

UNSW VILLAGE GREEN BOOKING POLICY

1. Facility Overview

The UNSW Village Green offers:

- One all-weather synthetic Football Pitch (bookable in four quadrants).
- Three Multi-Purpose Courts (two caged, one open).
- Two built-in outdoor Barbecues (two cook-tops per Barbecue).

Hours of Operation: 7:00 AM to 10:00 PM.

2. Booking Procedures and Guidelines

Eligibility:

- All bookings on the Village Green can be booked by any member of the university, be they student or staff, as long as they have a valid zID.
- The football pitch may, however, only be booked by UNSW bodies, such as Clubs and Societies, Faculties, Colleges, or Representative Teams.
- Please note that this booking policy outlines general guidelines. All final decisions regarding bookings are subject to Arc Sport's discretion, based on reasonability and the best interests of the UNSW community.

Booking Methods:

- Advanced: Bookings for the Football Pitch, Multi-Purpose Courts, and Barbecues can be made via the online [booking request form](#). We advise booking at least five working days in advance.
- Short Term / Casual: Multi-Purpose Courts can be booked online for one-hour periods, up to one week in advance, by individual users.

Booking Time Limits:

To ensure fair access and manage high demand, the UNSW Village Green operates with peak and off-peak hours.

Peak hours for the UNSW Village Green are defined as:

- Monday to Friday, 3:00PM – 10:00PM.
- All Day Saturday / Sunday.

Off-peak hours encompass all remaining times within our operating schedule.

The booking time limits are as follows:

- Off-peak hours: Maximum 5 hours per booking.
- Peak hours: Maximum 2 hours per booking.

Booking Frequency:

To ensure fair access to the UNSW Village Green Football Pitch, a limit of an accumulated ten (10) quadrants can be booked per term*. For example, across a term, a society may make two (2) full field booking (2x four quadrants) and one (1) half field booking (1x 2 quadrants), or alternatively five (5) half field bookings (5x two quadrants).

*Arc Sport defines a “Term” as inclusive of all exam and break weeks following a UNSW academic term.

Booking Intervals:

- The Football Pitch is bookable by quadrants
- Multi-Purpose Courts are booked by the full court.
- Barbecues are booked by each barbecue block (two cook-tops)

Booking Capacity / Minimum Attendee Requirements: To ensure efficient use of the football pitch, minimum attendee requirements are in place for all bookings.

Field Area	Organised Matches	Miscellaneous Events
Quarter Field	10 people	12 people
Half Field	18 people	24 people
Full Field	30 people	48 people

- Organised Match: A structured sporting contest with defined rules and teams.
- Miscellaneous Event: Any activity that is not a structured sporting contest, such as training sessions or recreational games.

Bookings not meeting these minimum requirements may be subject to cancellation or rescheduling.

Required Information:

- Name of UNSW affiliated organisation.
- Name and contact information of the booking contact (UNSW student or staff member).
- Date and time of booking.
- Specific area requested (quadrant of pitch or full court).
- Number of attendees.
- Purpose of the booking.

Approval:

There is a two-step approval system when you request a booking:

1. An email from Arc Sport saying your booking has been **PREAPPROVED**.
2. An email from Intrac, which is your official booking confirmation.

If you do not get the Intrac email after getting the preapproval email, please contact Arc Sport.

3. Cancellations

Please provide as much notice as possible for cancellations. This allows other users to utilise the facility.

While there are no financial penalties for cancelling, repeated no shows or late cancellations may result in restrictions on future bookings.

4. Fees and Payment

There are no fees associated with booking the UNSW Village Green for UNSW Students or Staff.

5. Facility Rules and Regulations

- **Commercial Use:** Bookings are strictly for recreational and organisational activities and are not to be used for commercial purposes.
- **Weather Conditions:** Users are responsible for assessing weather conditions and determining the suitability of play. Arc Sport reserves the right to cancel or suspend bookings if weather conditions are deemed hazardous.
- **Conduct:** Users are expected to maintain respectful and appropriate conduct at all times, and abide by our terms & conditions, and fair play policy.
- **Liability:** Users participate in activities at their own risk.
- **Footwear:** Appropriate sports footwear must be worn for all surfaces.
- **Food Safety:** All parties utilising the barbecue facilities or serving food at the UNSW Village Green must possess a valid basic food handling certification. Arc Sport staff may conduct random inspections to ensure compliance.

6. Special Considerations

Arc Sport reserves the right to close the facility for maintenance or special events. Notice will be provided whenever possible.

Any disputes or complaints should be directed to Arc Sport.

This policy is subject to change at the discretion of Arc Sport.

7. Contact

For booking inquiries or assistance, or to file any reports, please contact Arc Sport on sport@arc.unsw.edu.au.

In any case of emergency, please contact UNSW Security on [9385 6000](tel:93856000).