



**G.C. FOSTER COLLEGE OF
PHYSICAL EDUCATION AND SPORT**

Angels, Spanish Town

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FACILITY REQUEST FORM

This Facility Request Form does not guarantee that the dates and time requested are reserved. You will receive confirmation once the dates and times are reserved and the requisite deposits are made. This form should be submitted by a minimum of 10 working days before the intended date of use.

Organization/ Group: _____

Contact Person: (Dr., Mr., Mrs., Miss) _____

Position: _____

Mailing Address/ Department: _____

Contact Number (Office): _____ (Cell) _____ E-mail: _____

Facility/Facilities requested: _____

(Auditorium, Lecture Theater, Karate Room, Tennis/ Basketball/ Netball/Volleyball Courts, Track, Back/ Front Field, Cricket Pitch, Mini-Stadium, Gymnasium, Hostels/ Accommodations, Students Lounge)

Type/ Name of Event: (e.g. Exam, Tournament) _____

Brief Description of Event: _____

Date(s) of Event: _____

Event start time: _____ Event end time (include clean up): _____

Approved by _____ Position: _____

This applies to G.C. Foster staff and students who must receive approval to conduct internal events as verified by the signature of a Lecturer, Department/ Faculty Head, Supervisor or Students' Council Representative.

I (We) clearly understand that if approval is granted, the Conditions and Guidelines on pages 3&4 must be adhered to.

Applicant's Signature: _____ Date of Application: _____

PLEASE NOTE THAT PERMISSION TO USE A FACILITY IS CONTINGENT UPON THE JOINT APPROVAL OF MANAGEMENT

FOR OFFICIAL USE ONLY

Certified By: _____ **Approved By:** _____

Date: _____ Approved Denied **Safety & Security Approved:** Yes No

Rental Fee: _____ **Other Fees:** _____

ADDITIONAL REQUESTS

1. Desks (#): _____ 2. Chairs (#) _____ 3. Trestle tables 8" × 3" (#): _____
4. Lectern: Yes No 5. Fans: yes No 6. P.A. System: Yes No
7. Assistance from the G.C. Foster Facility Staff? Yes No
If yes, how many persons? _____
8. Do you require the assistance of an electrician? Yes No
9. Does your event require the use of parking facilities? Yes No
Special parking requests must be arranged through the G.C. Foster College Administrative Office.
10. Would you like The College to provide meals for your event? Yes No
If yes please indicate the type (breakfast, lunch, dinner or supper) and how many. _____
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GENERAL INFORMATION

Background

1. Is the event organizer a: Member of the public Member of Staff Student
2. Tick if applicable. The organizer of the event is a: Non-profit Organization For Profit Organization
3. Group Type: Individual Corporate/ Business Club School/ University Church
 Sporting Association Other _____
4. Provide the name(s) and title of dignitary or Special guest(s) attending the event:

Logistics

5. Date & Time for set-up: _____
6. Will your event be: Private Open to the public Internal (G.C. Foster Student) Internal (G.C. Foster Staff)
7. Expected number of Participants/ Spectators: _____
8. Will there be tents? Yes No provided by _____
9. Will there be Booths? Yes No provided by _____
10. Will there be any Music? Yes No provided by: _____
11. Will food be provided? Yes No
14. Will Admission fees be charged? Yes No
If so, proof that security measures will be in place to prevent robbery is required.
15. Have you had this event before at G.C. Foster? Yes No If yes, how often? _____

Conditions for Use of Facilities

By accessing and/or using the Facilities of the GC Foster College of Physical Education and Sport, you agree to be bound by these Conditions of Use. Here in after the GC Foster College of Physical Education and Sport will be referred to as "The College" and you the Applicant will be referred to as "The Organizer"

1. Booking of a facility is only confirmed if The Organizer:
 - receives an invoice
 - makes a payment of no less than 50% of the total cost within two (2) days of receiving the invoice
 - pays the remaining balance by no less than one (1) week before the event
2. The Facility must only be used for the purpose applied for on the request form.
3. The Facility must not be assigned, transferred or sublet to a third party.
4. The College is not liable for any action or inaction that is out of its control which may impact the staging of an event.
5. Depending on the scope of the event a deposit may be required upon approval to ensure that the facility is returned in the same condition as received.
6. The Organizer will be held responsible for replacing all lost, stolen or damaged furniture or fixtures which may have been effected during the time of occupancy (The period commencing from the time organizer receives the facility for use upon until the time it is officially handed over to College's Plant & Facility Manager).
7. Access to the requested facility will be provided at no more than two (2) hours before an event and must be officially handed over to the College before or at the time slated to end the event. Where additional time is needed, such a request must be made at least 24 hours before the event.
8. The Organizer is responsible for maintaining order throughout the event. Where there are any disturbances that result in injury to person or damage to property, The Organizer is solely liable for any claim that may arise.
9. Failure to comply with the above regulations would be a breach of contract and will result in you being asked to vacate the premises immediately and forfeit fees paid.
10. College events are prioritized in the scheduling of sport faculties. In the event there is a last minute request for hosting a major College function, we reserve the right to reschedule a confirmed booking.
11. **Cancellation policy**- 3 weeks before event- full refund; 2 weeks before 50% of the deposit will be refunded; 1 week before the event 25% of the deposit will be refunded; less than one week no refund on deposit. All cancellations must be in writing.

Guidelines for Use of the Facilities

- a. G.C. Foster College Staff will set-up and remove tables, chairs and any other item it provides for your event and will be available during regular working hours (Monday-Friday 7:00am- 3:00pm) to provide any further assistance and guidance. Auxiliary charges will apply after 3:00pm to cover staff assistance.
Clients must make their own arrangement for any other pre and post-event preparations.
- b. Security may be staffed at The College's discretion and at the client's expense.
- c. At The College's discretion, event organizers may be required to provide sound system noise permit certificates, food handler's permit and any other permits according to legal requirements.
- d. The Organizer is responsible for returning the facility to the condition it was in when it was received. All foreign items which are used in connection with an event must be removed immediately after the event is finished.
If the venue is left in an unusable state after the event, G.C. Foster Staff will clear the facilities and charge the cost to The Organizer.
- e. The Courts may be rented for special events, provided that an appropriate cover is used to protect the surface.
- f. Driving vehicles onto the track and playing fields to load or unload items for the event is not permitted.
- g. Only G.C. Foster College technicians are authorized to operate the College's audio equipment. Event organizers may provide their own equipment, but must submit a list of these equipment to ensure compatibility with the college's system.
- h. Decorations using nails, staples or glue on the walls are not permitted.
- i. Adult supervision is required at all times for minors.
- j. G.C. Foster College students will be charged a reduced fee for events that charge an admissions fee.
- k. College Departments/ Faculties will be charged a percentage based fee for the use of facilities for events that charge admission fees (the formula is 5% of the cost of admissions times the number of person expected).

I have read, understand, and accept the conditions and guidelines for the use of facilities at the G.C. Foster College of Physical Education & Sport. I take full responsibility for all participants and spectators of this event.

Name (Dr., Mr., Mrs., Miss) _____

Signature: _____ Telephone #: _____