

PRESTWICK COMMUNITY ASSOCIATION

Something for Everyone

25 Caerlaverock Road, Prestwick, KA9 1HP

Application for Room Let

Privacy Statement, how your personal information will be used:

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 a third party.

Your Name: _____ Group Name: _____

Address: _____

Post Code: _____ Tel: _____

email address: _____

This email will be used for general communication purposes e.g. news updates.

Treasurer's email: _____

This email will be used for monthly invoicing purposes.

Group Details (Please complete this section:

Is your group a Community Group?

Is your group a Commercial Group? (Please tick where applicable)

Age group no. of attendees: 0 – 16yrs _____ 16 – 60yrs _____ 60+yrs _____

Let Required (tick where applicable)

Frequency of Let: Weekly _____ Fortnightly _____ Monthly _____ (Tick requirement)

Start Date: _____ Finish Date (if known) _____

	Select Room	Start Time	Finish Time	Activity Type	Max number
Room 1					
Room 2					
Cafeteria					
Room 5					
Room 6					
Main Hall					
Room 9					

Please state furniture required - Chairs: _____ Tables: _____

15 mins free access prior to start and 15 mins available free to tidy up after use.

Please ensure room is left tidy and any rubbish removed in a safe manner.

Groups with young people under 18 must have a Children's Protection Policy. All leaders, helpers etc. with access to children must have a Protection of Vulnerable Groups (PVG) disclosure check.

Signed: _____ Date: _____

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