

St John Fisher Catholic High School Lettings Request Form

Before filling out this request form, please familiarise yourself with our terms and conditions for the hire of our premises and our rates of hire, which you can find in sections 2 and 5 of this policy.

If you have any questions, please contact lettings@stjohnfisherschool.org.uk

Name of applicant/organisation and company number (where applicable)	
Applicant contact details	Address: Phone no: Email address:
Preferred method of contact	
Purpose/activity of organisation	
Part of the premises requesting to be hired	
Date and time of first hire	
Is this a recurring request, or one off? If recurring, indicate the frequency and number of occurrences (e.g. weekly, 10 weeks)	
Number of expected participants in the activity and age range	

Additional equipment you will require from the school (please note we may not always be able to provide this, but will inform you where this is/is not possible)	
Additional equipment you will be providing yourself	
Confirmation and details of the safeguarding and child protection arrangements you have in place	

By signing below, I agree to the terms and conditions set out in the school's premises hire policy.

Name: _____

Date: _____

Signature: _____

Please return this form via email to lettings@stjohnfisherschool.org.uk

We will be in touch to inform you if your application is successful, and if so, details of the full cost and documents that will need to be shared.