

APPLICATION FOR LETTING

Name of Applicant: _____

Address: _____

Telephone No: _____ Mobile: _____

Email _____

Name of Organisation: _____

Activity of Organisation: _____

Details of Premises requested (Sports Hall, Dance Studio, Classroom):

Date(s) Required: _____

(Dates during the year when facilities will be unavailable due to the school use or closure will be issued at the beginning of the academic year in September. These dates may be subject to change, but, wherever possible, prior notice will be given if the premises become unavailable due to unforeseen circumstances.)

Start Time: _____ Finish Time: _____

(Please allow time for any preparation and clearing up.)

Frequency: _____

Use of school equipment (Please specify your request):

Details of any electrical equipment to be brought into the school.

(Note: All equipment must be tested and certified safe).

Maximum number of participants: _____

Age range of participants: _____

Number of supervising adults: _____

Relevant qualifications of supervising adults: _____

- The applicant confirms that where applicable Enhanced DBS checks have been carried out. (Original certificates of clearance must be available for inspection.)
- The applicant confirms that adequate and appropriate insurance cover is in place for the activity to be carried out (see Terms and Conditions for further details).
- The applicant confirms that arrangements are in place with reference to First Aid (see Terms and Conditions for further details).
- The applicant undertakes to comply with the regulations regarding the use of own electrical equipment (see Terms and Conditions for further details).
- I confirm that I am over 18 years of age, and that the information provided on this form is correct.
- I confirm that I have read and understood the Terms and Conditions of hiring the school facilities.

Signed: _____

Date: _____

Position: _____