

COMMERCIAL ACTIVITIES – APPLICATION FOR SEASONAL COMMUNITY USE SPORTS FACILITIES 2018/2019



Applications and supporting documentation must be handed in to the Gibraltar Sports and Leisure Authority, Bayside Sports Complex, Bayside Road, Gibraltar during office hours: Monday to Friday 9am to 3.30pm by **NOON on WEDNESDAY 25TH JULY 2018**

Tel. 20078409, Fax. 20042749 – Email. info@gsla.gi

Name of Organisation: _____

Activity Undertaken: _____

Contact Name: _____

Address: _____

Contact Tel No: _____

Email address: _____

Do you have any U18's attending your classes? **YES/NO**
(please delete accordingly)

Taxpayer Ref No: _____

Business Registration No: _____
(Dept of Employment)

SUPPORTING DOCUMENTATION REQUIRED TO BE SUBMITTED WITH THIS FORM
1. COPY OF BUSINESS REGISTRATION CERTIFICATE (ALL APPLICANTS)
2. POLICE VETTING FORM (IF ANYONE UNDER THE AGE OF 18 YEARS ATTENDS YOUR CLASSES)
3. PROOF OF ATTENDANCE AT A SAFEGUARDING WORKSHOP (IF ANYONE UNDER THE AGE OF 18 YEARS ATTENDS YOUR CLASSES)
4. A COPY OF YOUR SAFEGUARDING POLICY (IF ANYONE UNDER THE AGE OF 18 YEARS ATTENDS YOUR CLASSES)

PREVIOUS YEAR'S ALLOCATION (IF ANY)		
LOCATION	DAY	TIME
ALLOCATIONS REQUIRED FOR CURRENT SEASON		
<i>PLEASE NOTE:</i> Payment is to be made in advance on a monthly basis and no later than the 27th. Failure to do so will result in removal of access to allocation.		

PLEASE SIGN OVERLEAF ONCE YOU HAVE READ THE TERMS AND CONDITIONS.

FOR OFFICE USE ONLY

Date Received: _____

Receipt No. _____

Police Vetting Form received

Copy of Business Registration Cert received

Proof of attendance at Safeguarding workshop

Copy of Child protection policy received

THIS YEAR'S ALLOCATION:

<u>LOCATION</u>	<u>DAY</u>	<u>TIME</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

TERMS AND CONDITIONS FOR THE BOOKING AND USE OF COMMUNITY USE VENUES

All community use allocation holders are to adhere to the following terms and conditions:

1. All applicants wishing to use venues for commercial purposes will have to be registered with the Tax Office and Department of Employment and, must produce certification to that effect. The certificate/documentation must be attached to the application form.
2. Allocations will only be given upon receipt of a monthly rental fee for the venue. This fee is to be paid a month in advance and no later than the 27th. Fees can be paid either by cheque to 'Government General Account', by cash, at our offices in Bayside Sports Complex or via bank transfer (details of which are available upon request)
3. **Refunds/Credit.** Refunds/Credits will **ONLY** be issued in the following cases:
 - a. School/venue closures as a result of unforeseen circumstances in which prior notification was not passed on.
 - b. When an allocation has to be cancelled due to GSLA operational requirements.
 - c. When an allocation has been terminated by mutual consent due to extenuating circumstances.
 - d. The allocation holder notifies the GSLA that they will not be making use of an allocation prior to payment of the allocation in question.
 - e. Please note exceptional circumstances will be treated on a case by case basis.
4. All allocation holders must sign the attendance register for each session
5. Allocation holders are reminded that any attempt to act fraudulently will result in his/her allocation being withdrawn and the holder being refused community use allocations in the future.
6. All coaches, leaders and volunteers working with children and young people, in community use facilities, need to:
 - a. Be qualified in their respective fields of activities.
 - b. Be vetted By the Royal Gibraltar Police.
 - c. Have taken part in a recognised 'Safeguarding and Protecting Children' workshop.
 - d. Must have a Child Protection Policy in place.
 - e. All allocation holders are subject to spot checks and non-compliance with all the above will result in the rescinding of allocations. In this instance all monies paid in advance will **NOT** be refunded.
7. The provision of first aid is the responsibility of the facility user/session leader.

SCHOOL/PUBLIC HOLIDAY CALENDAR

8. Unless informed otherwise, all venues will be closed on the following days:
 - a. National Day Holiday – Mon 10th Sep 2018.
 - b. Mid Term – Mon 29th Oct to Fri 2nd Nov 2018.
 - c. Commonwealth Day – Mon 11th March 2019 (to be confirmed)
 - d. Workers Memorial Day – Mon 29th April 2019 (to be confirmed)
 - e. May Day – Wed 1st May 2019
 - f. Ascension Day – Thurs 30th May 2019
 - g. Spring Bank Holiday – Mon 27th May 2019

FACILITIES AVAILABLE

<i>FACILITY</i>	<i>COST PER HOUR</i>	<i>HOURS AVAILABLE</i>
BAYSIDE SCHOOL SPORTS HALL	£40	18.00 HRS TO 23.00 HRS (Weekdays)
BISHOP FITZGERALD SCHOOL SPORTS HALL	£15	18.00 HRS TO 23.00 HRS (Weekdays)
GOVERNORS MEADOW SCHOOL SPORTS HALL	£20	18.00 HRS TO 23.00 HRS (Weekdays)
ST BERNARDS SCHOOL SPORTS HALL	£40	18.00 HRS TO 23.00 HRS (Weekdays)
STUDIO	£10	09.00 HRS TO 22.30 HRS MON - SUN
ANNEX PRESS ROOM	£10	09.00 HRS TO 22.30 HRS MON – SUN
ANNEX CONFERENCE ROOM	£10	09.00 HRS TO 22.30 HRS MON – SUN

I agree to the Terms and Conditions set out above

SIGNED: _____

DATE: _____

NAME IN BLOCK LETTERS: _____

9th July 2018

Dear Applicant,

RE: COMMUNITY USE FACILITIES FOR FITNESS GROUPS/FITNESS INSTRUCTORS/ SPORTS & LEISURE ACTIVITIES ON A COMMERCIAL BASIS – 2018/2019 SEASON.

Following recent changes to local legislation and the establishing of a Child Protection Committee, please note that

- All coaches, leaders and volunteers working with children and young people in HMGOG sport & leisure facilities are required to hold a recognised Level 1 qualification (or equivalent) in the coaching of their sport, physical or leisure activity. They must also be Royal Gibraltar Police (RGP) vetted or produce recent vetting documentation from country of origin.
- All registered Governing Bodies of Sport and/or Leisure/Physical Activity providers working with under 18's must submit an up to date Safeguarding/Child Protection policy and must have proof of having taken part in a recognised Safeguarding and Protecting Children workshop.
- Emergency First Aid and the training of first aiders during sporting, physical or leisure association/club activities on HMGOG facilities is the responsibility of the sports association or leisure provider leading that activity.

No exceptions will be made regarding the RGP vetting or vetting documentation from country of origin. Applications will be **rejected** if not accompanied by these documents in original form.

Please note that spot checks will be undertaken and non-compliance with all the above will result in the rescinding of allocations. In this instance all monies paid in advance will **NOT** be refunded.

Application forms will only be accepted during office hours at the 1st floor Reception Desk – Monday to Friday 9am to 3.30pm, at which time a receipt will be issued.

If you have any queries regarding the above, please do not hesitate to contact us on 20078409 or info@gsia.gi

Yours sincerely

Reagan Lima
Chief Executive Officer