

Policy and Procedures for using the Elena Amenities Pool, Gymnasium, Sauna and Children's Playroom

Introduction

The Elena complex has several amenities for resident's enjoyment and entertainment. Some require booking such as the dining room and the cinema and are governed by the booking amenities document ("Booking Amenities"), however the Pool, Gymnasium, Sauna and Children's Playroom are open for residents without the requirement to book.

The following Policy and Procedures document outlines the requirements for all residents and their visitors (Users) for the safe and fair use of these amenities, specifically the use of the pool, and is governed by the Elena By-Laws. For the purposes of compliance the 'Pool' is defined as the area inside the glass safety fence.

Policy & Procedures

1. Permitted Use and Supervision

- Only residents of Elena (Owners and named Lease Holders) and their guests may use the Elena amenities
- Amenities are for private residential use only and are not to be used for work/business functions or commercial purposes
- All children under the age of 16 must be supervised by an adult when using the pool
- All external guests must be accompanied by a resident of the building at all times.
- Food and glass (bottles, containers, drinkware etc) are NOT permitted inside the pool
- Music played by the pool must not be at a volume that causes disturbance to apartments
- Users must not film other pool users on mobile devices without their permission.
- Permission for pool parties must be made in writing with at least two weeks notice to the Building Manager
- Users are reminded the pool is a shared amenity and to be respectful and show consideration of other pool users, including with noise, splashing, pool toys etc
- Keep yelling, screaming and general noise to a minimum
- Consider showering before using the pool
- Do not use the pool if you are or have recently been sick or have open wounds
- Use the toilets and encourage children to use the toilet located next to the pool
- Allow sunscreen to dry before entering the water
- Appropriate clothing to be worn at all times, including appropriate swimming specific nappies for babies and toddlers

2. Hours of Operation

Access hours for the pool, sauna, gymnasium and children's playroom are between **6am - 11pm**. When the amenities are accessed before 8am and after 9pm, users are asked to be mindful of noise and to respect their neighbours. Use of these amenities is not permitted outside these hours.

3. Maintenance and Care

To ensure the fair and safe use of the pool, users are reminded to:

- Treat the amenities with care including supervision of children and guests
- Tidy up after use, including taking all belongings (including pool toys and floaties etc) and rubbish
- Report any issues relating to the amenities with the Building Manager as soon as possible. Where there is damage or a cleanliness issue, please take photos and send to the Building Manager
- Animals are not permitted in the pool area, bbq area or adjoining grass area
- Any accidents in the pool need to be reported to the Building Manager

4. Safety

The use of the pool, gymnasium and sauna pose additional safety considerations for residents to be mindful of when using the amenities.

Pool

- Avoid running around the pool area to prevent falls
- Users, including children, are not to climb over any of the glass panels. This includes the entry area and infinity glass within the pool. Parents and carers are responsible for children's adherence
- No bombing in the pool or jumping or diving in the shallow end
- No food or glass (bottles, containers or drinkware) permitted in the pool
- Ensure any umbrellas used at the pool are well secured and do not pose any hazards.
- Ensure the pool safety gates are closed at all times

BBQ and dining tables

- Ensure rubbish and belongings are taken away
- Ensure the BBQ and area is left clean and all food, grease and dirt has been cleaned
- No climbing on the BBQ or dining tables
- Be respectful and considerate of other users
- Keep noise to a minimum

Sauna

- Users under 16 years of age must be supervised by an adult
- Users must ensure they understand how to operate the sauna and health risks associated with their personal use
- Appropriate clothing to be worn at all times

Gymnasium

- Follow instructions on how to safely use equipment to avoid injury
- Ensure equipment is returned to its storage place for the next user
- Children under 16 years of age must be supervised by an adult
- Wipe down all equipment after use with the disinfectant wipes provided
- Gym towels are to be used on benches
- Turn off lights, air conditioning and television prior to leaving
- Be mindful of noise when entering, exiting and playing music in the gym
- Appropriate clothing and footwear to be worn at all times

Kids Playroom

- Children must be supervised at all times
- Put away toys and leave the playroom tidy
- No sticky food or drink permitted in the playroom
- Toys are not to be moved from the playroom

5. Fire Alarms

The fire alarms and heat sensors can at times be sensitive as such, users are encouraged to take care not to set off alarms in the amenities such as the use of aerosol deodorant, smoke, mist, steam, excessive heat etc. Fire and Rescue NSW call out fees for 'false alarms' can be upwards of \$1500 which will be passed on to the user.

6. *Additional consequences for misuse*

If a user is found to have breached the amenity rules or By-Laws, they will be issued with a warning notice and action may be taken for repeated or severe breaches. Any damage could result in repair costs being recovered by the Owners Corporation to lot owners.

These rules are subject to change at the discretion of the Strata Committee, and as resolved at a Strata Committee meeting.