**YORK ST JOHN COMMUNITIES CENTRE**

**EXTERNAL ROOM HIRE FORM**

Should you have any queries regarding the hire of our facilities, please email our Communities Centre team on ysjcc@yorksj.ac.uk

**PART 1: CONTACT DETAILS**

|  |  |
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| **Title** |  |
| **Name** |  |
| **Position** |  |
| **Email** |  |
| **Telephone** |  |
| **Do you have any accessibility needs?**  |  |

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| **About the organisation***NB: We will require copies of public liability insurance, risk assessment and safeguarding policies for external organisations as part of the process* |
| **Organisation Name** |  |
| **Type of Organisation** i.e- charity, not for profit etc |  |
| **Address** |  |
| **Address line 1** |  |
| **Address line 2** |  |
| **Town / city** |  |
| **Post code** |  |
| **Charity number (if applicable)** |  |
| **Existing connections and associations with proposed partner** | *Please provide details of any* ***known*** *connections, associations, or relationships between the YSJ Communities Centre/University (including its governing body and staff) and your organisation or it’s personnel.***Name:** **Relationship:** |

**PART 2: REQUIREMENTS**

Please provide as much detail as possible on your requirements. This will enable us to review your request to ensure that it can be effectively accommodated in the Centre.

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| **Please provide a brief description of the activity/event** |  |
| **Type of activity** | **Workshop** [ ]  **Support group** [ ]  **Seminar** [ ]  **1:1 session** [ ] **Drop in** [ ]  **Other** [ ]  **Please describe:**  |
| **Is your activity online or face to face?** | **Online** [ ]  **Face to face** [ ]  |
| **Frequency of activity** |  |
| **Duration of each session** |  |
| **Date/s or preferred days of the week**  |  |
| **Space requirements** | Type of room/space required:Layout (including set up):Capacity: |
| **Equipment and resources required***Please indicate if you require any specific equipment, furniture provision or additional resources I.e.- computer access*  |  |
| **Catering requirements** (Tea, coffee and water can be provided at an additional cost) |  |
| **Safeguarding** Does your organisation have a safeguarding policy in place?  |  |
| **Risk Assessment**Does your organisation have a current risk assessment in place?  |  |
| **Are other organisations involved in the activity/event?** If so, please tell us who? |  |

**Completing and submitting this form:**

Thank you for completing this form. Please send your completed form to Nikki Jephson (YSJCC Manager) on: ysjcc@yorksj.ac.uk

**OVERVIEW OF FINALISED AGREEEMENT AND ARRANGEMENTS**

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| **The Communities Centre will liaise with the lead contact on operational details and outline final agreed arrangements including fee.****Please note, the lead contact will be required to produce a risk assessment and the University requires the client to hold public liability insurance cover of no less than £5 million in respect of the booking and use of the premises.**  |

**SIGN OFF:**

You are required to sign this form in order to confirm that:

* You are authorised to make a room booking on behalf of your organisation and have received appropriate approvals
* The information provided is accurate and true (if it is not it may result in the request being delayed or declined)
* You agree to the Terms and Conditions of booking
* You will inform the Centre Manager of any changes to your activity and associated arrangements (any changes will need to be discussed and will be subject to further approval)
* You are responsible for ensuring that risk assessments and any other documentation (as required) associated with your request are kept up to date at all times
* You will be required to sign the room hire contract
* **By signing this form, please note that you are agreeing to the YSJ Communities Centre Venue Hire terms and conditions**

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| --- | --- | --- | --- |
| Institution | Name and position of authorised signatory | Date | Signature |
| York St John Communities Centre |  |  |  |
| External Organisation  |  |  |  |

**Privacy Notice**

All personal information gathered and held by York St John University is treated with the care and confidentiality required by the General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

**Who are we?**

The data controller is York St John University, Lord Mayor’s Walk, York, YO31 7EX. The University’s Data Protection Officer is the PVC Governance and Student Life, York St John University, Lord Mayor’s Walk, York, YO31 7EX, tel: 01904 626844 , email: gov.compliance@yorksj.ac.uk.

**What legal basis do we have for processing your personal data?**

By completing and submitting the form, you are giving us your consent to process the personal data provided. The processing of personal data is covered under UK GDPR Article 6 (1)(a) where processing is based on consent and the controller shall be able to demonstrate that the data subject has consented to processing of their personal data. You have the right to withdraw your consent at any time and can do so by emailing the University at gov.compliance@yorksj.ac.uk.

**How long do we keep your personal data?**

We will retain your data for the entire period that the group or partnership is active, and for a further 5 years from when it becomes inactive.

**How do we secure your personal data?**

In order to ensure that the safety and security of such data is maintained, we will protect data against accidental loss; prevent unauthorised access to, use of, destruction of or disclosure of the data; ensure business continuity and disaster recovery; restrict access to personal information; conduct Privacy Impact Assessments in accordance with the law and University policies; train staff and contractors on data security; and manage third party risks through use of contracts and security reviews

**What are your rights in relation to your personal data?**

Under the UK GDPR, you have a right to be kept informed as to how we use your data; request a copy of the data we hold about you via a Subject Access Request; update, amend or rectify the data we hold about you; change your communication preferences; ask us to remove your data from our records; object to or restrict the processing of your information; and raise a concern or complaint about the way in which your information is being used.

**Any questions or concerns?**

If you have any questions or concerns about the way we are collecting and using your personal data we request that you contact us at York St John University, Lord Mayor’s Walk, York, YO31 7EX, email: gov.compliance@yorksj.ac.uk, tel: 01904 624624. You also have the right to complain to the Information Commissioner's Office (ICO) about the way in which we process your personal data. Details can be found at: [www.ico.org.uk](http://www.ico.org.uk/).