



CYPES - APPLICATION FOR HIRE OF SCHOOL PREMISES 2026

ORGANISATION:		NAME OF CONTACT:
ADDRESS:		ADDRESS FOR INVOICING:
EMAIL ADDRESS:		
TELEPHONE NO:	DAY:	MOBILE:

VENUE TYPE REQUIRED (please write number of each in the boxes)

Classroom	Drama Studio	Dance Studio (with mirrors)	School Hall (seats up to 450) (for rehearsals meetings and conferences) computer and multimedia projection available
Music Studio	Music Recording Studio	Art Room	School Workshop
Science Laboratories	Teaching Kitchens	Car park (car boot sale)	
Sports Hall	Gym Hall	PE Fitness Suite (available to suitably qualified person)	Football Court
Large Playground	Outside Ball Court (daylight hours only)		



NATURE OF ACTIVITY BRIEF DESCRIPTION:			
MAIN USERS: (e.g. general public, sports teams /clubs)			
DATES REQUIRED: (bank holidays excluded)			
DAY	DATES	START TIME	FINISH TIME
SIGNATURE OF APPLICANT:		DATE:	
A booking confirmation will be sent out by Le Rocquier School and an invoice from the Government of Jersey Treasury will be sent shortly after			

TOTAL NUMBER OF SESSIONS:

1. For weekday term time sessions, the building will need to be vacated by 9pm
2. Refunds are **NOT** available for unused bookings unless the school is responsible for the cancellation
3. Outdoor shoes must not be worn for activities in the Sport Hall or Gymnasium – only bare feet or approved footwear
4. Special conditions apply if it is proposed to charge for admission by the sale of tickets of programmes.