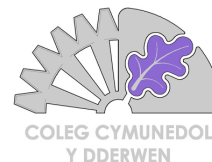


COLEG CYMUNEDOL Y DDERWEN: APPLICATION FOR HIRE OF SCHOOL PREMISES BY NON DIRECTED USERS



For use by external hirers only

Name of organisation:	
Contact name & address:	
	Post Code:
Is this the same address to which invoices should be sent:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Contact details:	Home: _____ Work: _____ Mobile: _____ Email: _____
School in which accommodation is required:	Coleg Cymunedol Y Dderwen
Type of accommodation required (eg sports hall, 3G pitch, etc):	
Is the kitchen required:	Please note that there are no kitchen facilities available for bookings
Purpose for which accommodation is required?	
Approx numbers using accommodation:	Under 18 year olds: _____ Over 18 year olds: _____
Dates accommodation is required:	From: / / To: / / Number of weeks: _____ Or write individual dates below:
Day(s) of the week required:	Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun <input type="checkbox"/>
Times accommodation is required:	From: _____ am/pm To: _____ am/pm
Period of hire (please tick):	<input type="checkbox"/> Single hire <input type="checkbox"/> Spring term <input type="checkbox"/> Summer term <input type="checkbox"/> Autumn term

Form of Agreement and Indemnity

- I agree to abide by and observe the several conditions imposed by Coleg Cymunedol Y Dderwen (CCYD) set out in this document. I undertake to pay the cost of making good any damage that may occur whether to buildings, fixtures, furniture, piano, apparatus, play areas or otherwise and howsoever caused by reasons such as hiring. I also agree to indemnify CCYD against all claims arising from accident or any other cause or causes in connection with the use of school premises under this hiring, including any claim by a third party in respect of any loss to any premises during the hiring in respect of any loss or damage, injury or accident whatsoever.
- This application does not constitute an approval of use until an official permit of authorisation is received by the hirer.
- All hirers are reminded of Regulation 18, that for their own protection they **must** obtain public liability insurance, insuring themselves against claims from other members of the public.
- Five days notice of cancellation must be given in writing to the Site Managers of the school; otherwise the hirer will be responsible for full payment. No cancellation or any rearrangement of sessions will be allowed in respect of VAT exempt hiring's of sports of physical recreation facilities, hired for that purpose, except in the event of the unforeseen unavailability of the facility.
- Any invoices must be settled on demand and non-payment within one month of the date of issue may result in future agreements becoming void and the hiring terminated. Invoices for termly bookings are issued at the end of each term and are subject to payment immediately.
- This form should be completed and returned to the school at least seven days before the first date of hiring.**

The organisation MUST have public	Name of Insurance Company: _____				
Lettings	Issue: 1	Date: 04/01/2018	Coleg Cymunedol Y Dderwen	Authorisation: N Willcox	Page 1 of 2

liability insurance cover, please give details and attach a copy of the insurance certificate	Policy Number: _____ Policy Certificate attached <input type="checkbox"/> Yes
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Where the purpose of hire will include use of the premises by under 18 year olds/vulnerable adults, have you ensured that all persons connected to the hire over 16 have submitted a criminal records disclosure form to the Disclosure & Barring Service?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Signature of applicant:	
Name of applicant:	
Address if different from above:	
Date of application:	

Regulations for hiring CCYD school premises:

1. Premises will not be available for hours included in the school timetable, or for any purpose which shall interfere with the educational work of the school, or can be reasonably considered a cause of nuisance or annoyance to the neighbourhood.
2. Any application may be refused without reasons being given.
3. Meetings that interfere with the work of any classes/sessions may be terminated at once on grounds deemed to be satisfactory by the Headteacher or their representatives whose decision will be final.
4. The hirer shall undertake to pay CCYD the cost of making good any damage or injury that the property of this School may sustain during occupation. Any breakages must be reported to the Site Manager immediately.
5. Occupation shall not commence until the agreement form has been signed and agreement issued to the hirer.
6. Power of sub-letting shall not be granted to the user.
7. No hire period shall normally continue later than 9.00pm. Users must adhere strictly to the times given and vacate the premises within 15 minutes of the end of the hire period.
8. No desk or fixed furniture that may be in the school shall be interfered with nor shall any furniture or apparatus be introduced to the premises without the sanction of the Site Manager. In certain areas, seating for adults is not provided and parties using the premises must make their own arrangements as to chairs or seating. Such seating must be removed after the hire as not to interfere with the Site Manager in preparing rooms for the school's own use. Furniture must be replaced by the hirer in the situation in which it was found. Standing on seats, furniture, and window sills etc is not permitted. Fittings, fixtures or heating arrangements of the premises shall not be used or altered without the sanction of the Site Manager.
9. Premises must be left clean and tidy after use.
10. No intoxicating liquors shall be allowed on the school premises, unless by special arrangement with the Headteacher or Operations Manager.
11. Smoking is not permitted at any time on school premises.
12. Rooms reserved for staff will not be available for hire. When a school or part of it is closed for the day in consequence of the prevalence of infectious diseases, industrial dispute, building work, damage to the premises or services, use as a polling station or any other cause, it may be closed with or without notice during the said period to all users.
13. Occupation of any room shall not exceed the permitted number of seating or standing places as approved by the Fire Risk Assessment on the premises.
14. The charge made for the use of rooms or halls is inclusive of all payments to the Site Manager.
15. It shall be the duty of the Site Manager to see that no room is used without previous authorisation.
16. All meetings must be open to inspection by any person authorised by the Headteacher and the police in the case of public meetings.
17. The hirer shall make provision for public liability insurance with a minimum liability of £5million, and shall pay all premiums due and will be required to submit a copy of the policy document with the booking form.
18. Where the purpose of hire will include use of the premises by under 18 year olds/vulnerable adults, the hirer will ensure that all persons over 16 present in connection with the hire will have valid DBS certificate. Sight of disclosure certificates may be required at the time of booking.
19. The conditions of use shall include other restrictions, conditions and other matters as may be required by the appropriate authorities including licensing of plays and music, food hygiene, fire regulation, music, dancing and the consumption or sale of liquor.
20. School pianos may be available in connection with the letting but application must be made in advance to the Headteacher and usage may incur an additional charge.
21. The School accepts no liability for vehicles parked in the carpark.
22. School kitchens are not available as part of this letting.
23. The hirer shall ensure that users of the premises (his/her party) are aware of the location of emergency exits and the location of the muster point prior to the commencement of the hire.
24. The Governing Body of the school is responsible for setting charges and the hirer will be invoiced for each usage accordingly.
25. Users wishing to have heating provided outside of heating periods will be required to pay for the cost of the heating.
27. Facilities designed or adapted for playing any sport or taking part in physical recreation will be subject to VAT at the standard rate.
28. Where the premises are required during holiday periods it is important to give as much notice as possible to allow the Site Manager time to make suitable arrangements.
29. By signing this agreement, you are consenting for CCYD to hold your data and use it for the intended purpose of direct contact, regarding lettings and invoicing.