



# DOLLAR ACADEMY

## SCHOOL FACILITIES HIRE REQUEST FORM

*PLEASE RETURN TO:*  
The Deputy Rector  
Dollar Academy, Dollar, FK14 7DU  
Tel: 01259 742511  
OR email FAO Deputy Rector: [rector@dollaracademy.org.uk](mailto:rector@dollaracademy.org.uk)

Please tick the appropriate box:

ASSEMBLY HALL	<input type="checkbox"/>	GAMES HALL	<input type="checkbox"/>	PREP SCHOOL	<input type="checkbox"/>
AUDITORIUM	<input type="checkbox"/>	GROUNDS	<input type="checkbox"/>	SWIMMING POOL	<input type="checkbox"/>
CAPTAIN'S ROOM	<input type="checkbox"/>	MAGUIRE GYM	<input type="checkbox"/>	TEACHING ROOM(S)	<input type="checkbox"/>
DINING HALL	<input type="checkbox"/>	LIBRARY	<input type="checkbox"/>	TECHNOLOGY	<input type="checkbox"/>

OTHER \_\_\_\_\_

### PLEASE SEE OVER FOR TERMS AND CONDITIONS OF HIRE

First Date of Let: \_\_\_\_\_ Last Date of Let: \_\_\_\_\_

Other Dates Required: \_\_\_\_\_

Regular Days: Mon/Tues/Wed/Thurs/Fri/Sat/Sun Time Required From: \_\_\_\_\_ To: \_\_\_\_\_  
(Please circle)

Purpose of Hire: \_\_\_\_\_ Total No of Lets: \_\_\_\_\_

Additional Facilities Required: \_\_\_\_\_

Name of Organisation: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Tel: \_\_\_\_\_  
(Block Capitals, please)

Invoice Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Contact email address: \_\_\_\_\_

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

#### Office Use Only

Rate/Hour: \_\_\_\_\_ Total Value of Inv: \_\_\_\_\_ Inv No: \_\_\_\_\_ Rate/Let: \_\_\_\_\_

Diary/Acknowledgement: \_\_\_\_\_ Date Acknowledged: \_\_\_\_\_

Relevant Departments Notified: \_\_\_\_\_ Date: \_\_\_\_\_

Let Approved by Deputy Rector: \_\_\_\_\_ Key No.: \_\_\_\_\_

## TERMS & CONDITIONS

1. The person signing this form ("Contact Name") accepts the following conditions on behalf of all users of the facilities during the course of the let.
2. Arrangements for access should be made with Mr David Yuill-Kirkwood, Building & Contracts Manager, during office hours.
3. Letting fees are to be paid by cheque to Dollar Academy on receipt of the invoice. It is the responsibility of the hirer to verify that the correct number of lets is charged for.
4. Damage to property/buildings or loss of equipment/facilities will be made good at the expense of the hirer.
5. Unapproved facilities/equipment must not be used.
6. Appropriate Liability Insurance must be in place, and trained/qualified supervisors must be on site where appropriate.
7. The hirer is responsible for ensuring that doors and windows are left secure on departure, lights are extinguished, keys are returned and that equipment and rubbish are appropriately dealt with.
8. Non-marking footwear must be worn in the Games Hall. No outdoor shoes should be worn on any part of the Swimming Pool surround.
9. Hirers must be aware of current fire regulations (Fire Warden/Stewards required for public events) and action to be taken in the event of an emergency.
10. Hirers' vehicles must be parked appropriately and carefully. Swimming Pool/Dining Hall hirers should use the designated car park to the south of the building.
11. If alcohol is to be sold at any event, an *Occasional Licence* **must** be obtained from Clackmannanshire Council and a copy of the licence sent to the Bursar's Office **before** the event.

The Governors of Dollar Academy Trust is a charity registered in Scotland, No. SC009888