

USE OF PREMISES APPLICATION FORM

Merthyr Tydfil County Borough Council

Please refer to guidelines on the last page for help with Use of Premises Application Form:

Name of Body/Club:																
Contact Name/Lead Officer:																
Address:																
Tel: (Day):		(Evening):														
Contact/Lead Officer Qualification (if applicable):																
Number of Participants: <i>Male:</i> _____ <i>Female:</i> _____ Age Range: <i>From:</i> _____ <i>to</i> _____																
<u>Premises:</u> Accommodation required: <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <tr><td>Classroom</td><td></td></tr> <tr><td>Hall</td><td></td></tr> <tr><td>Gymnasium</td><td></td></tr> <tr><td>Sports Hall</td><td></td></tr> <tr><td>Swimming Pool</td><td></td></tr> <tr><td>Specialist Room *</td><td></td></tr> <tr><td>Other *</td><td></td></tr> </table>			Classroom		Hall		Gymnasium		Sports Hall		Swimming Pool		Specialist Room *		Other *	
Classroom																
Hall																
Gymnasium																
Sports Hall																
Swimming Pool																
Specialist Room *																
Other *																
*Please Specify _____																
Reason for Accommodation: <div style="border: 1px solid black; height: 60px; width: 100%;"></div>																
Is the Lead Officer over 18 years of age? Yes _____ No _____																
Use of Accommodation: Single _____ Regular _____																
Date/Time																
From	To	Times:														
(* 2 weeks notice must be given before first date)																
Will there be an admission charge to the participants of the activity? Yes _____ No _____																
Please state the admission to be charged to the participants of the activity? £ _____																

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Does your request to hire the school premises involve activities for children and young people?

Yes _____ No _____

(If yes, please refer to guideline 9)

Does the Lead Officer have a First Aid qualification? Yes _____ No _____

(Certificate(s) to be provided with submission of Use of Premises Form.

I am able to confirm that all members of this group who will be working in an unsupervised capacity with children have been given clearance by the Enhanced Criminal Records Bureau and that individuals concerned have Independent Safeguarding Authority (ISA) ISA registration and are not on one of the ISA Barred Lists. Copies of Enhanced Criminal Record Bureau (CRB's) are to be provided.

Enhance Criminal Record Bureau Reference Number(s) and date of clearance:

Signed (Lead Officer): _____ **Date:** _____

Please tick to confirm you have provided copies of the following: (See guideline 10)

Risk Assessment		Public Liability /Employers Insurance	
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Lead Officer Agreement.

I agree to the processing of the personal data contained in this form, or other data, which may be obtained from me or other people whilst using the premises connected to the application, I agree to the processing of such data for any purposes connected with the use of premises, health and safety of the participants whilst on the premises or for any other legitimate reason.

I have confirmed that I have read and understood the conditions and as the Lead Officer will agree to abide by and observe the conditions imposed by Merthyr Tydfil County Borough Council. I undertake to pay the cost of making good any damage that may occur whether to buildings, playground, furniture, piano or apparatus, or otherwise by reason of such caused either accidentally or deliberately to the school, buildings or content.

Signed: _____ Date _____

I confirm that payment of £ _____ to cover the hire charge has been agreed with the school. This charge will be paid on receipt of invoice from the school.

For the attention of the Head teacher / Governing Body

I can confirm that on behalf of the governing body the use of school premises stipulated in the application has been accepted and will not conflict with core school activities.

Signature: _____ **Date:** _____

Print Name: _____

Please return the completed document to:

Please send 1 month before use is due to commence.

CFS Reference Number: _____

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Guidelines

- 1. Name of Body/Club:** Please enter name of Body/Club who are using the premises.
- 2. Contact Name/Lead Officer:** The person responsible for using the premises.
- 3. Address/Telephone Number:** Enter a contact address and telephone number for the contact name/lead officer.
- 4. Contact Name/Lead Officer Qualification:** Please enter qualification relating to the reason why premises are required.
- 5. Membership** (Number of Participants): Number of people (male and female) who are taking part in the activity.
- 6. Premises:** Please tick which room you want to use to undertake the activity. If you want to use a specialist room or other please specify. Also, explain why the chosen accommodation is to be used.
- 7. Lead officer over 18 years of age:** Tick yes or no if the lead officer is over 18 years of age.
- 8. Use of Accommodation** – Tick if the use of premises is a “one-off” occasion or for regular usage. Specify the dates and times that the accommodation will be used. Tick if the users of the accommodation will be charged by the Lead Officer.
- 9. School premises used by children/young people** – If you have answered YES please note that in accordance with recent guidance from the Welsh Assembly Government, *Child Protection: preventing unsuitable people from working with children and vulnerable persons in the education service*, volunteers are required to have a Criminal Records Bureau clearance indicating their suitability to work unsupervised with children. Please confirm if this applies to you and to any volunteers.
- 10. Risk Assessment and Public Liability/Employers Insurance:** You are required on submitting the form to provide **current year** copies of these documents on request prior to commencement of use.