

EXTERNAL LETTINGS REQUEST FORM

Please complete this form in ink and return all copies to Reception. **No later than three weeks** before the date of the first letting request.

Group/Organisation requesting letting:

Name: Tel No:

Address:
 Email:

Purpose of Club:

Room(s) required: Room No/s _____ Sports Hall 3G MUGA Theatre Changing Rooms

Equipment required: (i.e. furniture/projectors/lighting/music/etc.)

£Cost

Other:
 Please be specific – do not put 'whole building'.

Room layout required: (Please provide Facilities Management with details)

SINGLE LETTING:

Date: Time from: Time to:

MULTIPLE LETTINGS:

Day(s) of the week: Time from: Time to:

CLUB DETAILS:

Insurance (public liability, etc.) No: Expiry date:

Child Protection Policy (if members are children/vulnerable adults): Yes: No:

I confirm that the information given in this form is correct and I agree to abide by the conditions offered overleaf.

Signature: Date:

FOR OFFICE USE/UPDATES ONLY

Timetable

Community Hours

Copies:	Original Copy G Charles	1 st Copy Customer/Group	2 nd Copy (FM) Facilities Management	3 rd copy: Admin Office
----------------	----------------------------	--	---	---------------------------------------

CONDITIONS OF USE

1. Payment of the letting charge will be required if the premises are opened for the letting, even if the letting does not take place.
2. Cancellation of the letting must be made at least 48 hours before the letting is due to take place. Failure to comply with this condition will incur the payment of the full amount of the letting.
3. If the letting overruns the booked time, an additional charge will be made.
4. The School reserves the right to ask a hirer to obtain other premises if the hirer turns out to be the only one using the premises at the time the booking takes place, or if for any reason the School requires to close the premises.
5. It is a condition of letting the premises that the hirer is responsible for reimbursing the School for any damage caused as a result of the letting.
6. The hirer is liable for an additional charge should the condition of the premises hired be left in an untidy and dirty condition. Failure to pay this additional charge could prohibit the hirer in obtaining further lettings.
7. This form should be completed and returned to the School.
8. It is recommended that all groups should, in the interest of safety, maintain a register and a membership roll to be available throughout the letting.
9. All letting periods throughout this School include: Changing time, Showering time
Setting up time, Clearing away time
10. Any letting can only be booked and/or take place if there is a member of Facilities Management available to supervise the letting.
11. All hirers must familiarise themselves with fire evacuation procedures.
12. Hirers will be asked to provide evidence of up-to-date insurance and, if required, their Child Protection Policy.
13. If you are on site whilst pupils of the School are also present, you will be directed to stay in a safe area. You must instruct all members of your club to adhere to these instructions to fulfil the School's Child Protection Policy. Failure to comply with this rule will result in your group being asked to leave the premises.

14. Fire procedure for out of schools hours usage.

All visitors, pupils and staff should make their way out of the building through the nearest and safest Fire Evacuation route. In every room there are Fire Procedures posters giving the nearest fire exit. There is signage throughout the school indicating alternative routes.

The muster point is located in the school car park and your club/group leader should take a register and alert a school member of any missing persons.

If you spot a fire please press the Red fire alarm panels (located in all areas), this will set off the whole school emergency alarm. The green fire alarm panels (next to the maglock doors) will only open the nearest door and not set the whole school alarm off.

Fire procedures for disabled pupils, staff or visitors:

In case of the emergency alarm sounding all disabled persons must make their way to the Fire Evacuation Lift, if it is blocked they must make their way to one of the alternative stairwells.

Use the fire intercom system (Evacuation Intercom at the lift, located above the lift controls and Emergency call panel, located at the top of the stairwells) to contact the fire panel and wait for instructions