



THE FULHAM BOYS SCHOOL

USE OF SCHOOL PREMISES AND FACILITIES BY OUTSIDE ORGANISATIONS AND GROUPS APPLICATION FORM

NAME AND ADDRESS OF APPLICANT:

POSTCODE: _____ TEL: _____

NAME OF APPLICANT'S BODY/CLUB: _____

NATIONAL PARENT BODY (if any): _____

NUMBER OF MEMBERS: Men _____ Women _____

Boys _____ Girls _____ under 18

ACCOMMODATION REQUIRED (Please highlight): Classroom, Dining Room, Hall, Sports Facilities, Specialist Room

SPECIFIC PURPOSE REQUIRED: _____

WHERE QUALIFIED SUPERVISION IS NECESSARY PLEASE GIVE NAME, ADDRESS,
QUALIFICATIONS OF PERSON CONCERNED AND REGISTERED FIRST AIDERS

SINGLE OR REGULAR USE REQUIRED: SINGLE/REGULAR (Please highlight)

DAYS OF WEEK: _____ TIMES: _____

FIRST DATE FROM WHICH USE IS REQUIRED From _____ To _____
(At least 2 weeks' notice of date of first use must be given)

WILL THERE BE A CHARGE FOR ADMISSION OF THE PUBLIC ON ANY DATES STATED? YES/NO

IF YES, PLEASE STATE DATES: _____

AND PURPOSE OF CHARGE: _____

FORM OF AGREEMENT

On behalf of the applicant body, I agree to abide by and observe the several conditions imposed by The Fulham Boys School set out in the attached document, and I undertake to pay the cost of making good to the satisfaction of the Headmaster any damages that may occur whether to buildings, playground, furniture, piano or apparatus, or otherwise, by reason of such use.

SIGNED: _____ DATE: _____

ADDRESS: _____ STATUS: _____

I enclose my cheque payable to 'The Fulham Boys School' for _____ to cover the hire charge. Please contact the Office & Logistics Manager if you would prefer to make a bank transfer. Full payment to be received within 7 days of the date of agreement. The booking will not be confirmed until full payment is received.

Cancellation policy:

In the event of a cancelled booking, the following charges will apply:

More than 14 days before the date of the booking – no fee

14-7 days before the date of the booking – 50% of the full fee

Less than 7 days before the date of the booking – full fee



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And

THIS AGREEMENT is made the _____ **day of** _____ **20**
BETWEEN The Fulham Boys School (FBS) of the one part and

_____ (Name of Organisation)

_____ (Address of Organisation)

(hereinafter called "The Grantee") of the other part.

WHEREBY it is agreed as follows:

1. FBS hereby grants to the Grantee permission to use

(Description of School's premises)

at the times and upon the days specified in the Schedule hereto and for the purpose therein specified.

2. In consideration of the permission hereby granted the Grantee agrees

(a) To carry out the activities hereby authorised in a responsible and proper manner and in accordance with any directions given by FBS from time to time.

(b) To abide by FBS' policies and procedures.

(c) To adhere to the FBS' Health and Safety regulations ensuring supervision and first aid requirements are met. This will include presence of trained first aiders where applicable.

(d) To make good any damage caused to the School's property or that

of its servants and agents arising out of or as a result of this Agreement.

(e) To indemnify the School and its servants and agents against:

- (i) any loss or damage to the property of the School
- (ii) all actions proceeding costs and demands for personal injury (including injury resulting in death) or for damage to or loss of property which may be made against the School or any servants or agents of the School arising out of or in connection with anything done, permitted or omitted by the Grantee in or upon the School's property the subject of this Agreement in exercise or purported exercise of the right hereby granted.

3. It is hereby further agreed that the School may similarly determine this agreement at any time.

THE SCHEDULE before referred to

Description of Premises and Facilities

Day or Days and Times

Activity Authorised

SIGNED _____(Headmaster/Office Manager)

SIGNED _____(on behalf of The Grantee)

PRINT NAME _____



The Fulham Boys School

Use of School Premises and Facilities Permit

Body/Club:

Applicant/Person Responsible:

Premises/Facilities Used:

Day/s of the Week Used:**Times From:****To:**

Date From:**To:**

Signed: **Date:**

(Headmaster/Office Manager)