

Tamaki Recreation Centre

Operations manual

TITLE: Hire of Fitness Suite to Individual PT's or outside groups – additional conditions

PURPOSE: To ensure that all hirers use the Fitness Suite for its intended purpose

GUIDELINES:

- All groups who hire the fitness suite will be supplied the information that allows them to carry their activity out safely and correctly.
 - Groups/PT's hiring the fitness suite will be told/shown the following things.
1. Time booked includes setting up, clearing away and cleaning time.
 2. Light switches for the fitness suite, hallway, foyer, changing rooms, and toilets. These must be turned off at the end of the session and all windows and doors closed at end of session.
 3. Emergency Exits including foyer exits.
 4. Emergency Fire Points (cost of false activation is \$1500 plus gst per appliance that responds)
 5. BREAKGLASS Points (cost of false activation is a minimum of \$65 plus GST)
 6. Food, Drink, Gum – No food or drink is allowed in the fitness, no gum is allowed in the building.
 7. Smoking is not allowed on School/Centre property
 8. The hirer takes full responsibility for the health and safety of individuals using the fitness suite.
 9. The hirer undertakes to employ a suitably qualified person/s to carry out training in the fitness suite, the centre reserves the right to ask for a copy of qualifications.
 10. No individual under the age of 15 years will be permitted in or to use the fitness suite.
 11. The hirer will follow the usual fitness suite rules as indicated at the entrance to the fitness suite and in the fitness suite.
 12. Equipment will only be used for its intended purpose and correctly.
 13. Correct footwear and gym clothing must be worn, this is a public facility and topless training is not permitted.
 14. Damages/loss of gear will be deducted from bond or invoiced at cost; no further sessions will take place until any damages are paid for.

Users are expected to follow the fitness suite rules:

- All Gear is to be returned to correct place
- Weights MUST NOT be dropped
- Machines must be wiped down at the end of the session
- Extra weights must not be hung from, attached to or placed on the machines
- The Maxx Rack has a weight limit of 140 kg this must be enforced.

Charges:

1. Hourly Rate: \$75 per hour plus \$200 bond.
2. PT training sessions, \$10 per client, only available during normal opening hours, normal entry fees apply, ie plus members fee \$3.00 or non member fee \$20.00.

Signed_____ Centre Staff – (Print and sign name)

Signed_____ Hirer – (Print and sign name)

Date____ / ____ / 201__