

FACILITY BOOKING FORM 2022

Please note that until this form has been completed fully, we cannot confirm your booking

Name of Hirer:
Purpose of Activity:
Invoice Address:
Telephone Number:
Email Address:

Name of Organisation:
Please indicate (tick) status of participants Junior (Under 18) <input type="checkbox"/> Senior (18-49 Years) <input type="checkbox"/> Over 50s <input type="checkbox"/>
Club/Coaches Address:
Telephone Number:
Email Address:

Session(s) Booking Details:

Start Date:

Finish Date (please state ongoing if continuous):

Please note: Our facilities may not be available during the school holidays. School holiday dates can be viewed on our website.

Please tick to indicate your required time slot(s) per week:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Facility Required: (list below)							
Start time:							
Finish time:							

Event(s)/One-Off Booking Details:

Start Date:
Equipment Required:

Finish Date (please state ongoing if continuous):
Set Up Required:



Beckfoot Phoenix Primary Special School
Braithwaite Avenue
Keighley
BD22 6HZ
Telephone 01535 607038

Facilities Requested:

Swimming Pool

☐

Other (Specify)

☐

All facilities hired are exempt of Value Added Tax (VAT).

Payment Method

- Customers are required to pay prior to commencement of activity or by invoice if pre-arranged with the school finance team.
- Invoice - Upon receiving the appropriate invoice immediate payment is required.
- Non-payment within these terms may result in the booking being suspended or cancelled and the hirer may be prevented from using other Beckfoot Trust school facilities.

Sessions

- Each session is in respect of the same activity carried on at the same place.
- The hirer has the exclusive use of the facility booked.
- To ensure all quality / Safeguarding / Health & Safety requirements are met, Beckfoot Phoenix Primary Special School is committed to supporting each booking to achieve the Minimum Operating Standards (MOS) as agreed.

In the event of my application being accepted, I hereby agree:-

- a. To pay Beckfoot Phoenix Primary Special School the charge specified in the schedule for the use of facilities.
- b. Not to use, cause or permit the facilities to be used for purposes other than those specified.
- c. To comply with the Terms and Conditions of lettings in use at present
- d. That no electrical wires or fittings shall be removed and that no new electrical fittings shall be fitted.
- e. That Beckfoot Phoenix Primary Special School may review pricing structures on an annual basis (1st September)
- f. That in the event of cancellation of this booking to give notice of at least 28 days, or I may be liable to pay for facilities.

Cancellations

The School may cancel any hire if it appears that;

- The Hirer intends to use the facilities for a purpose other than that given in the application form.
- The facilities are required in an emergency, for regular exam periods or as a result of circumstances beyond the control of the School and in which circumstances no charge will be levied.
- The Hirer cannot demonstrate compliance with the Minimum Operating Standards.

The Hirer may;

- Retain the right to cancel any of contracted bookings (giving 28 days' notice) and pay the appropriate charge.
- Withdraw from this Contract if it is agreed that the facilities do not meet their required standard, at no cost prior to any future bookings.



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Important:

- **Persons wishing to apply for the use of the premises must ensure that they read the Terms and Conditions of letting as enclosed. By signing the below the Hirer agrees that they have read and agree to the Terms and Conditions.**

Signed By (*insert name*) (*insert position*)

Signed By (School Representative)

Dated.....

MINIMUM OPERATING STANDARDS (MOS)

Please indicate which areas of MOS you have covered and which you need support attaining.

		Required	Achieved
1	All clubs/hirers of school facilities which involve carrying out instructional Activities, training and supervision must be affiliated to an appropriate National Governing Body/organisation (please provide copy certificates).		
2	All clubs/hirers of school facilities must give full contact details on the booking form.		
3	All clubs/hirers of school facilities must have an appropriate current constitution.		
4	Where services or activities are provided separately by another body, using the school premises, the School will seek assurance that the body concerned has appropriate policies and procedures in place in regard to Safeguarding children and child protection.		
5	Where schools facilities are let to community groups or organisations, which involve those under the age of 18, the group or organisation must ensure that relevant safeguarding checks are carried out for the organisations' employees and volunteers e.g. DBS/Disqualification by Association checks and relevant training provided. Groups and organisations will be required to confirm by signing the Facility Booking Form.		
6	All clubs/hirers of school facilities which involve children must ensure that all coaches/staff and volunteers involved in the activities have an appropriate level of DBS check and have Child Protection and Safeguarding policies and procedures in place in regard to current national guidance e.g. Keeping Children Safe in Education. (Please provide a copy documents with booking form). Groups and organisations will be required to confirm by signing the Facility Booking Form		
7	All clubs/Hirers of school facilities must have a Public Liability Insurance Certificate and an Employer's Liability Certificate where employing staff to carry out the activity or supervision (please provide copy with booking form). See Sect 25 of Terms & Conditions		
8	All clubs/hirers of school facilities must ensure that coaches/activity leaders are qualified to carry out the activity		
9	All clubs/hirers of school facilities should ensure coaches/staff have first aid procedures in place which are communicated to all attendees, and coaches/activity leaders have an appropriate First Aid Qualification. All accidents and reportable injuries should be notified to the Site Manager, member of Senior Leadership Team or Office Staff at the time of the accident.		