

SCHOOL LET APPLICATION FORM

PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITALS

IMPORTANT INFORMATION – PLEASE ENSURE YOU HAVE READ, UNDERSTAND AND AGREE TO THE TERMS AND CONDITIONS OF LET AND THE GENERAL AND SPECIFIC PRIVACY NOTICE ON HOW WE COLLECT, USE, SHARE AND STORE YOUR PERSONAL INFORMATION

Complete a separate form for each establishment requested

Appendix B should be completed for Swimming Pool Bookings

The attached form “PROTECTION OF VULNERABLE GROUPS” should be completed if you provide organised and supervised activities for children less than 18 years of age and/or protected adults.

SECTION 1 Group Details

| | | | |
|---|---------------|--|--|
| Full name of group | | | |
| Purpose of group | | | |
| Geographic area covered by group | | | |
| Type of Organisation, i.e. voluntary/community, commercial, other | | | |
| Purpose of Let | | | |
| Other lets currently held by group | Establishment | | |
| | Accommodation | | |
| | Dates | | |
| Internal bookings please add charge code | | | |

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 (include flat no) | | | |
| Post Code | | | |
| Home Tel. Number | Business Tel. Number | | |
| E-mail address | Mobile Tel. Number | | |
| 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 Membership Details relating to this application (i.e. number of people expected to attend)

Numbers Attending: Under 18 _____ 18- 60 _____ Over 60 _____ Total attending _____

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

Section 4 Accommodation Details

| | | | | | | | | |
|---------------------------------|---------------|--|---------------|--|------------|--|--|--|
| Name of establishment required: | | | | | | | | |
| Accommodation requested: | Assembly Hall | | G P Room | | Classroom | | | |
| | Gymnasium | | Dining Hall | | Games Hall | | | |
| | Pitch | | Swimming Pool | | *Other | | | |
| *Please give details: | | | | | | | | |

Do you require changing rooms if available? Yes/No
 Do you require the use of the school kitchen? Yes/No

Frequency of let - please specify: One-Off Daily Weekly* Fortnightly
 *Please specify Number of Lets per week

| | | | | |
|--|-----------------------------|--------------------|-------------------|--------------------|
| Date(s)/Times requested: | Start Day & Date | Finish Date | Start Time | Finish Time |
| | | | | |
| Note - Part hours will be charged at full hourly rate. | | | | |

Do you require this let during school holidays? Yes/No

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 (Performance and Activities) (Scotland) Regulations 2014
- 5. You have completed and attached the Protection of Vulnerable Groups form (if required)
- 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
- 9. You have completed Appendix B for swimming pool bookings (if required)
- 10. You have proof of community status (if applicable)
- 11. For the appropriate payment charges, you are confirming that you are a
 - a. community group
 - b. commercial group
 - c. other
- 12. You have read and agree to abide by the full terms and conditions of let and confirm you have been provided with the privacy notice on how we collect, use, share and store personal information

I understand that Glasgow City Council/Glasgow Life 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 all activities must be organised in accordance with Glasgow City Council/Glasgow Life’s policy and 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 emailed to the School Letting Section (e-mail: schoolletting@glasgowlife.org.uk) at least 3 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 emailed to the School Letting Section at the above email address 10 working days prior to the date(s) requested. Please adhere to this timescale at all times to ensure you have the best opportunity of being able to book the accommodation you require. Please be aware that at peak periods (March/April and August/September) this timescale may be longer.

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

Written confirmation of let must be received from the School Letting Section prior to the commencement of let.

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| | | | | | | | | |
|-------------------------|-----|--|---|--|------------|--|------|--|
| Charge category of let: | Std | | C | | Commercial | | Rech | |
|-------------------------|-----|--|---|--|------------|--|------|--|

Protection of Vulnerable Groups

| Protection of Vulnerable Groups (Scotland) Act 2007 (the PVG Scheme) | | |
|--|------------|-----------|
| | Yes | No |
| Do you provide organised and supervised activities for children less than 18 years of age and/or protected adults? | | |
| If yes, please answer the following: | | |
| Do you know about the PVG Scheme and are you fully aware of the implications for your organisation? | | |
| Do you know that anyone you recruit to do 'regulated work' (whether paid or unpaid) must not be barred from work with children and/or protected adults? | | |
| It is an offence to use someone in a regulated work position if they are barred. You should therefore ensure they are PVG Scheme members | | |
| Are you registered with CRBS, Disclosure Scotland or with a recognised umbrella body? | | |
| Are people recruited by you into a regulated work position (paid or unpaid) since 28 February 2011 PVG Scheme members? | | |
| Does your group have a Child Protection Policy and/or Protecting Vulnerable Adults policy which incorporates a code of conduct and procedures for responding to concerns? | | |
| Have your leaders had child protection training? | | |
| Does your organisation take all reasonable steps to make sure that children, young people, vulnerable adults and those who work and support them are kept safe during the organisation's activities? | | |

| | |
|--|--------------|
| I confirm that, under the Protection of Vulnerable Groups (Scotland) Act 2007 (the PVG Scheme), I am not barred and to the best of my knowledge anyone working with my organisation (including in a voluntary capacity) is not barred from regulated work with children or protected adults, nor am I or anyone working with my organisation under consideration for listing. | |
| Please tick if you hold a Statement of Scheme Membership under the PVG Scheme (NB you do not have to supply this) | |
| Signed: | Date: |
| Organisation | |

| | |
|----------------------------|--|
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| PVG Compliant | |

IMPORTANT: Please ensure you have been provided with our ([general privacy notice](#)) for collecting personal information. You can also see our ([privacy statement](#)) on our website for further details on how we collect, use, share and store personal information.

Specific processing purposes and legal basis, etc: School Letting



(controller) who we are:

Glasgow Life, the operating name of Culture and Sport Glasgow, is the controller of personal information collected by us that is necessary for our processing purposes. See [contact us](#) for details of our data protection officer.



Specific (purposes) why do we need your personal information and what do we do with it?

You are giving us your personal information to allow us to provide you with the hire of a Glasgow City Council school venue and the subsequent invoicing for the hire. We also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records.



Specific (sharing) who do we share your information with?

Specifically we share your information with Glasgow City Council and Arms-Length External Organisations of Glasgow City Council.

In order to provide the school letting services to you, we need to appoint other organisations as **processors** to provide the systems we use. We select these organisations carefully and put measures in place to make sure that they are not allowed to do anything with your personal information. The facilities management company (Amey/3Ed) that supplies a janitorial service for the Glasgow secondary schools is provided with limited information about bookings to manage the let and allow access.



Specific (legal basis) for using your information:

Processing your personal information is necessary for the performance of a contract or to take steps to enter into a contract with you.

Processing is also necessary for compliance with legal obligations to which Glasgow Life and/or you are subject, such as Health and Safety, Protection of Vulnerable Groups and other applicable laws as set out in the conditions of let. The processing is necessary for reasons of substantial public interest and is authorised in terms of the Data Protection Act 2018.

If you do not provide us with the information we have asked for then we will not be able to provide this service to you.

You can see a summary of how **your rights** are implemented for each **legal basis** used at:

www.glasgowlife.org.uk/privacy-rights



(more information):

You can find more details for school letting at:

www.glasgowvenuehire.org.uk and more information about how we handle your personal information at: www.glasgowlife.org.uk/privacy. If you need help in another format e.g. large print, braille or audio, please ask a member of staff, contact us or visit:

www.glasgowlife.org.uk/accessibility



(contact us):

You can contact our data protection officer about any data protection matter by post at this address: c/o Data Protection, GCC, City Chambers, George Square, Glasgow G2 1DU, United Kingdom; by email at: dataprotection@glasgow.gov.uk; and by telephone on: 0141 287 1055.