



**WEST END
MULTIUSE
SPORTS FACILITY**

**BOOKING
AGREEMENT**

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Introduction

The purpose of this document is to ensure consistency in the management of University of Tasmania (UTAS) facilities and provide clear guidelines for clubs, groups and individuals utilising the Multiuse sports facility at West End, which is located at the old K&D site at 103 Melville Street, Hobart. The facility has 5 cricket wickets and can be used as one full space.

UTAS Sport is responsible for managing and coordinating all club, group and individual bookings and to ensure facilities comply with current Australian Safety Standards.

UTAS Sport undertakes a wide range of operations; its roles and responsibilities can be summarised as follows:

- a) Liaising with Infrastructure Services and Development (ISD) and other UTAS departments, UTAS Affiliated Club, TUSA, clients and external groups.
- b) Ensure the facility meets the current Australian Safety Standards and are presented optimally.
- c) Managing the facility, coordinates bookings, and manages any issues of concern

West End Multiuse Facility consists of five cricket wickets that can be booked separately or as one. The space can also be converted into an open space that can be used for a range of sports including but not limited to Futsal, Hockey training, multi sports pre-season training.

- Shoes – spiked shoes are not permitted, sneakers only.
- Scrum work is not permitted
- Marking of the turf is not permitted

Opening Hours (subject to availability): 6am – 10pm, 7 days a week. If you would like to book outside these hours please contact your Bookings Officer.

Fees: please contact your Bookings Officer

Facility use

- a) UTAS Sport is the sole manager and operator of the West End Multiuse Sports Facility. It has the responsibility to maintain these facilities in a condition fit for use by all users.
- b) UTAS Sport and its staff will be the sole authority in determining whether any facility is in a condition that is fit to use. Where possible, UTAS Sport will provide fair notice of the unavailability, in the first instance informing the club representative of the reasons for unavailability.
- c) Bookings: previous club users of the facility will be asked to submit their bookings requests for the following year by 1 September each year, or when requested by UTAS Sport.
- d) It should be noted that UTAS Sport has an obligation to all clients and customers, whether from UTAS, TUSA or the community.
- e) It should be emphasised that UTAS Sports activities and UTAS Sports clubs will be given priority.
- f) The completion of a booking request does not guarantee use of the facility or the times

- requested. Bookings will be allocated at the discretion of the Bookings Officer and UTAS Sport Management. Facilities are not booked unless confirmation through email is received.
- g) UTAS Sport will make every effort to consider the requirements of individual sports clubs using the Multi Sports facility, particularly as they relate to recognised competitive standards, however, UTAS Sport is not able to fund new facilities specifically for individual club needs.
 - h) While UTAS Sport may take into consideration requests for development of UTAS Sports facilities including but not limited to the Multi use Sports Facility or purchase of new facilities or equipment, the final decision on such initiative's rests solely with UTAS Sport Management. Clubs wishing to make modifications to UTAS facilities must submit in writing their intentions prior to the commencement of any works and be given written confirmation from UTAS Sport Management as to the outcome of their submission. If works is not approved and work has commenced the club will be held liable for the cost incurred to rectify damages.
 - i) Sports clubs recognise that they are using shared facilities and when using UTAS Sport facilities will respect the rights of others to their use. Sports club members are not entitled to preferential access to facilities by right of their membership of a sports club.
 - j) UTAS Sport provides a facility that any user group or club may book, based on availability. Sports clubs and their members must adhere to all conditions placed on the use of UTAS Sports facilities stated in this document; this includes all external clubs, clubs with memorandum of understanding (MOU), UTAS Sport or TUSA clubs and any other agreements not stipulated throughout this document.
 - k) Due to UTAS and council regulations bookings may be restricted, this can include but not limited to using lights and PA systems. Special permission will need to be granted in writing from your Bookings Officer if marques, portable toilets or other equipment are required for a booking.

Sporting Clubs and User Groups

Hirers must adhere to this agreement governing the use of the Multiuse Sports Facility, and use appropriate lines of communication. It is critical to be highly organised and nominate one key contact to communicate with your Bookings Officer. It is the club's responsibility to notify, UTAS Sport, of any changes to the nominated contact, as soon as reasonably practicable.

Clubs have the following responsibilities:

- a) All clubs are responsible for maintaining personal accident, public liability insurance and fire and theft insurance for items owned.
- b) Hirers must understand that there will be occasions where UTAS Sports events or activities may result West End and its facilities being unavailable. Those affected will be notified by the Bookings Officer with as much notice as possible should this occur.
- c) Work closely with UTAS Sport and Bookings Officer to adhere to this agreement governing use of the West End Multiuse Sports Facility.
- d) All booking requests are to be communicated via email to your Bookings Officer.
- e) Individual lanes of the cricket nets can be booked for casual, 'once off' bookings, the full

Multiuse Sports Facility can be booked for short and long-term bookings providing the following have all been completed:

- a. Initial booking enquiry
- b. All appropriate paperwork completed, and a copy sent to the Bookings Officer. Paperwork includes Public Liability Insurance certificate (minimum \$20 million), UTAS Sport Registration form, all COVID-19 related paperwork and any additional information requested by UTAS Sport.
- c. A Covid-19 officer must be nominated and present for all bookings. Responsibilities include:
 - Making sure all over 16 participants sign in with the Check in Tas app when required
 - Keep a detailed list of all attendees for each session for contact tracing purposes.
 - Making sure no one attends session that is feeling unwell.
 - Monitoring physical distancing.
 - Making sure the group abides by maximum numbers for each venue.
 - Wiping down and cleaning all areas and equipment that were used.
 - Clubs can nominate more than one Covid-19 officer.
- f) Blanket bookings will not be accepted, such bookings must be discussed with the Bookings Officer to determine appropriate bookings and charges.
- g) Clubs must be flexible with their booking requirements to ensure all clubs have reasonable use of the facility.
- h) Bookings are at the discretion of the Bookings Officer and UTAS Sport Management irrelevant of previous booking history.
- i) If your booking is between a particular time this also includes set up and pack up time.
- j) Allow UTAS Sport two weeks' notice when booking facilities and clearly indicate your club's requirements (number of cricket nets, full space, with or without nets, what sport you will be undertaking). All bookings are to be made through the Bookings Officer at least two weeks prior to a booking requirement and/or prior to the commencement of the sporting roster/season (for long-term bookings) by contacting your Bookings Officer through email.
 - a. Please note: the earlier bookings are made, the greater the opportunity to meet the needs of all clubs.
- k) Short notice bookings may be accepted at the discretion of the Bookings Officer.
 - a. A confirmation email will be sent if your booking request has been approved.
- l) There will be times throughout the year such as holiday periods where the Bookings Officer is on leave. When this occurs UTAS Sport will endeavour to inform the effected clubs to give them ample notice to make or adjust bookings.
- m) If written confirmation is not received by the Bookings Officer, the booking will be forfeited, and all bookings will be cancelled.
- n) Users of the facilities must notify the Bookings Officer if the facility was used longer (or less than) than the initial booking time within 24 hours of the booking to ensure the invoice reflects the appropriate usage time.
- o) Please ensure that all club participants are at the Melville Street gate/entrance at the

beginning or agreed time so UTAS Sports staff or UTAS Security can grant entry into the facility.

- p) All clubs must use the FREE Check in TAS app. when required.
 - a. When required everyone coming onto campus will need to check in, <https://coronavirus.tas.gov.au/check-in-tas> This is the only acceptable system for providing and collecting contact tracing information in Tasmania for anyone over the age of 16 years. When required QR codes are placed near entrances to all venues. An electronic copy of the relevant QR code can be obtained from your Bookings Officer.

There are options if individuals are unable to use their phones to check in. These include:

- Others attending the venue with the app can use their phone to check you in.
- Manually check in using the UTAS sign in sheets
- q) Clubs are required to keep a record of everyone attending sessions for contact tracing purposes.
- r) Please refer to the Bookings Agreement and Unigym Terms and Conditions for any other information related to using UTAS Sports Facilities
- s) Please keep all areas in a clean and tidy manner if facilities are left in an undesirable way further charges may apply at the discretion of UTAS Sport and the Bookings Officer
- t) Hirers are responsible for ensuring any litter produced at their bookings is disposed of appropriately and they are responsible for the clean-up. If additional cleaning or maintenance is required, the extra cost will be passed onto the relevant club to be paid through their invoice.
- u) Please ensure participants are wearing appropriate footwear – NO spikes, no dress shoes, sneakers only

Booking Information

- a) Hirers are not permitted to sub-let or on-hire facilities they have hired from UTAS Sport. If clubs are found to have sub-let or on-hire facilities, future bookings may be jeopardised. All club bookings must be submitted directly via the Bookings Officer, not via other avenues or other clubs.
- b) Bookings for groups under 14 years of age are required to book and pay as an external booking and not as a Casual booking.
- c) All parties have a responsibility to behave professionally throughout negotiations and discussions pertaining to facility bookings and fees. It should be remembered that facilities are in short supply.
- d) If the Multiuse sports facility or an individual lane has been booked and an unauthorised group does not vacate the facility after being requested to do so, the Bookings Officer should be contacted to correct the issue. Security may then be contacted if the unauthorised group remain non-compliant. If an incident occurs outside operating hours, contact University Security.
 - **HOBART - 6226 7600**
- e) Failure to comply with UTAS Sport or UTAS Security requests to vacate on time may result in future bookings being jeopardised.

- f) Alcohol is not to be consumed, before, during or after any bookings within the Multi use sports facility including but not limited to: the car park, cricket nets, meeting room, office space.

Non Club Bookings

- a. Current Unigym members or casual users can make bookings for either individual lane hire or full court exclusive use during staffed hours.
- b. Facility fees will apply and must be paid when making the booking. Fees to be paid through the Bookings Officer
- c. If not a current member of Unigym, you will be required to complete a Health Screen every 12 months
- d. By requesting a booking, individuals will accept responsibility for payment and the enforcement of facility rules and regulations.
- e. All participants are required to undertake the sign in process this can include but not limited to: undertaking temperature check, check in through the Check in TAS-App, sign the sign in register
- f. Failure to abide by these conditions may result in users unable to request future bookings.
- g. At least 24 hours' notice must be provided for bookings to be cancelled. Failure to do so may result in payment being required.
- h. Unauthorised access will result in patron removal.
- a. Court capacity numbers apply – refer to your Bookings Officer for details

Equipment Use and Storage.

- a) UTAS Sport has a responsibility to all users that any equipment used within its facilities are safe (supervision will be provided by suitably qualified staff as required).
- b) Please be aware that housing equipment within West End will only be possible if adequate space is available. In addition, any clubs storing equipment will be required to pay a storage fee, please contact your Bookings Officer for availability and rates.
- c) If clubs would like to store equipment within West End, a written request is to be submitted annually to the Bookings Officer. Annual application for storage in the centre is to be received by the 1st September or when requested. It is at UTAS Sports discretion to prioritise allocation for storage space.
- d) Any clubs electing to store their equipment within West End must be aware that they do so at their own risk and UTAS Sport does not take responsibility for any equipment loss or damage.
- e) Clubs wishing to store equipment with UTAS Sport are not permitted to make alterations or modification to storage spaces.
- f) Any damage caused to facilities and/or UTAS Sport equipment, caused by the misuse of the equipment, may result in UTAS sport seeking, full or partial payment for the repair and or replacement of the damaged equipment.
- g) You must inform your Bookings Officer in writing when making a booking request explaining what sport you intend to play, and the equipment intended to be used. UTAS Sport staff have the right to refuse any types of activities and sporting equipment, that staff deem unsafe or could damage the facilities.

Additional Requirements

- a) UTAS Sport has certain legal and other professional obligations that it must adhere to in running its operations. These require the mandated responsibility to collect specific information, including that of individual health, as required. UTAS Sport will inform all users of its facilities of these obligations. It is the responsibility of all users to comply with these requirements before being allowed access to UTAS Sport facilities. Users will not be allowed access to facilities if they do not comply with these requirements. Some of these requirements are the following but not limited to:
- a. You are responsible for using the facilities in a proper manner, including in a manner which accords with your level of health and physical fitness and complying with any rules or directions given to you by UTAS Sports staff. If you have any doubts or have questions as to how particular equipment should be operated, you must ask a staff member for information or assistance prior to you operating equipment.
 - b. You agree that each time you use the facilities, you will assess whether you are in a physical condition which will allow you to participate in the activity in which you intend to be involved in on that visit. You agree to participate in the relevant activities only where you have reasonably formed the view that you are in a physical condition which will enable you too safely do so.
 - c. You will operate and use facilities with a high standard of care, and you will be responsible for any damage you cause to the facilities through your wilful, negligent, or reckless act or omission.
 - d. You must use the facilities in a manner which poses no risk to others.
 - e. You will not move furniture around, set up games (play any sport) or form large groups in the car park, will not block others from moving freely around the space, hinder exits or that could cause damage.
 - f. Do not stick tape or anything else to the walls, floor, ceilings or any other space as this can cause damage to the surfaces.
 - g. You must wear appropriate clothing (a top must be always worn) and footwear for the activities which you propose to engage in.
 - h. NO spicks are permitted to be used
 - i. The facilities will sometimes be filmed or photographed for security, promotional, and other business-related purposes and it is possible that you may appear in some of the footage or images captured if you are attending UTAS facilities on that occasion.
 - j. You agree not to film or photograph the facilities (including other users of the facilities) without the consent of the Bookings Officer or UTAS Sport Management and any person you wish to film or photograph.
 - k. Unigym Staff are being diligent in checking security footage to ensure all users are safe. Do not allow others that are not part of your club into the facilities. If clubs are found to be letting in non-club members into the facility, future bookings may be jeopardised, and club and individual penalties will apply.
- b) UTAS Sport may cancel your booking/s immediately without prior notice if your club or

individual:

- I. Threaten, intimidate, harass, become a significant nuisance, are intoxicated or act in an offensive manner to others.
 - II. Damage the facilities or steal any equipment or belongs of other users.
 - III. Go into or access Staff only areas at any time before, during or after your booking occurs.
 - IV. Use or distribute illegal or performance enhancing drugs in or from the facilities.
- c) UTAS Sport may withdraw the privilege of use of its facilities if sports club's or their members do not comply with the conditions of use. This includes complying with rules relating to a booking, the use of these facilities and payment of fees for their use and any staff direction.
 - d) No users, neither individuals nor sports clubs, will be allowed access to UTAS Sports facilities unless they have met all financial obligations regarding payment of fees or charges for use.
 - e) UTAS Sport has the right to refuse current or future bookings.

Financial Responsibilities

- a) Booking fees will apply to all clubs, Unigym members and casual users, UTAS Sport will provide you with approximately one month's prior notice of any impending increase. This will be communicated in writing to club delegates.
- b) Invoices will be provided monthly to all club bookings and can be paid by Direct Deposit. Facility hire payments are required within 30 days.
- c) Overdue fees may apply, and future use may be jeopardised if invoices are not paid on time.
- d) Please note that we no longer accept payment by cheque or cash.
- e) Should there be delay in the payment of accounts, UTAS Sport has the right to request up-front payments and refuse future booking booking requests until accounts are settled.
- f) Should a group/club not pay their account by the due date on more than one occasion.
 - a. They will be required to pay up front (or in advance) for all future bookings or future bookings may be declined.
- g) All sporting clubs/groups making ongoing bookings will receive a booking confirmation or statement to confirm compliance with club/group needs following the receipt of a booking request.
- h) Frequent booking confirmation statements will be sent if regular changes are being made.
- i) At the discretion of UTAS Sport, and where total costs exceed \$1000.00 for a specific booking, the hirer may be required to pay a deposit of 10% of the total costs.
- j) A booking for which a deposit has been requested but not received by the requested date may be cancelled by UTAS Sport.
- k) Please ensure any cancellations to bookings made by any hirer are submitted via the booking email no less than 24 hours prior to your booking otherwise charges will apply, and payment is required.

Payment

Payment of invoices is strictly within 30 days. By either Direct deposit or at our centres by EFTPOS and credit card or through Direct Deposit. Please note that Unigym no longer accepts payment by cheque or cash

Unigym account details are as follows:

BSB No: 067-102
Account No: 00050350
Account Name: UTAS No 1 Account
Ref: Invoice Number & Club

Important Note: Please include the invoice number and your club name in your payment reference. This will ensure correct allocation of the payment and prevent significant delays.

Swipe Cards – Facility Access

- a. Swipe Cards will be issued to Hirers of facilities at the discretion of the Bookings Officer and UTAS Sport Management.
- b. If Swipe cards are lost a nominated fee will be charged to the club
- c. If clubs are permitted a swipe card the Bookings Officer will require clubs to pay a non-refundable \$50.00 per set to use keys/swipe card that will be required to access the facility.
- d. For all short-term or irregular bookings for the facility, keys/swipe card will need to be collected and returned to the Bookings Officer within 24 hours of the booking (situated at the University of Tasmania Sandy Bay Campus or at a negotiated time at the Multiuse Sports Facility).
- e. Clubs/groups holding long-term bookings maybe issued a set of keys/swipe card for the duration of their bookings and will be required to return it immediately following the final booking or on the request of the Bookings Officer or UTAS Sports Management
- f. Long term bookings are still required to pay a non-refundable \$50.00 for keys/swipe cards.

Car Parking

- g. Car parking next to the Multiuse Sports Facility is limited. You must comply with the signs and UTAS Staff and Security Staff direction. Fines may apply if you fail to do so, UTAS Sport is not able to waive any fines incurred.
- h. If you will be needing parking for bus drop off, pick up or parking please email your Bookings Officer prior to your booking.

Incidents

UTAS Affiliated clubs are required to log all incidents through MySafety and to email all incident details to your Bookings Officer .

<https://riskware.riskcloud.net/user/dashboard>

All other clubs/users please email your Bookings Officer with incident details

Out of Hours

If you have a booking outside of Staffed Hours, security will be present to open the facility for you.

If security has not unlocked the space for your use 10 minutes after the booking is to commence, please contact them on (03) 6226 7600.

If you are the last booking for the day/evening please ensure when leaving the centre, all lights are turned off, ensure that the downstairs door to the change room/toilet and the pedestrian gate is closed and locked.

We highly recommended that all UTAS Students and Staff download the University of Tasmania Safe Zone app. This allows you to request assistance and contact campus Security quickly and easily <https://www.utas.edu.au/campus-services/security/safe-zone>

Staffed Hours (hours can change with little to no notice)

Monday – Friday	9:00am	4:00pm
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Unstaffed Hours

Monday – Friday	6:00am	9:00am
Monday – Friday	4:00pm	10:00pm

Resolution of any issues arising

The Booking Officer should be contacted if any clubs, groups, or individuals using West End or equipment require assistance with the following but not limited to:

- Facility damage
- Equipment breakages
- Booking amendments
- Cancellations
- Payment issues

Emergency Maintenance or urgent Workplace Health and Safety Issues (WHS)

- An emergency relates to anything that is going to cause immediate damage to property, assets or is a security or work health and safety risk. An example may be a burst water main or damage to the facility which deems the area no longer a safe working environment.
 - a) Immediately contact your Bookings Officer or UTAS security via phone
 - b) Also send an email to your Bookings Officer outlining the issue and location

Major works and Maintenance

- For significant maintenance or damage that does not require immediate attention:
 - Contact your Bookings Officer by email, who will act accordingly. Issues of concern should not be directed toward UTAS Staff, other departments of UTAS and clubs should not carry out maintenance themselves.

Where a facility is not in use due to maintenance, the clubs impacted will be informed with as much

notice as possible. The Bookings Officer will notify the club representative in this instance. Facilities that are closed may not be accessed by clubs, groups, or individuals under any circumstances.

Health & Safety Information

How to Access medical services

First Aid

- a) All Unigym staff are trained to provide first aid if required. Should further medical attention be required, please notify your nearest Unigym staff member, or call security (**6226 7600 emergency**) and await further instruction.
- b) If emergency services are required, contact them first (**000**) and then call campus security on (**03**) **6226 7600** to notify them of your location and incident.
- c) For minor injuries not requiring emergency services, tell staff or if unstaffed call campus security on (**03**) **6227 7600** for first aid.
- d) Please make sure all participants are aware of your own clubs / society procedure when it comes to injuries.

Defibrillator

A defibrillator is located inside the front entrance of Swisherr and on level 2, otherwise please contact UTAS Security – 6226 7600, as the UTAS Patrol Cars are equipped with a defibrillator and please ensure you call 000 as soon as possible.

Please notify your nearest staff member should this equipment be required and please note that the casings to these systems are alarmed to alert security once opened. Should further medical attention be required, please notify your nearest staff member, or call security (**6226 7600 emergency**) and await further instructions

All clubs are required to bring their own first aid kit and be easily accessible for all participants when using the facilities.

Security (UTAS)

Let staff know that you are onsite for your relevant booking..

If you have a booking outside of the opening hours, security will be present to open the facility for you. If security has not unlocked the space for your use 10 minutes after the booking is to commence, please contact them. When leaving the centre out of hours, please ensure all doors, gates are closed lights are turned off and all storage spaces are locked.

UTAS security may be contacted by calling **6226 7600**. Security is to be contacted for all emergencies, including medical.

Injury notification process

Should any injury occur - minor or serious, please notify staff so they are able to record the incident. If your booking is out of hours, call security on (**03**) **6226 7600** and email details of the incident to

your Bookings Officer (unigymhbt.bookings@utas.edu.au) within 24hours of the incident occurring.

Location of Fire Exits

Emergency exits within the Multiuse Facility are marked accordingly

Keep emergency exit doors free of obstructions at all times.

Exit door/Emergency evacuation procedure

- a) If the fire alarms sound, please follow the instruction of staff and exit the facility in a calm manner via your nearest emergency exit to meet at our evacuation point: front car park of West End/Front entrance to Swisherr.
- b) If the fire alarms sound during unstaffed hours, exit the centre safely and meet at the evacuation point front car park of West End/Front entrance to Swisherr.
- c) Wait there until UTAS security or emergency personal arrive and provide further instruction.

Building specific risk avoidance (stairs, exit doors etc)

Please do not obstruct fire doors with chairs, bins, nets or similar devices.

University is a smoke free campus

The University has transitioned to being a fully smoke-free university, including vaping. This includes all areas inside and outside of West End. For more information see: <https://www.utas.edu.au/safety-and-wellbeing/smoke-free>

No food or drink permitted on any turf or within the net area

Change Rooms

A gender neutral change room is allocated upstairs, it includes a hand basin, toilet, urinal and shower.

Please note: an accessible change room/toilet is not available on the West End site. If required please discuss with your Bookings Officer.

Contact Details

Unigym Bookings Officer – Hobart

- Kate Harland
- Email: UnigymHBT.bookings@utas.edu.au
- Phone: 6226 1762 or 6226 2084

University Security – Hobart

- Ph: 6226 7600

UTAS Sports Management

- Director of Sport
- Don Knapp
- Email: don.knapp@utas.edu.au

Emergency Procedures

THE BASICS



CODE YELLOW – Internal Emergency

Upon noticing a dangerous situation, raise the appropriate alarm by:

<p>MANUAL CALL POINT</p> <p>FIRE</p> <p>This will activate Safety and Security. Tas Fire Service will be notified.</p>	<p>CALLING</p> <p>Safety and Security on (03) 6226 7600 or Emergency Services on 000</p>
<p>CAMPUS HELP POINTS</p> <p>Located around campus, use to notify Safety and Security</p>	<p>SAFEZONE APP</p> <p>Automatically calls Safety and Security if activated in a University Zone</p>

OR

CODE BROWN – External Emergency

- Natural disasters, including flooding, earthquakes and other hazardous weather events

Raising the alarm for external emergencies:

- Stay calm and call 000. When your call is answered you will be asked if you need Police, Fire or Ambulance.
- When connected to the emergency service, stay on the line, speak clearly and answer the questions.
- Once the alarm has been raised, prepare to evacuate if directed and advise others in the area of what has occurred. Consider self-evacuation only if your personal safety is at risk.

More Information www.triplezero.gov.au

CODE ORANGE – Evacuation

When to Evacuate:

- If there is an internal threat to safety or life
- If you hear a fire alarm
- If told to evacuate by a member of the Emergency Response Team, Emergency Services or a warden

How to Evacuate:

- Remain calm, Do not use the lift
- Direct staff, students and visitors to the nearest safe exit
- Make a final check of the room and shut the door
- Lead students and visitors to the nearest safe assembly area
- Remain at the Evacuation Assembly Area until instructed by the Emergency Response Team, Safety and Security or Emergency Services

CODE BLACK – Personal Threat/Life-threatening Events

ESCAPE.

Move quickly and quietly away from danger.

HIDE.

Stay out of sight and silence your phone.

TELL.

Call the police by dialling 000 when it is safe.

CODE BLUE – Medical Emergency

Raising the alarm for medical emergencies:

- Stay calm and call 000

Tell the operator:

- the medical problem – describe the complaint (breathing issues, sweating, pain location/type)
- the age of the person (approximate if unsure)
- whether the person is conscious or not
- whether the person breathing or not

Save a life with a defibrillator:

You cannot do any harm to a person by applying an AED. You just have to turn it on and the machine will talk you through everything you need to do.

CODE PURPLE – Bomb Threat

- Chemical, biological or radiological threat or suspicious package/s

If you observe a package or substance threat within a building:

- Don't touch and Don't open: Isolate the area; prevent others from approaching
- Raise the alarm: Notify Safety and Security
- Await directions: Follow instructions from Safety and Security or Emergency Services. Do not evacuate unless directed by police

If you receive a phone threat:

- Remain calm, seek support (have a co-worker notify Safety and Security), be attentive and don't hang up.

CODE RED – Fire and/or Smoke

R Remove yourself and others from immediate danger

A Alert others by activating the fire alarm. Contact and alert 000 and Safety and Security (03) 6226 7600

C Confine the emergency by closing the doors and windows, do not lock them

E Evacuate immediately to the designated assembly point. Do not return until authorised to do so

or E Extinguish only if the fire is small enough, you have proper equipment and training and it is safe to do so

There are 4 basic steps when using a fire extinguisher:

EMERGENCY
000


UNIVERSITY SAFETY AND SECURITY
(03) 6226 7600


UNIVERSITY of
TASMANIA


KEEP ON TOP OF COVID

How to use the Check in TAS app

CHECK IN TAS

- 

Download then open the Check in TAS app from the Apple App Store or Google Play Store.
- 


Register your details (you only have to do this once).
- 

Click 'Check in now' and hover your smartphone camera over the venue's QR code.
- 

Click the 'Check in' button at the bottom of the screen and you're done!

Your details are secure, will be kept for 28 days and then automatically deleted, and will only be used for official contact tracing purposes if required.

www.checkin.tas.gov.au



2022 Organisation/Club Registration Form



Organisation / Club / Society/ Entity Name:			
Club Email address:			
Club Facebook Page			
Website Address			
Other Social Media account/s			
Postal Address:			
Billing Address:			
UTAS Club	<input type="checkbox"/>	TUSA Club	<input type="checkbox"/>
External Club	<input type="checkbox"/>	TUSA Society	<input type="checkbox"/>
ABN number:			
Name of Public Liability Insurer: (excluding UTAS and TUSA Clubs)			
External Clubs Only - Copy of Public Liability Insurance attached:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Why has it not been provided:
<i>A copy of your current public liability insurance must be provided, please refer to Terms and Conditions of Hire 5a and 5b for further details</i>			

Facility Hire Agreement	
I have read and agree to comply with and be bound by the Booking Agreement and any UTAS Staff, UTAS Sports Staff, Unigym staff or UTAS Ground Staff direction in accordance with this contract. The hirer agrees to pay all applicable fees and charges.	
Name of Hirer	
Phone Number	
Email Address	
User Signature:	Date:

Booking Contact Officer: <i>(Responsible officer: refer to Terms and Conditions for description for duties and obligations)</i>	
Contact Name:	
Position within entity	
Contact Number:	
Email Address:	
Postal Address:	

Finance Officer/Treasurer: <i>(Invoices)</i>	
Contact Name:	
Contact Number:	
Email Address:	
Postal Address:	

Unigym Bookings Officer Contact Details	
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