited in the clubrooms.

The responsible person must ensure compliance with the club's official requirements including, but not limited to, the provisions of the club's liquor license.

If the function is to be held outside the period of the club's liquor license, a temporary license must be sought. Appropriate notice must be given to the club to enable that to be applied for.

The responsible person must ensure compliance with any other official requirements, including but not limited to the provision of the Liquor Control Reform Act 1998; Tobacco Act 1987, Food Act 1984. The responsible person must familiarize themselves with the appropriate provisions that may apply.

Functions involving gambling are subject to the provision of Victorian Commission for Gaming and Liquor Regulation (VCGLR). Other forms of gambling using games of chance at which, either directly or indirectly, money is passed as a prize may not take place.

The Executive Committee reserves the right to withdraw approval for the booking if it is deemed appropriate and will notify the responsible person in writing of any such decision.

Breach of Policy

Hires found to be in breach of the policy will be subject to investigation by the Executive Committee and determination of outcome made in line with the Codes of Conduct.

Policy Review and Ownership

The contents of this document represent the current policy and procedures of GJFC.

This policy is subject to review every two years and will be amended appropriately.

Amendments will be communicated to members as and when appropriate to ensure that it remains current.

Approved by GJFC Committee.

Authorised by

A handwritten signature in black ink, appearing to be 'Scott Devers', with a long horizontal line extending to the right.

Scott Devers
President GJFC

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The controlled document is available on the Intranet.