



**Isle of Man
Government**
Reillys Ellan Vannin

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

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

SECTIONS MARKED * MUST BE COMPLETED OR YOUR APPLICATION FORM WILL BE RETURNED

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

- * Organisation/Group
- * Name & Address of person applying
- *Post Code *Tel. No
- *Day time Tel No. Email Address
- Position held in Organisation/Group
- * Is this group a voluntary or commercially (delete as applicable) run organisation?
- * School required * Facility
(E.g. Sports Hall, Assembly Hall etc.)
- * Type of Event

* Term required (please tick)	*Required Days and Hours
Autumn term (06/09/23 – 22/12/23) <input type="checkbox"/>	Day/s required.....
Date to start.....	From.....am/pm To..... am/pm
Spring term (08/01/24 – 28/03/24) <input type="checkbox"/>	Day/s required.....
Date to start.....	From.....am/pm To..... am/pm
Summer term (15/04/24 – 23/07/24) <input type="checkbox"/>	Day/s required.....
Date to start.....	From.....am/pm To..... am/pm

Please remember that setting up and clearing up times must be included in the times requested on your application. All bookings will be booked as **Term Time Only** unless previously agreed that holidays can be used. Bank/Public holidays are not available for hire.

Discounts are available for voluntary/non-commercial groups involving children in full time education. If you wish to apply for a discount, please state the number of children in full time education below. For scouts/brownies/guides: adult membership should be left blank.

*Present Club/Association Membership Adults Children (in full-time education)

*** Copy of Groups Insurance Documentation must be enclosed with Application**

*** Coaches Registration Certificate must be enclosed with Application**

DATA PROCESSING

It is necessary to process your information as part of this contract and this will only be done in accordance with the Data Protection (Application of GDPR) Order 2018 and associated legislation. Dates of bookings will be shared with staff at the facility that you are hiring.

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	https://www.gov.im/about-the-government/departments/education-sport-and-culture/privacy-notice/#accordion

***I (NAME IN BLOCK CAPITALS)**
Confirm that I have read and understood the Terms and Conditions for Hiring Department Premises and accept the current charges. I agree to take responsibility for the members of my organisation and to adhere to the regulations. I understand that failure to do so may result in future bookings being withdrawn.

.....
Signature

.....
Date

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