

**ANGUS COUNCIL – EDUCATION DEPARTMENT**  
**APPLICATION FOR USE OF ACCOMMODATION IN EDUCATION**

**DEPARTMENT PREMISES**

A separate form should be completed for each application. Completed forms should be returned the School Let Section, Angus House, Orchardbank Business Park, Forfar Please Note – a) that on occasion the school or establishment may have priority over other lets and b) your let may not be in the premises of your first choice. Any let granted by Angus Council shall be subject to the terms and conditions of the Angus Council Regulations and Guidelines for the use of Education Department Premises by Outside Groups (“the Regulations”). A copy of the Regulations is issued with this Application Form.

**Name of School or Establishment in which Accommodation is required**

**CONTACT DETAILS**

**Name of Individual/Organisation Applying:**

**Full name of Applicant (Mr/Mrs/Miss/Ms)**

**Address:-**

**Post Code:-**

Daytime Phone No:

Preferred option for contact

Mobile Phone No.

Email Address:

(Please note confirmations will be emailed wherever possible)

**Name of person who will be responsible for Compliance with the Regulations for use of Education Department premises.  
(If different from above)**

**Address:-**

**Post Code:-**

**If individual/organisation is affiliated to National Association, give name and address of local/district/regional secretary**

**Post Code:-**

For Community Block Booking Charges application form must also have details of 2 additional office bearers/leaders

**PLEASE COMPLETE IN BLOCK CAPITALS**

**OFFICE BEARER 1**

Full Name (Mr/Mrs/Miss)	
Address	
Postcode	
Email Address	
Day Time Tel No	
Mobile Number	
Office Held	
Signature	

**OFFICE BEARER 2**

Full Name (Mr/Mrs/Miss)	
Address	
Postcode	
Email Address	
Day Time Tel No	
Mobile Number	
Office Held	
Signature	

Please state which contact you would like the invoice to be sent out to:-

**Applicant**                       **Office Bearer 1**                       **Office Bearer 2**

Please state your preference for being invoiced (Community Block Bookings Only)

**Monthly**                       **Termly**                       **Annually**

**BOOKING DETAILS**

Type of accommodation required (e.g. Classroom, Gymnasium, Games Hall, Swimming Pool, Playground or Sports Field)

Purpose for which let is required

Day(s) and Dates(s) on which accommodation is required-(PLEASE USE A SEPARATE SHEET IF REQ'D)

**Mon**     **Tue**     **Wed**     **Thur**     **Fri**     **Sat**     **Sun**

**One-Off**     **Daily**     **Weekly**     **Fortnightly**     **Monthly**

**Start Date**

**End Date**

**Start time**

**End time**

Unless otherwise agreed, accommodation is available from 1700-2200hours (weekdays) and 0900-1700hours (weekends)

**Additional Information (i.e. dates not required etc)**

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**Please indicate total group numbers**

Under 8's	8-12	13-18	Students	Employed Adults	Unemployed Adults	Senior Citizens

**Please indicate the charge levied upon each participant**

Per Session	£
Per Annum	£

**If you require the use of additional facilities or equipment please state below**

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**PLEASE NOTE THAT ANY EQUIPMENT USED MUST BE RETURNED AS FOUND**

I can confirm that any electrical equipment brought in by me/my organisation shall be checked by an electrical engineer or other qualified person prior to use to ensure that the equipment is safe to use in accordance with Health & Safety legislation (refer to section 2.15 of the Regulations)
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I have inspected the accommodation and I confirm it is suitable for my use, and I further confirm that I will ensure that any necessary Risk Assessments associated with the activities is undertaken and available for inspection by users and the Council.
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I/We hereby agree to have a fire risk assessment in place which takes into consideration the use of the area which is designated in the let agreement. I/we confirm that all necessary persons have received fire safety training as required by the terms of the let, and fire safety procedures as detailed in paragraph 2.24 of "Use of Education Department Premises by Outside Groups Guidelines for Users".
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<b>Protection of Children</b> – It is the Education Department’s policy to ensure that clubs comply with “The Protection of Children Scotland Act 2003”. Organisations and groups are required to register with CRBS or an appropriate umbrella organisation which provide training and advice on Child Protection Issues. Individuals or sole operator/traders will be required to sign a declaration that he/she is not on the Disqualified from Working with Children List. Please refer to section 2.28 of the regulations for further information.
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I/We hereby make application on behalf of the above-named organisation for the use of Education Department Premises as above and agree and undertake, should the application be granted that the terms of this application form and the Regulations apply and will duly be observed throughout the term of the booking. I/we agree and undertake to make payment, on receipt of any account for the charge appropriate to this application, to the Director of Finance, Angus Council. I/we as an individual(s) jointly and severally guarantee payment of such account and the Council may at its own option recover payment of such account from me/us or from the above-named organisation, or partly from each. I/we declare that we are authorised by the above named organisation to sign on its behalf.
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The information you have provided on this form will be used by Angus Council (the "data controller" for the purposes of the Data Protection Act 1998) in order to process your application for Use of Accommodation in Education Department Premises. The information will be held securely by the Council and will be treated as confidential except where the law requires it to be disclosed.

You have the right to request access to personal information that the Council holds about you and to have any inaccuracies corrected. If you wish to do this please write to the Head of Law and Administration, Angus House, Orchardbank Business Park, Forfar, DD8 1AE.

Signature \_\_\_\_\_

Date \_\_\_\_\_

### OUTCOME OF APPLICATION

**THIS SECTION MUST BE COMPLETED BY THE HEAD OF EDUCATIONAL ESTABLISHMENT (CL&D PROPERTIES) IN WHICH THE LET IS APPLIED FOR.**

Accommodation Available - YES/NO **(DELETE AS APPROPRIATE)**

Granted - YES/NO

I confirm the accommodation is suitable for proposed use YES/NO

**GROUPS OR ACTIVITIES ENTITLED TO A FREE LET ARE LISTED IN THE GUIDELINES FOR USERS – Please indicate (tick) whether let is to be free of charge or charged.**

<b>FREE</b>	
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<b>CHARGED</b>	
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<b>Name</b>	<b>Designation</b>
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<b>Signature</b>	<b>Date</b>
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