

**SCHOOL PREMISES
 USAGE REQUEST FORM**

Headteacher
 Mr D. A. Morgan
 Deputy Headteacher
 Miss L. Grimsley
 Chair of Governors
 Mr P. O'Keefe



Kings Road Primary School

Please fill in the form below and return to the school

Name of person, people or organisation wishing to let the school or aspect of the school.		
Contact details		
Address	Phone Number	
Email		
Details of what is required from the school (including rooms)		
Details of timing		
Start date and time		
Finish date and time		
Frequency and which dates		
Other details		
Personnel Involved		
Who will be involved in running the event?		
Who is the event for?		
How many people are anticipated on site?		
Are there any disability equality requirements?		
Any further details?		