



SCHOOL ACTIVITIES ON RESERVES

POLICY STATEMENT

(Adopted 2 October 2001)

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1. SCOPE OF THE POLICY

This document comprises a Policy Statement on the management of organised school events on public recreation reserves within the Municipality of Mosman.

The broad goal of the Policy is to ensure the safe, orderly and sustainable use of public open space in Mosman by organised school groups.

The School Activities on Open Space Policy applies only to outdoor events occurring on public lands within the Mosman Local Government Area, which have the following characteristics:

- the events involve between 50 and 1,000 school students
- the events are organised by primary or secondary schools and only involve school students and staff
- the events occur during school hours and within school terms
- the event/activity does not involve the sale of any products or services to the general public

Related Council policies include the following:

Special Events Management Policy

Reserve Rents Policy

Playing Field User Charges Policy

If you intend to lodge an application to hold a school event you should read this document and then obtain an application form.

At the time of requesting the application form you may make a tentative booking of the area (after first confirming its availability). You should then forward your application to the Council at your earliest convenience, and no later than four weeks prior to the proposed date of the event/activity.

If your application is approved then you will be advised in writing. Should any special conditions of approval apply, then details will be provided at this time.

2. KEY CONSIDERATIONS

Those factors which Council needs to consider when evaluating applications to use areas of open space include those matters listed below.

As a consequence such factors need to be addressed by those making application to hold a school activity or event.

- Date of event, proposed location, and number of participants
- Availability of mobile telephone numbers for activity organisers and support staff for use on the day of the event
- Duration of event and program of activities
- Vehicle access to reserves (including generators mounted on vehicles) and parking on reserves
- Whether the event will involve the erection of tents, marquees, or any other structures
- Litter collection and whether additional rubbish and recycling provision will be required
- Likely noise levels, e.g. public address system
- The provision of appropriate insurance coverage for students

(Council requires each school to provide a signed Indemnity Form to confirm that appropriate arrangements are in place)

3. CONDITIONS APPLYING TO SCHOOL ACTIVITIES

The following list details conditions applying to all school activities or events which require Council approval in the context of this Policy. Council may also elect to attach further conditions to the approval of particular activities/events.

- 1) Applications for school events can only be confirmed following receipt of the appropriate Council application form.
- 2) Applications must be lodged not less than four weeks prior to the event or activity. Council may accept late applications at its discretion.
- 3) Approval for events is only granted on a year-by-year basis.
- 4) Where two or more applicants request the same date and venue then preference is given to the application received first.
- 5) In the event that an application to hold an event is submitted by a person or school which has previously failed to abide by the conditions of approval granted by Council, then such an application will be rejected unless adequate cause can be shown as to why this should be varied.
- 6) Organisers are required to furnish a completed Council indemnity form at the time of submitting their application.
- 7) Event organisers are responsible for placing all rubbish on the venue site into Council-provided receptacles. If this does not occur then remedial action is undertaken by the Council at the expense of the event organiser.
- 8) Event organisers, and their support staff, are required to obey the directions of Council rangers during the course of conducting a special event.
- 9) Organisers of events shall be invoiced for the provision and collection of any additional rubbish and recycling receptacles and/or for the provision of electricity, where such provision was requested or was deemed essential by virtue of the scale of the activity or event.
- 10) Event organisers are responsible for damage to Council facilities or infrastructure which occurs during the course of an event, e.g. damage to Council's irrigation system due to stakes driven into the ground.
- 11) Prior to, or during the course of, special events no signs or other objects are to be attached to trees, street/park furniture or public utilities, without the written approval of Council.
- 12) As a general rule no special event shall commence prior to 8:00am or continue after 10:00pm (exemptions may be granted with the concurrence of at least two of the relevant ward councillors).

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- 13) Food or beverages are not to be provided in polystyrene containers, and organisers should make every effort to minimise the generation of waste and litter.
 - 14) Schools utilising the reserves, etc, are not authorised to set up stalls where they can sell goods. Council has issued a license for exclusive trading rights on major reserves (e.g. Clifton Gardens, Sirius Cove, and Rosherville Reserve) for the sale of refreshments. As a consequence schools are not permitted to set up stalls except for the purpose of issuing pre-purchased goods.
 - 15) The organisers of all events are to comply with the Clean Water Act, e.g. as in the event of washing down equipment, and with other relevant environmental protection legislation.
 - 16) No horse, pony or donkey rides are permitted.
 - 17) No sound amplification is to be used at any school event without the written approval of Council, with the exception of a public address system to make important announcements, e.g. prize winners, etc.

4. FEES AND CHARGES

The following fees and charges apply to school activities/events for which Council approval is required in the context of this Policy.

4.1 Application Fee

An application fee shall generally not apply for activities or events considered within the context of this Policy, although this may be varied at Council's discretion.

4.2 Activity Management Fee

The level of the Management Fee required under this Policy shall be as follows:

\$200 For events involving from 50 to 250 students

\$300 For events involving from 250 to 500 students
(With a \$50 discount to apply to schools within the Mosman Local Government Area)

\$400 For events involving from 500 to 1,000 students
(With a \$50 discount to apply to schools within the Mosman Local Government Area)

These fees apply per day or part thereof. The level of the Fee to apply to the second and any subsequent days of an event or activity shall be at Council's discretion, and shall be largely dependant on an estimate of the additional input required by Council staff and/or impact on the activity venue.

4.3 Security / damage deposit

A Security/Damage Deposit is generally not required for activities or events considered within the context of this Policy, although this may be varied at Council's discretion.

4.4 Charges for additional on-site service provision

The organisers of a school event are responsible for placing all rubbish into receptacles provided by the Council, or will be charged at cost should this work be required to be undertaken by Council contractors.

Event organisers will be charged for the provision and collection of additional rubbish and recycling receptacles and for the provision of electricity, should these be requested or required by virtue of the number of participants.

4.5 *Playing Field User Charges*

In certain cases charges may also apply by virtue of other Council policies, particularly where activities involve the use of playing fields. This matter should be discussed with Council staff prior to lodging an application.

In general terms, where a playing field is used during an activity or event in addition to an area of reserve, then there shall be no additional charge applied associated with the use of the playing field, provided that:

- the use of the playing field is incidental to the primary purpose of the event, and
- negligible wear-and-tear on the playing surface is likely to result

Playing field user charges are set out in the relevant Council policy.

4.6 *Review of fees and charges*

The level of fees and charges is to be reviewed in conjunction with the annual review of Council's Fees and Charges.

4.7 *Other matters*

- i. Payment of fees

Full payment of fees is required at the time of lodging an application.

- ii. Refund of fees

Where the event for which approval has been obtained is cancelled more than seven days prior to the scheduled date of that event then fees shall be repaid in full.

Where the event for which approval has been obtained is cancelled less than seven days prior to the scheduled date of that event then a refund of up to 50% of the Event Management Fee may be provided at Council's discretion.