



KERIKERI SPORTS COMPLEX

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Far North
District Council
Te Kaunihera o Tai Tokerau Ki Te Raki

Facility Usage Policy

Our multi-code sports complex serves as a vibrant and inclusive hub for sporting activities and community events. This Facility Usage Policy outlines the guidelines and procedures for booking and utilising the facilities of our complex.

Booking Procedures:

1. Facility bookings can be made through our designated booking system, either online or by contacting the facility manager.
2. Bookings are subject to availability and must be made in advance to secure the desired time slots.
3. Priority may be given to regular users, affiliated clubs, and community organisations.

Facility Allocation:

1. The allocation of facilities will be determined based on the nature of the activity, space requirements, and availability.
2. Member codes of the Kerikeri Sports Complex will be treated fairly and equally.
3. The management reserves the right to allocate facilities in a manner that maximises utilisation and meets the diverse needs of our community.

Usage Guidelines:

1. All users must adhere to the rules and regulations outlined in our Code of Conduct and any specific guidelines related to the use of the facilities.
2. Facilities must be used responsibly, and any damage or misuse must be reported to the facility manager immediately.
3. Users are responsible for leaving the facilities in a clean and tidy condition after use.



Alcohol and Drugs:

1. No alcohol is to be brought on to the Complex grounds, including into the Complex.
2. No illegal drugs are to be brought on to the Complex grounds, including into the Complex.
3. The Kerikeri Sports Complex [building] is a smoke free facility.
4. Bar use requirements as per lease agreements.
5. As a public facility, gang patches are prohibited on the Complex grounds.

Fees and Charges:

1. Fees may apply for the use of facilities, depending on the nature of the activity, duration, and user category.
2. Community organisations and non-profit groups may be eligible for discounted rates, subject to approval of the Complex Board.
3. Payment of fees must be made in accordance with the terms and conditions specified by the facility management.

Safety and Security:

1. Users are required to comply with all health and safety regulations while using the facilities.

Special Events and Functions:

1. Special events and functions may require additional approvals, permits, and/or licenses from relevant authorities.
2. Users organising such events must submit a detailed proposal to the facility management for review and approval.

Compliance and Enforcement:

1. Failure to comply with this Facility Usage Policy may result in the cancellation of bookings, suspension of privileges, or other disciplinary actions as deemed necessary by the facility management.
2. The facility management reserves the right to refuse or terminate bookings that are deemed inappropriate or disruptive to the operation of the complex.



Community Engagement:

1. Our sports complex is committed to fostering community engagement and participation in sports and recreational activities.
2. We encourage feedback and suggestions from users to continuously improve our facilities and services.

By adhering to this Facility Usage Policy, we can ensure the efficient and equitable use of our multi-code sports complex as a valuable community resource. Together, we can create a welcoming environment where everyone can enjoy sports, recreation, and social activities.

Adopted by the Kerikeri Sports Complex on March 3, 2025:

