

### APPLICATION FOR USE OF SCHOOL PREMISES

#### Part 1:

<b>Name of Applicant:</b>	
<b>Name of Group/Club/Association:</b>	
<b>Address of Applicant:</b>	
<b>Phone no:</b>	<b>Email:</b>
<b>Additional contact name &amp; phone no:</b> <i>(in case of emergency)</i>	

#### Part 2:

<b>Purpose of Hire:</b>				
<b>Full Year</b>	<b>Term Time Only</b>	<b>One-off Booking</b>	<b>Other</b> <i>(please specify)</i>	
<b>Day of Week</b>	<b>Start Date</b>	<b>End Date</b>	<b>Start Time</b>	<b>End Time</b>

*\* If you require multiple dates and/or times please give details on a separate sheet*

#### Part 3:

<b>Type of Accommodation:</b> <i>(please tick all that apply)</i>			
Classroom		Sports field - no markings required	
Hall		Sports field - football pitch	
Field Study Centre - training room		Sports field - athletics track	
Field Study Centre - STEM centre		Sports field - rounders pitch	
ICT suite		Outdoor education site	
Library		Netball court (full size)	
Kitchen		MUGA	
<b>Additional facilities required:</b> <i>(please see Appendix 2 of Lettings Policy for availability)</i>			



### APPLICATION FOR USE OF SCHOOL PREMISES (CONTINUED)

#### Part 4:

<b>Additional information:</b>		
Do you have public liability insurance? <i>(you will be required to provide a copy before letting is approved)</i>	Yes	No
Will the general public be admitted?	Yes	No
If Yes, what is the approximate number of attendees?		
Will you be working with children?	Yes	No
If Yes, you will be required to provide DBS information on request		
Any additional requirements:		

#### Part 5:

- I confirm that I have read and agree to be bound by the terms and conditions of use for the school premises
- I agree to be responsible for the payment of all fees charged in respect of this letting

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

