



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

Please tick the appropriate box:

ASSEMBLY HALL	<input type="checkbox"/>	GAMES HALL	<input type="checkbox"/>	PREP SCHOOL	<input type="checkbox"/>
AUDITORIUM	<input type="checkbox"/>	GROUND(S)	<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: _____ Tel: _____
 (Block Capitals, please)

Invoice Address: _____

_____ Postcode: _____

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: _____

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 Kirsty Molnar, Events and Lettings Co-ordinator, lettings@dollaracademy.org.uk, during office hours. A £20 refundable deposit will be returned when the access swipe card is returned. An additional deposit may be requested depending on the nature of the let.
3. Letting fees are to be paid to Dollar Academy on receipt of the invoice. It is the responsibility of the hirer to verify that the correct number of lets are invoiced.
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, and that equipment and rubbish are appropriately dealt with and correctly recycled.
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 evacuation.
10. Fire and Emergency Evacuation procedure will be shared when access arrangements are made.
11. 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. The speed limit within the campus is 10 m.p.h.
12. 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 lettings@dollaracademy.org.uk before the event.