

SCHOOL LET APPLICATION FORM

PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITALS

Complete a separate form for each establishment requested

Appendix A should also be completed for Pitch Bookings and Appendix B for Swimming Pool Bookings

The attached form "PROTECTION OF VULNERABLE GROUPS" should be completed if you provide organised and supervised activities for children less than 18 years of age and/or protected adults.

**SECTION 1 Group Details**

Full name of group			
Purpose of group			
Geographic area covered by group			
Type of Organisation, i.e. voluntary/community, commercial, other			
Purpose of Let	Establishment Accommodation Dates		
Other lets currently held by group			
Internal bookings please add charge code			

**SECTION 2 Applicant Details (Please note applicants must be aged 18 years or over)**

Full Name and Address of person making application and responsible for payment			
Surname	Forename(s)		
Address (include flat no)			
Post Code			
Home Tel. Number	Business Tel. Number		
E-mail address	Mobile Tel. Number		
Name of Supervisor in charge of activity if different from let holder <b>(Please note supervisors must be aged 18 years or over)</b>			
Qualifications of supervisor relating to activity			

**SECTION 3 Membership Details relating to this application (i.e. number of people expected to attend)**

Membership Nos	Male		Female		Total	
Age Groups	Under 18		18 – 60		Over 60	Total
Fee charged	Nightly £_____	Weekly £_____	Membership Fee £_____	Annual Fee £_____		

**Section 4 Accommodation Details**

Name of establishment required:						
Accommodation requested:	Assembly Hall		G P Room		Classroom	
	Gymnasium		Dining Hall		Games Hall	
	Pitch		Swimming Pool		*Other	
*Please give details:						

Do you require the use of the school kitchen? Yes/No

Frequency of let - please specify: One-Off  Daily  Weekly\*  Fortnightly

\*Please specify Number of Lets per week

Date(s)/Times requested:	<b>Start Day &amp; Date</b>	<b>Finish Date</b>	<b>Start Time</b>	<b>Finish Time</b>
Note - Part hours will be charged at full hourly rate.				

Do you require this let during school holidays? Yes/No

**Section 5 – Declaration**

Before signing the declaration, please ensure that you have read and understood the conditions of let.

It is a condition of this let that you:

Please Tick to confirm

- 1. Are in possession of current public liability insurance
- 2. Are in possession of relevant, up to date qualifications relating to your let activity
- 3. Are in possession of relevant copyright licences for your activity under the Copyright, Designs and Patents Act 1988
- 4. Are in possession of relevant licences under The Children (Performances) Regulations 1968
- 5. You have completed and attached the Protection of Vulnerable Groups form (if required)
- 6. You have the relevant PAT testing certificates in place for electrical equipment
- 7. You have carried out appropriate risk assessments
- 8. You are registered with the Care Inspectorate for lets relating to child care activities
- 9. You have completed Appendix A for pitch bookings (if required)
- 10. You have completed Appendix B for swimming pool bookings (if required)
- 11. You have proof of community status (if applicable)
- 12. For the appropriate payment charges, you are confirming that you are a
  - a. community group
  - b. commercial group
  - c. other
- 13. You have read and agree to abide by the full terms and conditions of let

I understand that Glasgow City Council/Glasgow Life may require to see written proof of any of the above documentation at any time.

I declare the foregoing to be a true and accurate statement and accept responsibility for payment of all charges, including damage to property as the result of occupancy of premises. I understand that all activities must be organised in accordance with Glasgow City Council/Glasgow Life’s policy and that failure to disclose any relevant information may lead to the let being cancelled or altered and additional charges may be made.

**It is a requirement that all cancellations must be notified in writing to the Community Letting Section, Emirates Arena, 1000 London Road, Glasgow G40 3HY (e-mail: [communityletting@glasgowlife.org.uk](mailto:communityletting@glasgowlife.org.uk)) at least 3 working days prior to the let taking place. Failure to comply with this condition will result in the full cost of the let being levied.**

Signature of Applicant: \_\_\_\_\_

Position held: \_\_\_\_\_

Date: \_\_\_\_\_

**Completed forms should be returned to the Community Letting Section at the above address 10 working days prior to the date(s) requested. Please adhere to this timescale at all times to ensure you have the best opportunity of being able to book the accommodation you require. Please be aware that at peak periods (March/April and August/September) this timescale may be longer.**

**Please note that incomplete forms will be returned to you resulting in a delay of your accommodation being booked**

**Written confirmation of let must be received from the Community Letting Section prior to the commencement of let.**

Glasgow City Council/Glasgow Life is under an obligation to manage public funds properly. Accordingly information that you provide will be used to ensure all sums due to Glasgow City Council/Glasgow Life are paid timeously, eg by identifying persons who are non-payers of Council Tax and to improve uptake of Benefits. The information may also be used to prevent and detect fraud. It is also possible that this information may be shared for the same purposes with Public Bodies, including local authorities or other organisations, which handle Public Funds.

**FOR OFFICE USE ONLY**

Charge category of let:	Std		C		Commercial		Rech	
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**GLASGOW CITY COUNCIL/GLASGOW LIFE**

**SCHOOL LET APPLICATION FORM**

**Protection of Vulnerable Groups**

<b>Protection of Vulnerable Groups (Scotland) Act 2007 (the PVG Scheme)</b>		
	<b>Yes</b>	<b>No</b>
Do you provide organised and supervised activities for children less than 18 years of age and/or protected adults?		
<b>If yes, please answer the following:</b>		
Do you know about the PVG Scheme and are you fully aware of the implications for your organisation?		
Do you know that anyone you recruit to do 'regulated work' (whether paid or unpaid) must not be barred from work with children and/or protected adults?		
<b>It is an offence to use someone in a regulated work position if they are barred. You should therefore ensure they are PVG Scheme members</b>		
Are you registered with CRBS, Disclosure Scotland or with a recognised umbrella body?		
Are people recruited by you into a regulated work position (paid or unpaid) since 28 February 2011 PVG Scheme members?		
Does your group have a Child Protection Policy and/or Protecting Vulnerable Adults policy which incorporates a code of conduct and procedures for responding to concerns?		
Have your leaders had child protection training?		
Does your organisation take all reasonable steps to make sure that children, young people, vulnerable adults and those who work and support them are kept safe during the organisation's activities?		

<b>I confirm that, under the Protection of Vulnerable Groups (Scotland) Act 2007 (the PVG Scheme), I am not barred and to the best of my knowledge anyone working with my organisation (including in a voluntary capacity) is not barred from regulated work with children or protected adults, nor am I or anyone working with my organisation under consideration for listing.</b>	
Please tick if you hold a Statement of Scheme Membership under the PVG Scheme (NB you do not have to supply this)	
<b>Signed:</b>	<b>Date:</b>
<b>Organisation</b>	

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PVG Compliant	