



**Isle of Man**  
Government  
*Reilrys Ellan Vannin*

**Department of Education, Sport and Culture**  
*Rheynn Ynsee, Spoyrt as Cultoor*

**2023/24 Academic Year –  
Primary School & Youth Centre  
Short Term Lettings Application Form**

**All requests must be received at least 5 working days before the date required**

Full Name of person applying .....

Address .....

..... Post Code ..... Tel No .....

Day time Tel No ..... Email Address .....

School required ..... Facility .....  
(E.g. Sports Hall, Gym, Field etc.)

**Date Required:**

1 ..... From .....am/pm To ..... am/pm

**Please note: Setting up and clearing up times must be included within the hire times stated above**

Type of Event: .....

Number of adults ..... Number of Children .....

Please note that there is a minimum hire time of 1.5 hours in all Primary Schools/Youth Clubs. Please see lettings charges sheet for exact details or contact 685808 email [Lettings.desc@gov.im](mailto:Lettings.desc@gov.im)

**Please forward cheque made payable to the Isle of Man Government with your application form.** If the date(s) you have requested are unavailable your cheque will be returned with a covering letter advising that the facilities are unavailable. For other forms of payment please contact Lettings as above.

**GDPR Information:**

Legal basis	Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract
Shared with	Relevant school including the Caretaker responsible for the letting
Retention period	Current year
Privacy notice	<a href="https://www.gov.im/about-the-government/departments/education-sport-and-culture/privacy-notice/#accordion">https://www.gov.im/about-the-government/departments/education-sport-and-culture/privacy-notice/#accordion</a>

**I ..... (NAME IN BLOCK CAPITALS)  
agree to take responsibility for the members of my group and their adherence to the regulations. By completing and signing this application form, I am confirming that I have read and understood the Terms and Conditions for Hiring Department Premises.**

.....  
**Signature** ..... **Date** .....

**Please read full Terms and Conditions of hiring Department premises enclosed with this application form**