

## Event information for schools

Thank you for choosing Lords to host your event, we're so glad you're here! We have a few simple rules for your participants to follow which will assist in your event running smoothly and having minimal impact to other users of the centre. We are a multi-faceted facility so this means we can have a range of people coming through the centre doing lots of different things, all at the same time.

### **School bus pick up and drop off**

The carpark at Lords is not designed for large buses (upwards of 30 seats). The corners are very tight and once the bus enters from Mouritzen Way, it can be challenging to turn around to exit. Under normal circumstances, the bollards on Hay Street (east bound) can be lowered to allow buses to enter and drop students off. Unfortunately these are out of order at the moment and cannot be lowered.

### Coaster buses (less than 30 seats)

- Enter off Hay Street onto Mouritzen Way
- Turn left onto Wembley Court and navigate into the carpark
- Coaster buses may park in the carpark (3 hour limit) if 2 normal sized car bays or less are taken up

### Large buses (more than 30 seats)

- Enter Tighe Street from Hay Street (east bound)
- Turn right onto Price Street
- Pull over where safe along Tighe or Price Streets to allow students to get off the bus and walk (accompanied by a teacher) to the front door
- Continue on Price Street and turn left onto Mouritzen Way
- At the lights, turn right onto Hay Street (west bound) towards Selby Street
- Turn right onto Selby Street and park at Mathews Netball Centre

We encourage the bus drivers to consider their route prior to the day. If you have any further questions about this, please feel free to reach out to us on 6229 6600.

### **Cleaning up and bin locations**

There are many bins around the centre and additional can be provided if your event is being held over a long period of time, or over lunch.

Lords has recently established a cleaning fee as there has been a huge amount of rubbish left on court and we would hate to have to do this to you! We encourage you to remind teachers and students that only water is permitted on court and to make sure they pick up all of their rubbish when they leave.

### **School bags and belongings**

Where possible, it would be great if students did not bring their school bags. Not only are they a trip hazard but they can also look enticing to an unsavoury visitor. Lords cannot be held responsible for items and personal belongings going missing from school bags.

If participants must bring school bags, please ensure these are stored neatly in the designated areas. The Facility Bookings Officer or Sport and Recreation Officer will let the organiser of your event know where this is prior to the event.

### **Warming up areas**

Participants are not permitted to warm up in the corridors or walkways. Not only is it frustrating and dangerous for people trying to move through the centre, we also have a number of older visitors and toddlers, who can be easily injured by being knocked over.

If you would like to have a designated area for warming up; please talk to the Facility Bookings Officer or Sport and Recreation Officer about adding an additional court to your booking for this purpose. If this is not possible, participants will have to warm up once the court becomes available.

We know the squash courts look like a lot of fun, but please discourage students from going into the squash courts unless they are playing squash. We like to avoid any unnecessary dirt and markings on the floors and walls, plus balls often get lost in the rafter and cannot be returned.

### **Visitor code of conduct**

Please ensure all participants and students are being respectful to other patrons of the centre at all times. It is really important that when students are not actively playing in a game, they're seated watching their friends or having something to eat in the designated areas. There are lots of interesting places around the centre however these are not for wandering students.

Peak Trampolines is located at the western entrance to the building and this is strictly off limits to students during any events or sports competition. There is video surveillance throughout the centre and students trespassing will be identified and requested to cease participation from further events.

If you have any questions, please do not hesitate to ask the Facility Bookings Officer or Sport Recreation Officer at any time leading up to your event. On the day, our friendly customer service officers will be able to assist with any queries.

Thank you and good luck!

The Lords Team