

Mountview Fortlawn Community Campus Ltd

2014-15 BOOKING AGREEMENT FORM

CRITERIA FOR USE OF FACILITIES WITHIN MOUNTVIEW FORTLAWN COMMUNITY CAMPUS LTD

A group looking to hire any MFCC Ltd facilities must provide a service for the immediate Mountview residents. Preference will be given to voluntary groups with particular focus on young people and special interest groups catering to the people of the immediate Mountview area.

All groups must meet certain criteria when seeking to book any facilities within the Mountview Fortlawn Community Campus and must provide the following information:

Name of Group:				
Contact Person for Group:		Position in Group:		
Chairperson		Contact Phone No.		
Secretary		Contact Phone No.		
Treasurer		Contact Phone No.		
Contact Ph: No.				
Contact Email:				
Contact Address for Group:				
Description of Group, (activities etc.)				
Please tick which category best describes your group:	Local sports/youth group	Voluntary	Community	Commercial
If affiliated to other Group/Association, please give details.				
Insurance Details				
Are you currently using other facilities is yes please give details of where and the numbers approx:				

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Please tick which age bracket will be using the facilities from your group and give approx numbers in each.

0-4yrs	No.	4-7yrs	No.	8-11yrs	No.	12-15yrs	No.	16-18yrs	No.	18yrs+	No.
	_____		_____		_____		_____		_____		_____

Mountview Community Centre Facilities		Approx Numbers	YES	NO
Sports Hall				
Changing facilities				
1/3 Meeting Room (Capacity 15)				
2/3 Meeting Room (Capacity 30)				
Full Meeting Room (Capacity 45)				
All Weather Pitch (5- aside)				
Fortlawn Community Facility				
Main Hall (Capacity 40)				
Board Room (Capacity 15)				

Weekdays

Venue	Time	Monday	Tuesday	Wednesday	Thursday	Friday

Weekends

Venue	Time	Saturday	Sunday

ONCE OFF	BLOCK BOOKING	SEASONAL	ALL YEAR

Once of usage must be paid for before session commences

Number of Participants/members in group

Do you require seasonal use? _____

Please specify dates. _____

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Will your group be charging a participant fee for each individual in your group if so please tick appropriate and give details below:

Yes _____ Specify: _____

No _____ Specify: _____

PLEASE NOTE ALL SECTIONS OF THE ABOVE FORM MUST BE FILLED IN.

Agreed payment terms: Payments must be made within 14 days of receipt of invoice or immediately before or after pitch/room/hall hire if under pay & play terms.

1. Booking forms must be signed and returned before booking commences.
2. Application for the use/hire of the centre facilities must be submitted on the official application form.
3. The campus management will assess all applications and respond to them in writing. All bookings are subject to approval by the management and the management's decision in respect of same is final.
4. The campus facilities may be unavailable from time to time, for example for campus related activities, events or school use – groups will not be charged for any time not available to them as a result of such arrangements. Where already paid for, the value of the time lost will be deducted from the next payment due.
5. The Board of Directors reserves the right to review, change or cancel a booking with prior notice in writing.
6. Cheques must be made payable to Mountview Fortlawn Community Campus Ltd.
7. All payments to be sent to Mountview Fortlawn Community Campus Ltd for the attention of the Campus Manager. Mountview Youth & Community Centre, Lohunda Downs, Clonsilla, Dublin 15.
8. If agreed payment arrangements are not honoured, bookings may be terminated immediately. Non payment of rent will render this agreement null and void and will result in loss of access to the facility. Groups whose accounts are in arrears of more than 30 days will have their accounts suspended until payment of arrears is paid in full.
9. All pay and play customers are liable for full amount of payment before or immediately after their booking.
10. Refunds will not be available in respect of cancellations in respect of the current term or any cancellation unless two weeks notice, in writing is given.
11. In a case of a cancellation, the hirer must inform Mountview Youth & Community Centre on 01-8218665 or Fortlawn Community Facility on 01-6409065. In addition the course participants should be informed about the cancellation and re-scheduling of a session within 48 hours of the start of a booking. It is the hirer's duty to have adequate contact details of each participant on file. If a booking is not cancelled within 48 hours the individual/group will be liable for the full hire amount.
12. Rates of hire will be decided on a six-month basis by the Mountview Fortlawn Community Campus Ltd Board of Directors. The rates will be displayed in the Rental structure Chart which copies are available from reception in Mountview Youth & Community Centre.
13. Rules, policies and procedures of the centres, as laid down by the working group, the Board of Directors, or the management/staff must be abided by at all times. Unsupervised children are not permitted in or around Mountview Fortlawn Community Campus Ltd.
14. Mountview Fortlawn Community Campus Ltd has a strict no smoking policy (except in designated areas). A strict anti-alcohol & drugs policy for any centre users and visitors.
15. The hirer will ensure that a competent, qualified adult is in attendance to supervise the proper and safe usage of the campus facilities by members of their group.
16. The person responsible for supervising the group must, on entering any Campus buildings, sign in the group on the desk diary at the reception, indicating details of numbers and time of arrival and do the same procedure on vacating the premises.
17. Mountview Fortlawn Community Campus Ltd operates a strict footwear policy in order to protect the floor in the main sports hall and all weather pitch. Users must provide suitable floor covering where appropriate.

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18. All users of sports hall if playing football/futsal must use indoor ball or futsal ball which will be provided by the centre (No exceptions).
19. All groups/clubs using the facilities must provide at 2 week's notice in writing of cancellation of their booking.
20. Users agree to abide by any other terms and conditions as laid down from time to time.
21. Users accept that there may be other groups using the sports offering the same activity as you, possibility on the same day.
22. Users must vacate the hall/rooms promptly at the end of their allotted time to facilitate others.
23. Mountview Fortlawn Community Campus Ltd does not accept any responsibility for any equipment left on the premises. It must be noted that user groups must not leave equipment on the premises without prior permission.
24. Users are advised not to do any promotion or advertising until they have received written confirmation of their booking from the manager or board of management.
25. Groups and users of changing rooms are responsible for the general tidiness of the changing rooms they use. Group leaders are expected to make sure that all changing rooms are clean and tidy after use. Failure to comply can result in a temporary suspension or permanent loss of changing room facilities being provided at the discretion of the campus manager and/or the board of directors.
26. Groups and users of the all weather pitch are bound by the Mountview Fortlawn Community Campus Ltd All Weather Pitch footwear policy. Moulded boots, blades or suitable all weather footwear are permitted. Under no circumstances are metal studs or metal blades allowed on the all weather pitch.
27. Storage of equipment by groups is not allowed unless agreed with the Campus Manager. MFCC Ltd will not take any responsibility for any loss or damage to equipment stored on the campus buildings or grounds.

Print Name: _____

Signed : _____

Date: _____