

USE OF FACILITIES FORM

Thank you for your interest in the Dunmanway Family Resource Centre. The centre has been established to support the needs of families and groups within the town and its environs. Presently there are a number of child and parent support groups meeting in the centre, as well as organisations providing a range of family supports and information. Space is currently available for the use of other groups and activities.

Present activities include:

- Child development
- Parenting
- Health & welfare
- Education
- Family support
- Provision of information
- Employment services
- Community Development Initiatives

The centre is available for the use of community groups, organisations, statutory agencies and individuals wishing to support family and community needs in the Dunmanway area and its environs. A small rent is charged to groups using the centre to cover costs – usually €20 per meeting or €30 per day.

In order to facilitate usage of the building, the Management Committee considers all applications. To be considered, applicants must:

- *Be operating in a non-profit capacity*
- *Be directly supporting community needs*
- *Provide details of intended activity*
- *Provide evidence of insurance*
- *Provide details of any intended charges to participants*
- *Provide a written child protection policy if working with children (ie under 18)*
- *Follow any the Child First Guidelines for working with children*
- *Designate one contact person, have available contact details, including a mobile phone during intended activity*
- *Keep an attendance sheet and evaluate the activity with participants*

Applicants must complete the form overleaf which will then be presented to the Management Committee. All staff would be happy to assist in the completion of the form and to advise you on the necessary accompanying documentation.

Dunmanway FRC encourages healthy eating and has a recycling policy. Groups are asked to incorporate these into their activities.

For details or clarification please contact:

Tracey Holt
Coordinator
087 1385823



Application form for use of facilities

Name of Group / Individual

Aim of Group / Individual

Name of person / people delivering the activity and qualifications

Contact person for activity & details

Name:

Mobile Number:

Email address:

Email address of person to whom the bills should be sent (if different from above):

Intended Activity (include details & anticipated numbers)

Duration of Intended Activity

Do you have insurance for this activity?

Yes No

Policy number:

Please attach certificate of insurance

Do you intend to charge for this activity?

Yes No

How much? _____

Will you be working with people under 18?

Yes No

If yes, please provide child protection policy

Do you intend to provide refreshments? Please give details

Date:

Print Name:

Signature:

Office use only

Yes

No

More info

Activity
Insurance
Child Protection Policy

Approved from _____
Date

Rent agreed _____ Keys issued _____
Amount

Application to be returned to: Tracey Holt, Coordinator at Dunmanway FRC or email tracey@dunmanwayfrc.co

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