



## 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: \_\_\_\_\_

Event Director: \_\_\_\_\_ Tel: \_\_\_\_\_  
(Block Capitals, please)

Invoice Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Email address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## DOLLAR ACADEMY FACILITY HIRE

### TERMS & CONDITIONS

1. The person making the booking ("Event Director/Contact Name") accepts the following conditions on behalf of all users of the facilities during the letting period.
2. Arrangements for access should be made with Kirsty Molnar, External 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 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. Appropriate Public Liability Insurance must be in place and trained/qualified supervisors must be on site where appropriate. Dollar Academy may request a copy of the PL Insurance document prior to accepting the booking.
6. Depending on the nature of the event, Dollar Academy may ask you to provide a copy of the event Risk Assessment.
7. If participants are U18, the Safeguarding document must be returned before the start of the let.
8. 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.
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. Fire and Emergency Evacuation procedures will be shared when access arrangements are made.
10. Hirers' vehicles must be parked appropriately and access to campus may be limited for safety reasons. 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.
11. The hiring group should not stray beyond the hired facility, should not engage with other groups/individuals on campus and should follow the most direct route to and from the hired facility.
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.
13. Non-marking footwear must be worn in the Games Hall.
14. **SWIMMING POOL**  
Any items brought in for use must be checked and agreed for use with Pool 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. No outdoor shoes should be worn on any part of the Swimming Pool surround.