



## BRISBANE GRAMMAR SCHOOL

### Indoor Sports Centre – Usage Guidelines

#### **Sports Hall**

1. No food or drink will be allowed in the ISC, the consumption of foods and drinks is permitted outside near the main entrance. (Water permitted) Patrons will be asked to leave the building if caught eating and drinking within the building.
2. Correct specific sports training gear is to be worn.
3. Footwear should be checked to ensure all shoes are non mark soles
4. Inappropriate behaviour and bad language will not be tolerated
5. Safety will not be compromised.
6. All equipment will be stacked neatly in a designated area after use. Breakages are to be reported immediately.
7. Patrons not involved in training activities have no reason to be in the area.
8. Please note all bookings are expected to start and finish at the prescribed time (This includes equipment set ups, warm-downs and team talks). The complex does not take any responsibility for delays at the in the beginning of user's scheduled times. Users will be charged an additional fee for any additional use, which runs over the agreed time. The user provides supervision, and the user takes direct responsibility for the behaviour and actions of their group.
9. At the conclusion of the session the area should be free of litter and belongings.
10. The coach is the last to leave, accounting for all his/her participants and the condition of change rooms and used areas of the facility.

**Note:** The Indoor Sports Centre has 15 digital 24-hour security surveillance cameras throughout the building to assist in the control of unauthorised access to designated areas.

#### **Footwear**

Users must wear footwear appropriate to the activity **ONLY NON - MARKING FOOTWEAR** is permitted onto the main sports hall.

All types of outdoor footwear, heels and black-soled shoes are strictly prohibited and must be removed prior to access.

The supervisor of the activities is to talk to patrons if their footwear does not meet the above requirements. The supervisor of the activities is to walk around with the BGS cleaning supervisor to ensure that the floor is in good condition and unmarked. The hiring organisation is liable for the extra cleaning required to remove the marks left after sessions. This will be charged at a fixed rate of \$40.00 p/h.

## **EVACUATION – FIRE, BOMB OR OTHER**

1. CONTINUAL RINGING of the bells and/or interrupted short beeps and/or sirens will indicate a need to evacuate the building. Evacuate is defined here as “to empty the buildings of persons.”
2. The Supervisor of the group is responsible for removing the group, while centre staff will direct all patrons.
3. Do NOT shut windows, stack chairs or lock doors.
4. Leave belongings.
5. Leave in an orderly fashion by the nearest door. “EXIT” signs are displayed to aid persons leaving the building.
6. Move in a controlled manner towards the designated EXIT point.
7. After evacuation all persons not otherwise directed by the centre staff member will move to and assemble in forms on Oval No. 1, directly over the bridge.
8. In moving towards the oval, persons are asked to keep moving so that stationary persons do not block the bridge.
9. Once evacuation has taken place, persons must not re-enter or walk under buildings to reach the oval.

**NOTE – EVACUATION OF BUILDINGS IS A PRIORITY. THEN COMES ACCOUNTING FOR ALL PERSONNEL.**