



SS JOHN FISHER & THOMAS MORE RC HIGH SCHOOL
APPLICATION FOR USE OF SCHOOL FACILITIES

Ss John Fisher & Thomas More RC High School operates a policy of commitment to safeguarding and promoting the welfare of children.

1 Name of hirer: _____

Affiliated Club

Private Organisation

Address: _____

Telephone: _____

E-Mail: _____

2 Name and address of person to be billed if different from question 1:

3 Name and address of club Covid-19 officer:

4 Details of premises required:

SPORTS HALL

3G PITCH Full

3G Pitch Half

DRAMA STUDIO

OTHER (*Please specify*)

Date(s) and Time slots(s) required:

5.45pm – 6.45pm

7.00pm – 8.00pm

8.15pm – 9.00pm

****All school facilities will be closed from Friday 18th December 2020 until Monday 4th January 2021****

5 Purpose for which premises are required:

Juniors (under 16)

Adults

6 If the letting is of a commercial nature, please supply details:

(a) Will the general public be admitted? YES / NO *(delete as appropriate)*

(c) Approximate number of people attending: _____

I have read and fully understand the school Covid-19 risk assessment

Signed: _____ Date: _____

SCHOOL USE ONLY

1. This application for the use of school premises is acceptable to the Headteacher and Governing Body:

YES	NO
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(delete as appropriate)

2. The Governing Body has agreed that this will be:

a) A free letting

YES	NO
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(delete as appropriate)

b) A chargeable letting at a cost of £ per hour/session (plus VAT where applicable)

3. Lettings income will be collected by the school:

At start of booking and to include first month	
Monthly Invoice	
At end of booking	

4. Evidence of appropriate insurance cover has been obtained

YES	NO
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Appropriate checks in place:

Site availability

YES	NO
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Diary availability

YES	NO
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Recommended for approval by Headteacher

YES	NO
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Signed: _____

Ms Erica Brindle, Ss John Fisher & Thomas More RC High School

Date: _____

