

**COMMERCIAL ACTIVITIES – APPLICATION FOR SEASONAL**

**COMMUNITY USE SPORTS FACILITIES 2024/2025**

Applications and supporting documentation must be submitted via email to info@gsla.gi by

**Friday 30th August 2024.**

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| **SUPPORTIING DOCUMENTATION REQUIRED TO BE SUBMITTED WITH THIS FORM** | **Received** |
| 1. COPY OF BUSINESS REGISTRATION CERTIFICATE

 *(ALL APPLICANTS)* |  |
| 1. POLICE VETTING FORM

*(IF ANYONE UNDER THE AGE OF 18 YEARS ATTENDS YOUR CLASSES)* |  |
| 1. PROOF OF ATTENDANCE AT A SAFEGUARDING WORKSHOP

*(IF ANYONE UNDER THE AGE OF 18 YEARS ATTENDS YOUR CLASSES)* |  |
| 1. A COPY OF YOUR SAFEGUARDING POLICY

*(IF ANYONE UNDER THE AGE OF 18 YEARS ATTENDS YOUR CLASSES)* |  |
| 1. PROOF OF REGISTRATION WITH THE DEPT OF EMPLOYMENT
 |  |
| 1. CONFIRMATION OF REGISTRATION WITH INCOME TAX DEPARTMENT
 |  |

**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)**

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| **FACILITIES AVAILABLE** |
| **FACILITY** | **COST PER HOUR**  | **HOURS AVAILABLE** |
| ST JOSEPH’S SCHOOL SPORTS HALL | £20 | Monday to Friday 6pm to 11pm |
| ST BERNARDS SCHOOL SPORTS HALL | £20 | Monday to Friday 6pm to 11pm |
| BAYSIDE SPORTS COMPLEX - PITCH 5 | £10 | Monday to Sunday 8am to 10pm |
| **ALLOCATIONS REQUIRED FOR CURRENT SEASON*****PLEASE NOTE:*** Fixed BookingPayments are 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. Ad hoc bookings are to be paid at the end of each calendar month. |
| **LOCATION** | **DAY** | **TIME** |
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**PLEASE SIGN overleaf ONCE YOU HAVE READ the teDrms and conditions.**

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**FOR OFFICE USE ONLY**

**Date Received:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Receipt No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**THIS YEAR'S ALLOCATION:**

 **LOCATION DAY TIME**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**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. Fixed 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 via bank transfer (details of which are available upon request)
3. Refunds/Credit. Refunds/Credits will **ONLY** be issued in the following cases:
4. School/venue closures as a result of unforeseen circumstances in which prior notification was not passed on.
5. When an allocation has to be cancelled due to GSLA operational requirements.
6. When an allocation has been terminated by mutual consent due to extenuating circumstances.
7. The allocation holder notifies the GSLA that they will not be making use of an allocation prior to payment of the allocation in question.
8. Please note exceptional circumstances will be treated on a case by case basis.
9. All allocation holders must sign the attendance register for each session, when using school facilities.
10. 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.
11. All coaches, leaders and volunteers working with children and young people, in community use facilities, need to:
12. Be qualified in their respective fields of activities.
13. Be vetted By the Royal Gibraltar Police.
14. Have taken part in a recognised ‘Safeguarding and Protecting Children’ workshop.
15. Must have a Child Protection Policy in place.
16. 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.
17. The provision of first aid is the responsibility of the facility user/session leader.

**SCHOOL/PUBLIC HOLIDAY CALENDAR**

1. Unless informed otherwise, all venues will be closed on the following days:
2. National Day Holiday – Tues 10th Sep 2024.
3. Mid Term – Mon 28th Oct to Fri 1st Nov 2024.
4. Spring Bank Holiday – Mon 17th February 2025
5. Mid Term – Tues 18th to Fri 21st February 2025
6. Workers Memorial Day – Mon 28th April 2025
7. May Day –.Thurs 1st May 2025
8. Spring Bank Holiday – Mon 26th May 2025
9. Kings Birthday – Mon 16th June 2025

**I agree to the Terms and Conditions set out above**

**SIGNED:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DATE:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NAME IN BLOCK LETTERS:­­­­­­­**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Gibraltar Sports and Leisure Authority**



####  **Bayside Sports Centre**

####  **Bayside Road**

 **Gibraltar**

August 2024

Dear Applicant,

**RE: COMMUNITY USE FACILITIES FOR FITNESS GROUPS/FITNESS INSTRUCTORS/ SPORTS & LEISURE ACTIVITIES ON A COMMERCIAL BASIS – 2024/2025 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 via email to info@gsla.gi 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@gsla.gi

Yours sincerely

Reagan Lima

Chief Executive Officer