

SCHOOL LET APPLICATION FORM

PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITALS

Complete a separate form for each establishment requested

SECTION 1: Group Details

Full name of group	
Purpose of group	
Type of Organisation, i.e. voluntary/community/ commercial/youth group/other	
Purpose of let	
Other West Lothian Council establishment(s) used by group	

SECTION 2: Applicant Details (Please note applicants must be aged 18 years or over)

Full name and Address of person making application and responsible for payment	
Surname	Forename(s)
Address including Postcode	
Home Tel. Number	Mobile Tel. Number
e-mail address	
Name of Supervisor in charge of activity if different from let holder (Please note supervisors must be aged 18 years or over)	
Qualifications of supervisor relating to activity	

SECTION 3: Group Details relating to this application (i.e. number of people expected to attend)

Expected Numbers	Male		Female		Total	
Age Groups	Under 18		Over 18		Total	

Fee charged Nightly £ Weekly £ Membership Fee £ Annual Fee £

SECTION 4: Accommodation Details

Name of establishment required					
Accommodation requested (please tick)	Gymnasium <input type="checkbox"/>	Dining Hall <input type="checkbox"/>	GP Room <input type="checkbox"/>	Classroom <input type="checkbox"/>	
	Pitch <input type="checkbox"/>	Changing Facilities <input type="checkbox"/>	Floodlights <input type="checkbox"/>		
	Assembly Hall* <input type="checkbox"/>	Games Hall* <input type="checkbox"/>	Swimming Pool* <input type="checkbox"/>		
(*please note that there is no recognised Assembly Hall, Games Hall or Swimming Pool in primary schools)					
*Other - please give details					
Frequency of let - please tick	One-off <input type="checkbox"/>	Daily <input type="checkbox"/>	Weekly <input type="checkbox"/>	Fortnightly <input type="checkbox"/>	Monthly <input type="checkbox"/>
Date(s)/Times requested (Note – Part hours will be charged at full hourly rate)	Day	Start Date	Finish Date	Start Time	Finish Time

Do you require this let during school holidays? (tick all required) September ☐ October ☐ Christmas ☐

(If not ticked, exempt dates will be entered on your confirmation)

February ☐

Easter ☐

May ☐

Summer ☐

SECTION 5: Declaration

Before signing the declaration, please ensure that you have read and understood the conditions of let.

It is a condition of this let that you:

Please tick to confirm

1. Are in possession of current public liability insurance..... ☐
2. Are in possession of relevant, up to date qualifications relating to your let activity..... ☐
3. Are in possession of relevant copyright licences for your activity under the Copyright, Designs and Patents Act 1988..... ☐
4. Are in possession of relevant licences under The Children (Performances) Regulations 1968..... ☐
5. You comply with the Protection of Vulnerable Groups (Scotland) Act 2007 (if applicable)..... ☐
6. You have the relevant PAT testing certificates in place for electrical equipment..... ☐
7. You have carried out appropriate risk assessments..... ☐
8. You are registered with the Care Inspectorate for lets relating to child care activities (if applicable)..... ☐
9. For the appropriate payment charges, you are confirming that you are a:
 - a voluntary group ☐
 - b community group ☐
 - c commercial group ☐
 - d youth group ☐
 - e Other, please specify _____
10. You have read and agree to abide by the full terms and conditions of let..... ☐

I understand that West Lothian Council may require to see written proof of any of the above documentation at any time.

I declare the foregoing to be a true and accurate statement and accept responsibility for payment of all charges, including damage to property as the result of occupancy of premises. I understand that failure to disclose any relevant information may lead to the let being cancelled or altered and additional charges may be made.

It is a requirement that all cancellations must be notified in writing to the Education Customer Services, West Lothian Civic Centre, Howden South Road, Livingston, EH54 6FF (e-mail: EducationCustomerServices@westlothian.gov.uk) at least 2 working days prior to the let taking place. Failure to comply with this condition will result in the full cost of the let being levied.

Signature of Applicant: _____

Position held: _____

Date: _____

Completed forms should be returned to Education Customer Services at the above address.

Please note that incomplete forms will be returned to you resulting in a delay of your accommodation being booked.

Confirmation of let must be received from Education Customer Services prior to the commencement of let.

West Lothian Council is under an obligation to manage public funds properly. Accordingly information that you provide will be used to ensure all sums due to West Lothian Council are paid timeously, e.g. by identifying persons who are non-payers of Council Tax and to improve uptake of Benefits. The information may also be used to prevent and detect fraud. It is also possible that this information may be shared for the same purposes with Public Bodies, including local authorities or other organisations, which handle Public Funds.