

# University Recreation Clubs

## Equipment Booking Terms and Conditions

### General T's and C's

1. No booking is confirmed until notified by University Recreation.
2. No bookings will be accepted inside 48 hours of the intended booking time.
3. Only registered VUW Clubs can hire the equipment via the [online booking form](#) and will be notified by an automated confirmation email after booking.
4. Any bookings that are deemed to be a part of any activities that breach the student conduct statute will not be approved to hire the equipment.
5. The equipment must be booked and collected by a current student, ideally a member of the club executive. If this is not possible, all booking responsibilities, these terms and conditions and instructions must be passed onto an appropriate leader with the booking club. The University Recreation team must also be notified of this change.
6. The club is responsible for providing accurate and current contact details during the booking process. University Recreation is not responsible for communication failures due to incorrect or outdated contact information. The club is responsible for ensuring all club members are aware of the booking terms and conditions and instructions.
7. In the event multiple bookings occur at the same time and all require the equipment, it will be on a first book first serve basis.

### Club responsibilities and retuning equipment

8. Pick-up and drop-off must occur within University Recreation's open hours on the Kelburn campus. Pick-ups will be from the Clubs House only, and drop-offs can be arranged either at the Clubs House (Monday-Friday) or the Recreation Centre (Monday-Sunday). Please refer to the [online schedule for open times](#). The student picking up must provide their student ID as proof.
9. When using the equipment on or off-campus, please be mindful of your club's event volume. Complaints received by University Recreation may result in future bookings being denied.
10. The club is responsible for the safe and proper use of the equipment during the booking period. If any equipment is used improperly, future bookings may be denied.
11. All equipment collected must be returned in full, in the event of lost, damaged or equipment not returned within the agreed timeframe, the club will be responsible for covering the full replacement cost of the items.
12. Booking times include pick up and drop off.
13. Clubs may not make bookings on behalf of external (non-VUW) Clubs, or individuals who are not students of VUW. This includes churches, politicians, political parties, unions, commercial operators, or for fundraising purposes for third parties.

## Cancellations

14. If the club needs to cancel or modify the booking, this should ideally be done at least 2 days in advance to avoid penalties or loss of future booking privileges.
15. University Recreation reserves the right to require clubs to immediately hand back the equipment if any of the listed conditions are breached or if, in the interests of fairness and equity, other students or Student Clubs raise a complaint regarding a booking.
16. University Recreation reserves the right to modify or cancel bookings if equipment becomes unavailable due to maintenance or other unforeseen circumstances.

I have read and agree to the above terms and conditions for my club and will ensure all members are aware and will abide by them.

Signed: Enter name here as Electronic Signature

Date: Enter Date