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# Sports Ground Maintenance Requests

All maintenance issues where Council has a responsibility should be reported by the user group/club for maintenance as defined in the City of Casey Active Recreation Reserves Seasonal Tenancy Agreement & Operational Guide.

The guidelines are available by contacting Council on 9705 5200 or visiting the website at <http://www.casey.vic.gov.au/arts-leisure/sport-leisure>

In most cases maintenance will be organised by Council in order to move towards a uniform standard of grounds across the municipality.

# Sports Ground Maintenance Request Procedure

Please complete this form and return to Council’s Community Sport Team via email to [leisure@casey.vic.gov.au](mailto:leisure@casey.vic.gov.au)

This form is **not** to be used for requesting ground improvements or minor capital works items.

Only the nominated contact person from the allocated sports club at the reserve can make requests to Council on behalf of the user group/club.

# Request Contact Details

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| **Recreation** **Reserve**:  **Nominated Persons Details (All sections must be completed)**  **Name:**  **Position and Organisation:**  **Postal Address:**  **Phone Number:**       **Fax Number:**  **Signature:**       **Date:** |

# Details of Request

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| **Describe in full the work to be undertaken and attach other relevant documents where appropriate:** |
| **Why is this work required:** |
| **Name and contact number of the person who can be contacted to discuss the works (if required):** |
| **Preferred dates and times for work to be undertaken:** |

# Emergencies

An emergency is any situation where the emergency services have attended the reserve and/or situation that may lead to the closure of the reserve or pavilion. For example, a break-in, water related issues, electricity, and security issues.

In the event of an emergency, please contact the City of Casey on 9705 5200. If the emergency occurs after hours please contact Council’s Customer Service Centre on 9705 5200 and your call will be directed to an officer and addressed as soon as possible.

