

PRESTWICK COMMUNITY ASSOCIATION

'Something for Everyone'

25 Caervalerock Road, Prestwick, KA9 1HP

APPLICATION FOR ROOM LET

Information Privacy: *It is our responsibility to keep your information safe. We will only collect the minimum amount of information we need to process your application. We will not share your information with any third party.*

Your Name: _____ Group Name: _____

Your Address: _____

Post Code: _____ Telephone No.: _____

Your Email Address: _____ (for general communication)

Treasurer's Email: _____ (for monthly invoicing)

GROUP DETAILS

Is your group a Community Group ? ☐ Is your Group a Commerical Group ? ☐

Age / Number of attendees: 0 – 16yrs _____ 16 – 60 yrs _____ 60+yrs _____

Frequency of your Let: Weekly ☐ Fortnightly ☐ Monthly ☐

Start Date: _____ End Date (if known): _____

	✓	Start Time	End Time	Activity Type	Numbers
Room 1					
Room 2					
Room 1 +2					
Room 5					
Room 6					
Main Hall					
Room 9					
Room 10					
Room 11					
Room 12					

Please list any furniture required (number): Chairs: _____ Tables: _____

You have 15 minutes free before and after your let to allow for setting up and clearing up.

Please ensure the room is left tidy and rubbish is removed safely.

Groups with members under the age of 18 **MUST** have a Children's Protection Policy.

All people with access to children must have a Protection of Vulnerable Groups disclosure check.

Signed: _____ Date: _____

By signing, you are agreeing to the terms and conditions of Prestwick Community Centre.