

ANGUS COUNCIL – EDUCATION AND LIFELONG LEARNING

APPLICATION FOR USE OF ACCOMMODATION
IN EDUCATIONAL PREMISES

A separate form should be completed for each application. Completed forms should be emailed to Education.lets@angus.gov.uk **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 Educational and Lifelong Learning premises by Outside Groups ("the Regulations").

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:-

Preferred option for
contact

Daytime Phone No:

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
Educational premises.
(If different from above)

Address:-

Post Code:-

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

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 note there is a change to the invoicing procedure, as part of the new booking system invoices will now be generated soon after your let commences/confirmed, payment of invoices should be made as soon as possible, or it may have an effect on your booking.

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 1800-2200hours (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

<p>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)</p>

<p>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.</p>

<p>Fire Safety - 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 & Lifelong Learning Premises by Outside Groups Guidelines for Users".</p>
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<p>Protection of Children – It is Children and Learning'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.</p>

Angus Council is required by legislation to ensure that publicly owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views.

We will not allow any of our publicly owned venues, including schools and community centres, to be used by any party, individual or group that would be in conflict with our duty under Counter Terrorism and Security Act (2015).

I/We hereby make application on behalf of the above-named organisation for the use of Educational Premises as above and agree and undertake, should the application be granted that the terms of this application form, 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 Angus Council, Corporate and Improvement Services. 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.

PRIVACY NOTICE

The council is the 'Data Controller' of the personal data you provide to us. The information gathered on this form is used to process your application for Use of Accommodation in Educational Premises.

Your personal information is held on a letting database and the following third parties will have access to your contact details only to enable them to operate their janitorial service for letting purposes only.

- Tayside Contracts – Facilities Management Service
- Robertsons FM – Facilities Management Service

The information you provide is kept for a period of five years plus the current year for chargeable lets, and for one year if the let is free of charge.

For further information please refer to the [Council's Full Privacy Statement](#).

I confirm that I have read and understood the above.

Signature _____

Date _____

Please return completed application forms to education.lets@angus.gov.uk no later than 14 days prior to the booking commencing