Application for use of premises

To: The Head Teacher. Ryhill Junior & Infant School . Chapel Street . Ryhill . Wakefield

I/We apply for use of the following accommodation:

1. From………day the…….of…….…20....to..……..day the…….of…………..20....

2. Weekly……………..YES/NO Monthly……………….. YES/NO

3. Days per week/month……….. Hours per session……….

4. Accommodation required……………………………………………………………..

5. Do you require the use of pitch & changing rooms………………………... YES/NO

6. Do you require the use of pitch only……………………………………….. YES/NO

7. Purpose for which the accommodation will be used………………………………….

8. Is your organisation a registered charity…………………………………… YES/NO

9. If so please state Registration No……………………………………….…………….

10. Is your organisation affiliated to further education………………………… YES/NO

11. Is your organisation affiliated to the Youth Service……………………….. YES/NO

12. If you are applying on behalf a parent teacher association please indicate how the premises are to be used.

 (i) Fund raising activities with children involved…………….. YES/NO

 (ii) Fund raising activities with no children involved…………. YES/NO

 (iii) PTA meeting………………………………………………. YES/NO

1. Other (please specify)…………………………………………………

12. Approximate number of persons expected to attend function………………………...

13. Will there be any music involved………………………………………….. YES/NO

I/We agree

1. To pay the appropriate charges monthly in advance or arrange appropriate funding.
2. To pay any funding shortfall as and when invoiced by school.
3. To pay the school the cost of making good any damage to the premises (including furniture & fittings) arising out of our use of the premises.
4. That use of the premises shall be subject to the conditions of letting (available from school).
5. To abide by the decision of the Governing Body (or any person so authorised) should any question arise on any point.

SIGNATURE……………………………. On behalf of ………………………………….

NAME……………………………………

ADDRESS……………………………….

 ……………………………….

 ……………………………….

 ……………………………….

Tel No…………………………………… Date…………………………