

---

1<sup>st</sup> June 2017

Dear Applicant,

**RE: COMMUNITY USE FACILITIES FOR FITNESS GROUPS/FITNESS INSTRUCTORS/ SPORTS & LEISURE ACTIVITIES ON A COMMERCIAL BASIS.**

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. They must have also 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.
- All registered Governing Bodies of Sport and/or Leisure/Physical Activity providers must submit an up to date Safeguarding/Child Protection policy.

The GSLA will take into account the fact that this is a transitional period and will initially accept applications without a child protection policy and/or attendance at the Safeguarding Workshop provided that evidence is presented that the child protection policy is in draft form and that individuals who will be actively involved in your sessions have registered on the workshops to be delivered by the SDU. These will be offered free of charge.

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 1<sup>st</sup> 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@gsla.gi](mailto:info@gsla.gi)

Yours sincerely

Reagan Lima  
Chief Executive Officer

**COMMERCIAL ACTIVITIES – APPLICATION FOR SEASONAL  
COMMUNITY USE SPORTS FACILITIES 2017/2018**



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 FRIDAY 7<sup>th</sup> July 2017**

Tel. 20078409, Fax. 20042749 – Email. [info@gsla.gi](mailto:info@gsla.gi)

Name of Organisation: \_\_\_\_\_

Activity Undertaken: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Tel No: \_\_\_\_\_ Email address: \_\_\_\_\_

Taxpayer Ref No: \_\_\_\_\_

Business Registration No: \_\_\_\_\_ A Copy of which must be attached to this application  
(Dept of Employment)

**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)

**PLEASE NOTE:**

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.

<b>PREVIOUS YEAR'S ALLOCATION (IF ANY)</b>		
<i>LOCATION</i>	<i>DAY</i>	<i>TIME</i>
<b>ALLOCATIONS REQUIRED FOR CURRENT SEASON</b>		

BY SIGNING BELOW YOU AGREE TO THE TERMS AND CONDITIONS AS SET OUT OVERLEAF.

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

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

**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 27<sup>th</sup>. 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 4<sup>th</sup> Sep 2017.
  - b. Mid Term – Mon 30<sup>th</sup> Oct to Fri 3<sup>rd</sup> Nov 2017.
  - c. Immaculate Conception – Fri 8<sup>th</sup> Dec 2017
  - d. Commonwealth Day – Mon 12<sup>th</sup> March 2018 (to be confirmed)
  - e. Workers Memorial Day – Mon 30<sup>th</sup> April 2018 (to be confirmed)
  - f. May Day – Tues 1<sup>st</sup> May 2018
  - g. Ascension Day – Thurs 10<sup>th</sup> May 2018
  - h. Spring Bank Holiday – Mon 28<sup>th</sup> May 2018

**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_

Receipt No. \_\_\_\_\_

Copy of Business Registration Certificate received

Police Vetting Form received

Proof of attendance at Safeguarding workshop

Copy of Child protection policy received

**THIS YEAR'S ALLOCATION:**

**LOCATION**

**DAY**

**TIME**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_