

APPLICATION FOR ARTS ROOM LETTING 2023



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| Purpose of Letting | |
| Dates Required | |

| Facilities Available | Tick if Required |
|----------------------------|------------------|
| Studio One | |
| Dance Studio | |
| Drama Studio | |
| Gallery Area | |
| Conference Room | |
| Bar Hire | |
| Sports hall Event Hire | |
| Sports Hall Changing Rooms | |
| Alternative Changing Rooms | |

| Days Required | Times |
|---------------|-------|
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|------------------|--|
| Name of Hirer | |
| Address | |
| Telephone Number | |
| Mobile Number | |
| Email Address | |

Please note: wherever possible all correspondence will be via email

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| I request permission to hire The Dormston Centre Facilities as specified above. I agree to abide by the rules/conditions of hire as printed in this document. | |
| Signed Hirer | |
| Date | |

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|----------------------------|--|
| <i>Signed Staff</i> | |
| <i>Date</i> | |
| <i>Hirer Member Number</i> | |
| <i>Booking Reference</i> | |

*The Dormston Centre, Mill Bank, Sedgley, Dudley, DY3 1SN. 01384 816388/9
email - admin@dormston.dudley.sch.uk – www.thedormstoncentre.co.uk*



CONDITIONS OF HIRE

1. SAFEGUARDING & QUALIFICATIONS:

- Hirers who run activities involving children and young people using paid employees and volunteers are required to declare that they have a Child Protection Policy in place and that they update their DBS checks on a regular basis.
- If the hire involves children or vulnerable adults please confirm that you, the hirer and any other adults involved in the activity, have been properly vetted in accordance with “safer recruitment guidance” procedures.
- You will need to supply, on the table below, DBS clearance details of all the adults working with you.
- If the hire requires coaching qualifications, please confirm in the table that you, the hirer and any other adults involved in the activity, have appropriate qualifications for the activity you are running.

| NAME OF ADULT INVOLVED IN THE ACTIVITY | DBS NUMBER | DATE OF DBS CLEARANCE | QUALIFICATION HELD |
|--|------------|-----------------------|--------------------|
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- Smoking is not permitted in any area of the site.
- The changing facilities must be left in a reasonable state of tidiness Failure to leave the changing rooms and/or toilets in an acceptable state will lead to a charge being levied for extra cleaning costs.
- Booking times include preparation and dismantling time. These periods will be kept to a minimum by staff but it must be accepted that the more equipment required the more time will be taken up in preparation and dismantling.
- All vehicles should be parked in the designated car park on site. Vehicles must not be parked where they would obstruct residents’ driveways or access by the emergency services.
- All players/spectators must behave in a responsible manner to avoid disturbance to local residents
- Please ensure that facilities are used correctly and individuals do not use foul or abusive language whilst playing their sport. Persistent offenders will have their booking cancelled.
- Equipment must not be moved from its allotted space e.g. Goals
- All bookings include a variable period to set up/take down equipment where appropriate. In all instances, the facility must be vacated, including equipment take down, by the end of the booking period to facilitate a prompt start for the next hirer.
- Dogs are not allowed on the site except for guide dogs.

2. PAYMENTS

- All payments are to be made in advance of the scheduled games.
- For block bookings renewable payments are due on week eight of your current hire.
- Any advance payments to secure bookings for the new academic year are non-refundable

3. CONFIRMATION

- It is the Hirer’s responsibility to ensure that all players and spectators associated with their team, and those of their opponents at each match, are advised of the terms of conditions
- Failure to adhere to these conditions can result in your group being asked to leave the site, should this occur no refund is applicable