



APPLICATION FOR USE OF PREMISES

Name of OrganisationWYBERS WOOD ACADEMY

Rooms/Facilities required

- Specify Hall, Sports Hall, number of Classrooms, Pitches, Fields, Changing Rooms etc required
- If any specialist equipment/fittings are required you should contact the school. There may be an additional charge and you should advise the school of the name of a suitably qualified person who will be responsible.

Date of use if single booking

Date use to commence if regular booking

If regular booking, frequency and duration of use

Day of week accommodation required

Times during which premises required: From am/pm Toam/pm
(Definite times must be stated. If premises are not vacated at the stated time additional charges will be made)

Purpose of Use/Type of Activity

Estimated number of people who will use the premises Age range of people who will attend

Is this a fund-raising activity? YES/NO. If YES for what purpose will the money be devoted?

.....

I agree to pay the charge (where applicable) of the booking to WYBERS WOOD ACADEMY

Name Signed

(Please print)

Address Date

..... Office/Position

..... Postcode

Telephone: Home Business

SCALE OF CHARGES FOR COMMUNITY USE FROM SEPTEMBER 2012 – AUGUST 2013

FACILITY		£ CHARGES BETWEEN 3PM – 6PM	£ CHARGES AFTER 6PM*	£ CHARGES FOR SATURDAYS*
Classroom	Per hour	10.00	15.00	20.00
ICT Suite	Per Hour	10.00	20.00	25.00
Hall (KS1 – small) (KS2 – large)	Per hour	10.00	20.00	25.00
Dining Room (Infant or Junior)	Per hour	10.00	20.00	25.00
Field only	Per session	10.00	15.00	20.00
Uniform Groups	Per annum	Price on request	Price on request	Price on request
Disabled & Charitable Organisations	Per annum	Price on request	Price on request	Price on request
Football Pitch (Adults)	Per match	25.00	30.00	35.00
Football Pitch (Juniors)	Per match	15.00	20.00	25.00
Junior Playground	Per session	10.00	15.00	20.00

* Bookings for evenings and weekends (Saturdays only) are subject to the availability of premises staff.

- Academy premises are not available for booking on a Sunday or Bank Holiday. Academy premises can be hired for community use but this does not include private parties. No alcohol is to be consumed on the premises at any time. Please note the site also has a strict no smoking policy.
- Users of our Academy facilities must provide copies of the following information prior to use:-
 - CRB Certificates
 - Liability Insurance (if external provider)
 - First Aid Certificates
 - Coaching Qualifications (if applicable)
- The Academy will provide premises users with the following documents prior to use:-
 - Fire Evacuation Procedure
 - Emergency Contact Numbers