

Deposit Returned:

Signature:

Receipt:

REC CLUB BOOKING SHEET

A Rec Club booking entitles the resident to:

1. exclusive use of the indoor Rec room at Rec 1
2. exclusive use of the indoor Rec room at Rec 2 plus the oval BBQs and fixed tables
3. priority use of the fridge
4. shared use of the other outdoor facilities (sharing with other CW residents in groups of 8 or less)

NOTE - Please co-operate with other residents using the Rec Club facilities.

Rec 1 Rec 2 \$100 security deposit

There is a \$100 fully refundable deposit if the terms and conditions have been abided by and there is no damage to the Rec Club. You **MUST** call Security on the Rec Club blue phone at the end of your function so a post inspection checklist can be completed which will authorise the return of your deposit. Deposits can be collected from CWMC during office hours the following week.

Name.....

Address.....

..... **Ph.**

Email

Booking date **No. attending (30 person limit)**

Booking timeslot 8am-12 12- 4pm 4-8pm

Reason for booking **Any entertainment? Yes / No**

TERMS & CONDITIONS – to be read and signed at time of booking

1.	Rec Clubs must be left in a clean and tidy condition with all rubbish put into bins and excess rubbish taken home if bins are full. Decorations and other items must be removed. Please sweep the area (broom and dustpan in kitchen).	
2.	Your four-hour booking includes set-up and cleaning time. Be ready to vacate the Rec Club for the next booking on time.	
3.	Chairs and tables, if used, must be cleaned and neatly put away. BBQs, if used, must be cleaned.	
4.	All gates and access doors to toilets, gym (etc) are not to be propped open.	
5.	Tennis courts must only be used for tennis and not as a playground. No food or drink allowed on the courts.	
6.	No band, disco or DJ allowed. Only portable stereo equipment to be used.	
7.	If hiring entertainers or a jumping castle then their public liability insurance must be shown to the CWMC BEFORE the event ie. Certificate of currency. You should also have a copy with you at your booking.	
8.	No parking in the disabled car park space without a permit.	
9.	For Rec Club pools – persons aged 12 years and under (or those who can't swim) must be accompanied by an adult to enter the pool/spa area. Supervising adults must stay in the pool area at all times with the young (12 & under) or non-swimmers.	
10.	An adult resident of Coomera Waters must accompany non-residents using the Rec Club at all times.	
11.	No smoking is to take place in any area of the Rec Clubs. Pets are also not permitted entry to the Rec Clubs.	
12.	Pets are not permitted entry to the Rec Clubs.	
13.	Sticky Tape or other tape not to be used for hanging of decorations or banners. Blue Tack may be used.	
14.	No ball games are allowed at either Rec Club except for on the Rec 2 oval. Tennis balls are only allowed on tennis courts.	

I undertake to leave the facility in a clean and tidy condition and further acknowledge that I am responsible for the behaviour of my invitees at all times and should any damage to the amenities occur I will be responsible for the costs of reinstatement.

Signed.....

Date:.....

Name.....

REC CLUB CODE OF CONDUCT

KEEP NEAT AND TIDY

Owners and occupiers who are utilising the Recreational clubs are requested to keep the Recreational Clubs neat and tidy after use so that others may enjoy the same neat and tidy facilities.

KEEPING OF ANIMALS

An Owner or occupier of a Lot must not without written Body Corporate approval bring or keep any animal within the confines of the Recreational Clubs (a person mentioned in the Guides Dogs Act 1972 Section 5, who has the right to be on the Lot or on common property, has the right to be accompanied by a Guide Dog within the Recreational Clubs).

USE OF FACILITIES

An Owner or occupier of a Lot must use facilities within the Recreational Clubs for no purpose other than which they were designed.

RULES FOR USE OF RECREATIONAL CLUBS

Each Owner and each Occupier of a Lot, when making use of the Recreational Clubs must abide by the following code of Conduct:

- a) Recreational facilities are for Owners and Occupiers only.
- b) All invitees or guests are not permitted to use the Recreational Clubs or facilities unless accompanied by an adult Owner or Occupier.
- c) Children below the age of thirteen (13) years in the Recreational Clubs must be accompanied by an adult Owner or Occupier, exercising effective control over them at all times.
- d) No person under the age of eighteen (18) years is permitted to enter the Sauna at any time.
- e) No person under the age of sixteen (16) years is permitted to enter the Gymnasium at any time.
- f) Glass containers or receptacles of any type are not to be taken to, or allowed to remain in or around the pool; spa; sauna; gymnasium or tennis courts.
- g) Consumption of alcohol is not allowed within the pool area; sauna; tennis courts or gymnasium.
- h) Owners/Occupiers and their guests shall exercise caution at all times and shall not run or splash or behave in any manner that is likely to interfere with the use and enjoyment of the recreational facilities by other persons.
- i) Offensive language is not to be used in and around the Recreational Clubs.
- j) No use of the Recreational Clubs or facilities can occur between the following times:
 - a. Recreational Club #1. 9:00 PM and 7:00 AM
 - b. Recreational Club #2 9:00 PM and 7:00 AM.
- k) Users of the Recreational Clubs must be suitably attired at all times.
- l) Users of the Recreational Clubs shall obey lawful instructions given to them by the Body Corporate or the Coomera Water's caretaker and/or security personnel.
- m) Security personnel have approval to request identification to ascertain resident status.

DAMAGE OR COST INCURRED BY THE BODY CORPORATE

Where the Body corporate suffers damage as a result, or is required to expend money as a result of damage caused by an Owner/Occupier or their guests using the facilities, the Body Corporate is entitled to re-charge that Lot Owner for the cost incurred. If a tenant occupies the Lot, the Lot owner is the responsible entity for those Occupiers or Tenants and thus the Lot owner will also be charged for the damage caused.

SIGNAGE

Signage within the Recreational Clubs is there for the enjoyment and safety of all Owners and Occupiers using the facilities. Any Owner or Occupier in clear breach of the signage erected within the Recreational Clubs may be asked to leave the Recreational Clubs by Security personnel.

TIMES OF USE OF THE RECREATIONAL CLUBS

Times of use of the Recreational Clubs have been stipulated by Gold Coast City Council. Users of the facilities must adhere to these times.

RULE VIOLATIONS

- (a) The Committee may, after consultation between the Body Corporate Committee Members, the Caretaker and Security personnel, deem violations of the Rules for Use of Recreational Areas as sufficiently serious to warrant a denial of access to the Recreational Areas for a period of up to 90 days and/or no longer be able to book future functions.
- (b) If the rule violations relate to the actions of minors of Residents or Occupiers, the Committee may require that those minors must be accompanied and under effective control of a parent or guardian when attending the Recreational Areas for a period of up to 90 days.
- (c) If the rule violations relate to the Guests of a Resident or Occupier, the Committee may permanently deny access to the Recreational Areas to those persons.

DISCLAIMER OF LIABILITY

The Body Corporate excludes, to the extent permitted by law, all liability for any damage or loss suffered on these premises from any cause whatsoever, including as a result of negligence.

Please note:

- a) The contents and headings throughout these notes are for guidance only and are not to be used as an aid in the interpretation of the By-laws relating to your scheme.
- b) Owners who are renting their property are required to issue and notify their tenants of these rules and conditions placed upon Owners and Occupiers using the Recreational Clubs.

SECURITY – PRE AND POST INSPECTION OF REC CLUB

Date:.....

Rec Club: 1 or 2

Time Slot:.....

Security Officer's Name and Signature:

Pre-Inspection

Facilities are clean and tidy

Anything to report:

.....

Post-Inspection

Number of people under 30

Facilities are left clean and tidy

Rubbish taken

Decorations taken down

Toilets left clean

Appropriate behaviour/conduct

Nothing Damaged

Deposit cleared for refund to resident

Deposit non refundable

Security Procedures:

- Complete a pre inspection form prior to set up of functions and a post inspection form at the conclusion of functions. Scan and email the results to CWMC by Sunday evening so residents are able to pick up their deposits from Monday morning.
- Walk through Rec Clubs every hour
- CWMC to provide a copy of the signed agreement to security prior to all functions. This has the contact details for the person responsible for the function. If there are rule violations, 2 security personnel to approach the function with the agreement.
- If the person booking the gathering hasn't called security for a post inspection then they automatically lose their deposit
- If a second group of more than 8 people arrive during a function, security to vacate the second group.
- If the function has over 30 people, is rude to Security and/or breaking the bylaws, Security to advise the person in charge that they will be reported to the body corporate which may result in loss of deposit, be banned for 3 months from using the rec club and/or booking any future functions.
- Security, the Caretaker and a Body Corp committee member can request owners/occupiers to vacate the Rec Clubs as per the CMS By Laws covering Rec club use. If it comes to this situation, Security will contact the PBC member before actually requiring a function to vacate the Rec club.