

SOUTH EASTERN EDUCATION AND LIBRARY BOARD

USE OF FACILITIES – APPLICATION

NB: Application for School Meals Facilities should be made separately to:- Catering Services Manager

PART A

NAME OF PREMISES WHERE FACILITIES ARE REQUIRED _____

NAME & ADDRESS OF APPLICANT ie name & address of
of organisation _____

CONTACT NUMBERS ie home, business & mobile _____

NAME & ADDRESS FOR INVOICE ie person/company responsible
for making payments _____

CONTACT NUMBERS ie home, business & mobile _____

FACILITY REQ: _____ PURPOSE OF USE: _____

EQUIPMENT: _____ HEAT REQ: YES/NO

PERIOD OF USE: _____ to _____ [inclusive] NO OF DAYS: _____ DAY: _____

TIME/DURATION _____ to _____ FREQUENCY: _____ APPROX NO IN GROUP _____

REQUIRED: INVOICE JOURNAL TRANSFER [Tick as appropriate]

PART B

SCHOOL USE ONLY	CHARGE FOR FACILITY	ADDITIONAL INFORMATION
Total no of Hours _____	x Rate per Hour _____ Hours = £ _____	_____
=Hire of Equipment at £ _____	for _____ Hours = £ _____	_____
+Charge for Caretaker £ _____	for _____ Hours = £ _____	_____
	NETT COST = £ _____	_____
	[NO OF USES _____] VAT = £ _____	_____
	TOTAL COSTS= £ _____	_____
CODING / / /		INVOICE NO:

PART C

REGULATIONS FOR THE USE OF PREMISES

- 1 The Use of Premises Form must be completed and signed by the person responsible for making the payments in relation to this agreement. The Board must be notified if there is a change in this position.
- 2 Alcohol must not be sold or consumed on the school premises.
- 3 All requirements are stated on the application and confirmation forms as no other educational facilities and services, other than those specified in the agreement, may be used, or entered.
- 4 A new application is made in respect of educational facilities and services if operating on a seasonal basis as there is an automatic lapse on 30 June.
- 5 The use of education facilities and services takes place on the day and at the appointed time stipulated on the application and confirmation forms. Premises must be completely vacated 15 minutes after the agreed time.
- 6 The person[s] named as responsible for the group in the application and confirmation forms accepts responsibility for the conduct and supervision of the group involved.
- 7 All irregularities, damage and loss relating to the use of educational facilities and services are reported to the Principal or the designated person within 24 hours of the occurrence.
- 8 Any cancellation of booking is notified to the Board of Governors, Principal or other designated person as soon as possible and in any case not later than 3 days before the date of use.
- 9 Payment of invoices must be made directly to the Area Boards Cash Office.

Please forward form to Cashiers Department, SEELB, Grahamsbridge Road, Dundonald, BELFAST, BT16 2HS and if you have any queries regarding the above please contact Boards Cashier on 028 90 566298.

APPLICANT

I have read the Regulations for Use of Premises and agreed to abide by same. I understand that as the named individual or company I will be liable for any outstanding payments owed by the Applicant in respect of this agreement if the Applicant does not discharge same..

<i>Please sign</i>	_____	_____	_____
	NAME	POSITION	DATE

<i>Please Print</i>	_____	_____	_____	_____
	Name	1st Name	Address	Contact No

SCHOOL

_____	_____	_____
NAME	DESIGNATION	DATE