

Appendix 1:



Application Form For Hire of School



Organisation Name:	
Surname: -	
First: -	
Address: -	
Tel. No: -	
Email Address: -	
Confirmation and details of the safeguarding and child protection arrangements you have in place	

Purpose of the Booking

What activity will be taking place? *	
Age of Participants? **	
Community Group? ***	
Number of expected participants	

* Please note that if you are providing instruction to paying customers a copy of your Liability Insurance is required before the booking can take place.

** If participants are classified as a child or vulnerable adult, Oldbury Academy require a confirmation that the hirer/group leaders have had the appropriate level of DBS checks. A copy of the certificate(s) will be required (It will be destroyed 3 months after the cessation or termination of the hire agreement).

*** See the current hire charges, to see if you meet the criteria for a reduced rate.

Date(s)/Period of Use

	From	To
Date		
Time		

Weekly Use
Yes
No

Accommodation Required

	Please Tick		Please Tick
Sports Hall		Dance Studio	
Playing Field		Community Room	
Tables/Chairs No: (please note we may not always be able to provide this but will inform you where this is/is not possible)		Additional Equipment you will be providing yourself. If electrical, the item must have been PAT Tested in the last 2 years. (please detail equipment)	

Toilets and changing rooms are provided free of charge.

In consideration of this application being granted I agree to pay Oldbury Academy on demand, hiring fees in accordance with the scale of charges and regulations for Hire of School Premises, a copy of which has been supplied to me, and I undertake to comply with the said regulations.

I also agree to pay Oldbury Academy the amount of any damage which may be occasioned to the property of the School and to indemnify them from and against all actions, claims, demands, losses, costs, damages and expenses which may be brought or made against them by any person in respect of any injury or damage sustained by them in consequence of or arising out of the use of the said accommodations as a result of this application. I am over 18 years of age.

Please read the notes below before signing this form.

Signed:

Date:

Position In Organisation: -

A witness is required to confirm that the above details are accurate. This cannot be a relative and must be someone who has known you for at least two years.

Witness Signature:	
Witness Name:	
Witness Address:	

Notes of Guidance for Signatory

- 1. Only a Director can legally bind an incorporated company unless the company has by resolution appointed any other person, in which case a copy of the resolution should be attached.**
- 2. Where a firm is run in partnership the signature of all the partners are required.**

3. A member of a club committee can sign the form if so appointed by a resolution of the committee. If there is no such resolution the signature of all the committee are required.

Guidance for service users

On rare occasions service users may encounter difficulties with their booking, this might include:

- *Bookings over lapping*
- *Trespassers*
- *Equipment unavailable*
- *Difficulties with other service users*

Incidents of this nature are very rare, but should you encounter any issues whilst on the premises, PLEASE ensure that in the first instance you inform the Duty Manager who is here to help and advice.

Please DO NOT attempt to resolve any difficulties yourself, our staff are always available to assist you.

What To Do Next

Please return this form to Mr S. Hayer (Community Programme Manager) or to the school office at:

Oldbury Academy
Finance Officer
Pound Road
OLDBURY
West Midlands
B68 8NE

We will be in touch to inform you if your application is successful, and if so details of the full cost and documents that will need to be shared.