

Community Leasing Policy - council maintained sports fields FAQ

What does my sports field permit mean?

- Your sports club will be issued with a 3 year sports field permit with the times of use for your sport.
- If your club conducts multiple sports under the club name e.g. rugby league and touch, you must include these activities in your sports field permit request. Note: these are **your** club's primary activities, for your registered members and covered by your insurance. It **does not** include use by other clubs or organised competitions.
- Any other use must be booked through council. This includes schools, personal trainers, other sports clubs and commercial sport.

Are there times when I can't use the field during my permit hours?

- Yes. Council determines field closures due to inclement weather or the condition of the field, your club, or other users, must adhere to this.
- Field closures are advised through council's website at www.moretonbay.qld.gov.au/sportfacs/.
- Fields may also be closed for maintenance or renewal. In these cases you will be advised in advance.
- 'Field Closed' signs are available for your club to keep and use when closures are in place. Contact the Sport and Recreation Unit on 3205 0555 to arrange collection.

Why does council need to manage all of the bookings?

- Council needs to access the fields for maintenance and mowing at suitable times to ensure the quality of surfaces.
- Council needs to monitor use to ensure that it is appropriate for the condition of the field and that there is no overuse that will affect your club's regular training and competition.
- Council considers the amount and type of use to tailor the maintenance program so that the fields are suitable for your use.
- Anyone who books is also advised of council's *Field Closure process*.

What happens to bookings that I already have in place for other users?

- You must let council know the details of any booking that you have confirmed - include group name, contact person and dates of use.
- Advise the groups of the change in booking process and provide the contact details for council's Customer Service Centre – 3205 0555.
- Council's Community Facilities Unit will process and confirm bookings.

How does my club know who has booked the field?

- Bookings prior to 3.00pm on weekdays are generally approved without consultation. Your club will be emailed a copy of the approval letter. Your club's contact details are included so that the applicant can arrange access to amenities and canteen, if desired.
- Your club will be contacted regarding all requests for use during your permitted times. Resident clubs are given primary access for training and competition, so if the extra request can't be accommodated the booking will be declined. Park Operations and your Divisional Councillor will also be consulted on the appropriateness of the activity, and the ability of the field to recover from the activity.
- Your club can negotiate an appropriate fee directly with the casual hirer, to cover expenses associated with use of amenities, lights or consumables.
- It is not mandatory to make toilets, canteens or other club facilities available for other hirers.

What if I need to change my permit times?

- Changes to permit times will only be considered in exceptional circumstances. It is your club's responsibility to ensure you have considered your training and competition requirements and to organise your activities within these times.

What if I want to have an event?

- If your event is within your permit times it won't need to be booked. For major events it is advisable to contact the Sport and Recreation Unit of council to let them know what is happening.
- Any rides or other high impact activities must be restricted to areas outside of the playing surface. If this is not possible contact the Sport and Recreation Unit for guidance.
- Your club will be responsible for ensuring that you have all operational needs in place, e.g. waste bins, car parking, etc. If you are on a multi-use site, you will be expected to coordinate your event with other user groups.
- If your event is outside of your permit times, you will need to make a sports field booking by contacting council's Customer Service Centre on 3205 0555.

When and how do I request my club's preferred days and times of use for our sports field permit?

- Your club will be contacted when it is required to complete a sports field permit application in which you will request your club's preferred days and times of use.
- All applications must be submitted online at www.moretonbay.qld.gov.au/sportfieldpermit/ by following the steps detailed on the website.
- If your club uses fields at more than one facility, then a separate application must be made for each facility.
- Your club will need to provide your required hours and days of use for the next three years as part of the online application.
- Council will assess all applications, determine hours of use, and issue a permit document for signing.