

Dominics Community Centre Room Booking Application Form

If you need assistance filling out this application contact a member of the administration team at Dominic's Community Centre

Group details

Name of Group: _____

Contact name please provide names of 3 contacts who are leaders in your group

Contact 1

Name: _____

Contact phone: _____

Email address: _____

Contact 2

Name: _____

Contact phone: _____

Email address _____

Contact 3

Name: _____

Contact phone: _____

Email address: _____

Main Contact address for the group: _____

Insurance Details

Name of insurance Company: _____

Policy number: _____

Expiry Date: _____

A copy of your insurance certificate must accompany this application as well as a letter from your insurer indemnifying Dominic's community centre

Are all your group leaders Garda Vetted? Yes No

Do all your leaders have child protection training ? Yes No

Booking information

Type of Group:

Non-profit Local Community Faith based group Community Information service

Workshops & rehearsal space Student group For Profit (Profit based group is any group or individual generating income from using the centre)

Number of people attending: _____

Type of function

Celebrating Diversity Skill Development Meeting Focus group

Other _____ (please specify)

What demographic will benefit from your function/booking: 10 -18 18-21 21+ over 55

Please circle dates on the calendar below that are required

Jan	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Feb	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	(29)		
Mar	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
April	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
May	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
June	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
July	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Aug	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Sept	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
Oct	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Nov	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Dec	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

Room 1 Room 2 Room 3 Room 4 Room 5

Day Monday Tuesday Wednesday Thursday Friday Saturday (*)

Start time: _____ Finish Time: _____

Number of Hours required: _____

Number of Weeks Required: _____

Start date: _____ Finish Date: _____

Equipment required

How many tables do you require _____ How many chairs do you require _____

Do you require a microphone Yes No , Do you require a PA system Yes No , Do you require a smart TV Yes No ,

Are Refreshments required Yes No , Administration requirements e.g. ...Photocopying, laminating, binding, etc.. Yes No

PLEASE FILL IN ALL SECTIONS OF THIS APPLICATION FORM INCLUDING SIGNATURE AND DATE

Note: This form is an application **NOT** a booking. Following a successful application, the booking will be confirmed

Office Use Only

RECEIVED BY: _____

Date Application received: _____

Copy of insurance received Yes No

Copy of letter indemnifying Dominic's Community Centre Yes No

Approved: Yes No Approved by: _____

Comments:

Terms & Conditions for Groups Booking Facilities at Dominic's Community Centre

1. All groups applying to use the facilities at Dominic's Community Centre must complete the official application form with the receptionist.
2. Before permission is granted to use the facilities, your application must be approved. You will be informed of this by phone and email.
3. Groups booking with the centre must have adequate public liability insurance cover and provide a copy to the centre and provide a letter from their insurance provider indemnifying Dominics Community Centre.
4. Payments for the hire of our facilities must be made in advance.
5. Group members must report to reception and sign in on arrival and sign out when leaving.
6. Children must be supervised at all times.
7. Items of equipment must be returned to the storage areas after use and any damage must be paid for by the offending group.
9. Management may terminate any booking if the group are found to be in breach of booking conditions.
10. Smoking is not permitted anywhere inside the gates of the centre.
11. If a group leader requires a storage press or room to be opened please ask at reception and a member of staff will do this for you.
12. It is the duty of group leaders to ensure the following:
 - a) That children in their group use equipment properly, with due care for their own safety and the safety of others.
 - b) Faults with equipment are reported immediately to staff.

13. If for whatever reason your group are unable to attend their designated booking slot the group leader must ring in advance to cancel, failure to cancel will result in the group being charged. It is the responsibility of the group leaders to inform their members of any cancellation not the centres.

14. If the contact details of the group leader change the centre must be informed.

15. You must enter and leave the room at the times given in your application. All groups are asked to tidy up a couple of minutes before the end of their finishing time to enable the next group to start on time.

16. All groups requesting administration from the centre for example photocopying will be charged 10cent per black and white photocopy and 20cent for colour photocopies. A fair usage system will be in place for local community groups using the centre that allows for their first 20 copies of black and white and 10 colour copies to be free in each calendar year. Management reserves the right to suspend the fair usage for community groups if groups abuse the system.

17. If there is cleaning or damage that needs attention please report to reception immediately where an appropriate member of the staff team will be designated to deal with the problem.

18. Parents/ Guardians collecting children must wait in the reception. They will not be allowed into rooms.

NB: The management cannot be held responsible for articles lost/stolen/mislaid or damaged on the premises or anywhere else on the site.

I have read the term and conditions and agree to abide by them.

Signed: _____ **Group Name:** _____ **Date:** _____