**Application for the hire of school facilities**

Applicants for the use of Lancasterian Primary facilities are requested to submit this form to the school office at least 28 days earlier than the desired hire date. If request is granted, an invoice for payment will be given along with a copy of the accepted lettings policy. By signing this application form you agree to the terms and conditions outlined in the Lancasterian Primary Policy document.

**PLEASE PRINT IN CAPITAL LETTERS**

**Name of organisation/company making application**

**Name of authorised representative**

* **Main contact address**
* **Mobile telephone number**
* **Email address**

**Nature of letting (Meeting, child’s birthday party)**

**Requested date, time and duration of letting**

**Is the organisation you represent a registered charity or youth organisation? Yes No**

**Do you have any connection to the school or local community? Yes No**

**Do you hold public liability insurance with minimum indemnity of £5,000,000? Yes No**

**Facilities required: Key stage 1 sports hall Key stage 2 sports hall Dining hall**

**Key stage 1 playground Key stage 2 playground ICT suite**

**Multi use games area Classroom Small Kitchen Party room**

**Large Kitchen**

**Furniture/equipment required**

**Please state (e.g. 30 chairs)**

**By signing this application form you agree to the terms and conditions outlined in the Lancasterian Primary Policy document.**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**