



## SCHOOL FACILITIES HIRE REQUEST FORM 2023-24

**PLEASE RETURN TO:**  
The Deputy Rector  
Dollar Academy, Dollar, FK14 7DU Tel:  
01259 742511  
OR email FAO Deputy Rector: [lettings@dollaracademy.org.uk](mailto:lettings@dollaracademy.org.uk)

Please tick the appropriate box:

ASSEMBLY HALL	<input type="checkbox"/>	GAMES HALL	<input type="checkbox"/>	PREP SCHOOL	<input type="checkbox"/>
AUDITORIUM	<input type="checkbox"/>	GROUNDS	<input type="checkbox"/>	SWIMMING POOL	<input type="checkbox"/>
CAPTAIN'S ROOM	<input type="checkbox"/>	MAGUIRE GYM	<input type="checkbox"/>	TEACHING ROOM(S)	<input type="checkbox"/>
DINING HALL	<input type="checkbox"/>	LIBRARY	<input type="checkbox"/>	TECHNOLOGY	<input type="checkbox"/>

OTHER \_\_\_\_\_

### PLEASE SEE OVER FOR TERMS AND CONDITIONS OF HIRE

First Date of Let: _____	Last Date of Let: _____
Other Dates Required: _____	
Regular Days: Mon/Tues/Wed/Thurs/Fri/Sat/Sun Time Required From: _____ To: _____ (Please circle)	
Purpose of Hire: _____	Total No of Lets: _____
Additional Facilities Required: _____	
Name of Organisation: _____	
Contact Name: _____	Tel: _____
(Block Capitals, please)	
Invoice Address: _____	
_____	Postcode: _____
Email address: _____	
Signature: _____	Date: _____

#### Office Use Only

Rate/Hour: \_\_\_\_\_ Total Value of Inv: \_\_\_\_\_ Inv No: \_\_\_\_\_ Rate/Let: \_\_\_\_\_

Diary/Acknowledgement: \_\_\_\_\_ Date Acknowledged: \_\_\_\_\_

Relevant Departments Notified: \_\_\_\_\_ Date: \_\_\_\_\_

Let Approved by Deputy Rector: \_\_\_\_\_

## **TERMS & CONDITIONS**

1. The person signing this form ("Contact Name") accepts the following conditions on behalf of all users of the facilities during the course of the let.
2. Arrangements for access should be made with Kirsty Molnar, Events and Lettings Co-ordinator, [lettings@dollaracademy.org.uk](mailto:lettings@dollaracademy.org.uk), during office hours. A £20 refundable deposit will be returned when the access swipe card is returned. An additional deposit may be requested depending on the nature of the let.
3. Letting fees are to be paid to Dollar Academy on receipt of the invoice. It is the responsibility of the hirer to verify that the correct number of lets are invoiced.
4. Damage to property/buildings or loss of equipment/facilities will be made good at the expense of the hirer. Dollar Academy reserves the right to terminate the let at any point for reasons of unsuitable or unsociable behavior or vandalism.
5. **SWIMMING POOL**  
Any items brought in for use must be checked and agreed for use with Manager and taken away at the end of the let. No items belonging to third parties may be used unless agreed between clubs and groups in writing.
6. Appropriate Liability Insurance must be in place, and trained/qualified supervisors must be on site where appropriate.
7. The hirer is responsible for ensuring that doors and windows are left secure on departure, lights are extinguished, and that equipment and rubbish are appropriately dealt with and correctly recycled.
8. Non-marking footwear must be worn in the Games Hall. No outdoor shoes should be worn on any part of the Swimming Pool surround.
9. Hirers must be aware of current fire regulations (Fire Warden/Stewards required for public events) and action to be taken in the event of an emergency evacuation.
10. Fire and Emergency Evacuation procedure will be shared when access arrangements are made.
11. Hirers' vehicles must be parked appropriately and carefully. Swimming Pool/Dining Hall hirers should use the designated car park to the south of the building. The speed limit within the campus is 10 m.p.h.
12. If alcohol is to be sold at any event, an *Occasional Licence* **must** be obtained from Clackmannanshire Council and a copy of the licence sent to [lettings@dollaracademy.org.uk](mailto:lettings@dollaracademy.org.uk) before the event.

The Governors of Dollar Academy Trust is a charity registered in Scotland, No. SC009888

April 2023