



**BOOKING APPLICATION FOR USE OF BALLYSPILLANE CFRC CLG
BY - NON-COMMUNITY GROUPS/AGENCIES/ASSOCIATIONS**

1. APPLICANT DETAILS:

Name of Association/ Agency/Group:.....
 Address: Tel No:
 Contact Name:..... Tel No: E mail:

2. FACILITIES REQUIRED:

Facilities / Rooms Required	Purpose/Activity	Date of Room Use:		Name of Person in Charge
		Start:	Finish:	
		Time of Room Use		
		Start:	Finish:	
Numbers Attending:	Room Set Up/ Requirements: [seating, overhead projector, flip chart			

3. INSURANCE DETAILS OF APPLICANT GROUP:

Name and address of Insurance Company:.....

Policy Number: Expiry Date of policy:

[All groups using the Centre must have their own Insurance policy, indemnifying Ballyspillane CFRC CLG. Please attach a copy of your current Insurance Cert, if not already submitted]

4. DECLARATION/AUTHORISATION SIGNED ON BEHALF OF APPLICANT:

I/We have read and agree to the terms and conditions applicable to the use of facilities as specified on the attached sheet.

Signed: Date:

5. APPROVAL OF APPLICATION:

The original Insurance Certificate has been checked and a copy retained.

A copy of the approved Application with a copy of the conditions applicable to the use of Ballyspillane CFRC CLG has been given to the applicant.

Signed: Date:
 Ballyspillane CFRC CLG. Centre Contact Tel No: 064-6635589



Reference Number

BC&FRC CLG. Centre Number 064-6635589

Applicants Authorisation Booking Form

Thank you for choosing to hire from Ballyspillane Family Resource Centre. Please find below a list detailing the facilities available to you on the day of your booking. Please indicate all requirements and return the complete form to Ballyspillane FRC CLG.

E-Mail: bookingballyspillanecfrc11@gmail.com

Facilities / Rooms Required		Purpose/Activity		Name of Group	
Dates:			Times:		
Numbers Attending:					
BCFRC CLG. Staff		Signed:		Date:	
Group Leader/Facilitator:		Signed:		Date:	

Note

- Facilitators / Leaders are responsible to oversee groups / classes while in the Centre.
- Facilitators / Leaders availing of Centre Facilities must inform group / class to comply with the Rules and Conditions of using Centre Facilities
- Ballyspillane CFRC CLG will not be held responsible for delays, postponements, or cancellations of any event due to unforeseen circumstances and technical difficulties beyond our control; therefore, charges incurred for the event may not be waived in the event of unforeseen circumstances which may affect lighting, power or access.
- Ballyspillane CFRC CLG will not be liable for any claims of compensation.
- Groups will be liable and responsible for any damages caused, and bear the costs of any repairs, replacement or repurchase of equipment or fixtures connected with their activities use.
- It is the responsibility of the Applicant Group to leave the rooms/facilities clean and tidy. Applicant groups must not remove any items belonging to Ballyspillane CFRC CLG from the rooms they have occupied. Goods left on the premises after departure by the user group, will be deemed to be abandoned, unless prior notice has been given. No responsibility for abandoned items will be accepted by Ballyspillane C.F.R.C. CLG.

IMPORTANT Note: Child Safeguarding Policies & Procedures

- It is the responsibility of Applicant Groups when using Ballyspillane CFRC Facilities to deliver a service to children and young people and / or vulnerable adults that:
- You are fully responsible for managing your own activities
- That you have adequate policies and procedures in place to ensure the safeguarding of children availing of your service when using Ballyspillane CFRC facilities
- That your group / lead facilitators / volunteers are aware of your Organisations Guiding Principles and Child Safeguarding Procedures.
- That you have informed parents / guardians of this agreement with your service and that there is a clear distinction between your Organisation and Ballyspillane CFRC.
- That you carry out a risk assessment of harm that may occur to the children availing of your service (if you are a provider of a relevant service under the Children First Act, 2015) when using Ballyspillane CFRC facilities.

Insurance Policy Number: _____ Expiry Date of policy: _____
[All groups using the Centre must have their own Insurance policy, indemnifying Ballyspillane C.F.R.C CLG. Please attach a copy of your current Insurance Cert, if not already submitted]

DECLARATION/AUTHORISATION SIGNED ON BEHALF OF APPLICANT:

I/We have read and agree to the terms of room booking Application Guidelines & Conditions applicable to the use of facilities as specified on the attached application Form.

Group Leader / Facilitator Signature: Date:

Room/s Required

Kitchen Facilities are not available due to the storage of supplies and distribution of food parcels

Multipurpose Room

Meeting Room

Presentation Equipment

The equipment below is included in your room hire booking for the Multipurpose *only*, standard equipment in all other rooms

(Please tick box to indicate which equipment you will require on the day)

Projector Screen

Flip Chart

White Board

Extra Charges

- Photocopying available **A4 Colour Photocopying @ 40c per sheet** and 60c per sheet double sided
- A4 Black & White 15c per sheet and **A3 Colour 80c per sheet** A3 Black and white 30 cent per sheet.



Specific Rules for Ballyspillane Community & Family Resource Centre CLG.

- 1. SMOKING IS NOT PERMITTED IN THE BUILDING.**
- 2. THE CONSUMPTION OF DRUGS AND ALCOHOL ARE NOT PERMITTED IN THE BUILDING.**
- 3. ANY IMPROPER, AGGRESSIVE, PHYSICAL, VERBAL, OR BULLYING BEHAVIOUR IS NOT PERMITTED BY ANY PERSON USING THE CENTRE.**
- 4. CHILDREN / YOUTH GROUPS / ADULT GROUPS, MUST BE PROPERLY SUPERVISED BY GROUP LEADERS AT ALL TIMES IN THE CENTRE.**
- 5. EXTERNAL GROUPS, WISHING TO USE THE COMMUNITY AND FAMILY RESOURCE CENTRE BUILDING MUST PROVIDE CURRENT PUBLIC LIABILITY INSURANCE INDEMNIFYING BALLYSPILLANE CFRC CLG.**
- 6. ROOMS MUST BE LEFT TIDY AND CLEAN, BY ALL GROUPS AFTER USE.**
- 7. GROUPS CONSUMING THEIR OWN FOOD AND DRINKS ON THE PREMISES MUST NOT DISPOSE OF THEIR WASTE IN THE CENTRE, WITHOUT THE PERMISSION OF THE CENTRE MANAGEMENT.**
- 8. ANY DAMAGES TO ITEMS, CAUSED BY USERS, MUST BE REPORTED TO THE CENTRE ADMINISTRATOR/ RECEPTION STAFF, AND REPLACED, WITH ITEMS OF THE SAME VALUE.**
- 9. PERSONS/KEYHOLDERS RESPONSIBLE FOR OPENING AND/OR CLOSING THE CENTRE MUST ENSURE THAT ALL PERSONNEL HAVE EXITED THE BUILDING, AND ALL DOORS, WINDOWS, AND EQUIPMENT ARE SECURE AND SAFEGUARDED, BEFORE ACTIVATION OF ALARM SYSTEM.**
- 10. KEYHOLDERS/LEADERS MUST REPORT IMMEDIATELY TO THE CENTRE ADMINISTRATOR, IF KEYS ARE LOST, STOLEN, DAMAGED OR MISPLACED, IN ORDER TO PREVENT THE SECURITY OF THE PREMISES BEING COMPROMISED.**

TERMS & CONDITIONS

For the use of Ballyspillane CFRC CLG Centre Facilities

1. A booking application must be completed by all groups using the Centre. A hiring agreement must also be completed by all non- community groups. Fees apply to the use of the facilities. Rates are subject to confirmation at the time of the booking
2. The hire of facilities is conditional upon all booking policy requirements being met. Failure of an Attendee group to meet any of these requirements could result in permission to use the facilities being withdrawn. Maximum Group numbers apply to size of rooms used, and activities engaged in.
3. The premises are to be used only for the purpose set out in the Booking Form and cannot be transferred to another group by the original applicant.
4. Applicants must inform the Centre Administrator where any Centre equipment faults has occurred, prior to or during use, and reported immediately.
5. Additional Charges may apply in addition for any abnormal cleaning costs.
6. It is the responsibility of the Applicant Group to leave the rooms/facilities clean and tidy. The Applicant must remove any items not belonging to Ballyspillane CFRC CLG from the rooms they have occupied. Goods left on the premises after departure by the user group, will be deemed to be abandoned, unless prior notice has been given. No responsibility for abandoned items will be accepted by Ballyspillane CFRC CLG
7. Actions of attendees must not unduly inconvenience other users or cause damage to equipment, walls, or fittings. Attendees not complying with this condition will be requested to vacate the Centre. Damage/replacement costs will be charged to and be payable by the Applicant.
8. Ballyspillane CFRC CLG will not be held responsible for delays, postponements, or cancellations of any event due to unforeseen circumstances and technical difficulties beyond our control; therefore, charges incurred for the event may not be waived in the event of unforeseen circumstances which may affect lighting, power, or access. Ballyspillane CFRC CLG will not be liable for any claims of compensation.
9. It's the responsibility of the Applicant to make Attendees familiar with the specific Centre rules & Fire Procedures and Safety Statement in practice at Ballyspillane CFRC CLG
10. Groups will be liable and responsible for any damages caused, and bear the costs of any repairs, replacement or repurchase of equipment or fixtures connected with their activities use.
11. Ballyspillane CFRC CLG retains the right to cancel any bookings made, if the situation arises on any day or week. Prior notice of such cancellations will be given to the Applicant.
12. Children are not allowed to participate or be present with adult groups using the Centre, unless by the specific authority of Ballyspillane CFRC CLG.

Room / Office Rental Price List

Multipurpose Room

€ 20.00 per hour
€ 50 - Morning Time: - 9.30am -12.30pm
€ 50 Afternoon Time: - 2 .00pm -5 .00pm

Private Meeting room

€ 15 per hour
€ 40 - Morning Time: - 9.30am -12.30pm
€ 40 Afternoon Time: - 2 .00pm -5 .00pm
€ 75 Full day (9.30am -5pm)

Saturday Room Rental

€25.00 per hour
€70 Morning Time: 9.30am-12.30pm
€70 Afternoon Time: 2.00pm-5.00pm

Upstairs Kitchen Facilities

€25 per hour Afternoon Time 2-30pm -5-00pm (SAV)

Room Numbers Capacity

Room Capacity numbers may change depending on changes to HSE /Covid-19 or Health & Safety Guidelines

Multipurpose Room

Adult Group Sessions 12 – 14
Youth Activity Programme 12 - 14
Information Evenings / Events 20 - 25
Summer Camps Once off Programmes

Computer Room

Computer IT Training 12 plus Tutor

Meeting Room

Meetings 4 – 6

Downstairs Kitchen Facilities 10 – 12

Important Information

If the programme needs to be downloaded, information re downloads must be sent to BCFRC and forwarded to Noel White Third party IT Technicians prior to any agreement or confirmation of booking as the centre may incur additional costs for IT Technician support.

Consideration of licensing laws copyright issues needs to be considered.

Only after consultation and receiving advice from IT Technician, the course will be allowed to go ahead.

Administration Rights

- **No participant is allowed administration rights** as it would create a security issue as it would allow the person access to all information stored on the office computers /data protection etc.
- IT Technician can set up User Accounts for participants for the duration of the course Ensuring Traceability and Responsibility
- User accounts are to be cancelled once course is finished
- IT Technician would need to be informed when course is finished to cancel accounts and uninstall any downloads form Laptops/ Computers

Responsibility of Training Organiser

- Ensure that the Training Organiser /Tutor/facilitator visits the centre to ensure the computer room and facilities are sufficient to their needs and requirements
- That Computer /Laptops & Software are sufficient for the training needs
- Give sufficient notice and information to BCFRC re course content as outlined above
- Liaise with BCFRC Third party IT Technician to ensure any issues are sorted

Further Note; These strict guidelines should not be an issue for KES Basic Computer courses and Fetac Level Three but always check just in case