



Garforth Academy

Extended Services – Lettings Team

Lidgett Lane

Leeds

West Yorkshire

LS25 1LJ

Dear

Thank you for your interest in booking facilities at one of the following, Garforth Academy, Green Lane Primary Academy, East Garforth Primary Academy. Please find enclosed the following documents:

- A copy of our Conditions and Guidelines
- A copy of our Lettings Policy
- A copy of our Charges
- A copy of our Lettings Application Form.

Please complete the Lettings Application Form and return it to myself by e-mail at elliotts2@garforthacademy.org.uk or by post to the address above.

You will need to provide with your application form your Child Protection and Health & Safety policies, insurance and a complete list of ANY members of your organisation who may take responsibility for a letting on our premises along with evidence of their current DBS.

Should you have any queries about the system, please contact me on 0113 2127146.

Yours sincerely

Mrs S Elliott – Extended Services Manager