

Student Dissertation Booking Form



Please complete this form and return to edgehillsport@edgehill.ac.uk. Retain a copy for reference.
Bookings are not confirmed until you have received a confirmation email from EHS Staff.

Course Name:				Module Code:			
Lecturer Name:				Course Year:			
Student Name:				Contact Number:			
Student Email Address:							
Week	Date	Time Slot	Activity	Preferred Facility(s)	2nd Choice Facility(s)		
Equipment required from EHS:				Equipment being brought in:			
Is photography or filming being preformed during the session(s)				<input type="checkbox"/> Yes - If Yes a photography form must be completed - available at EHS Website.		<input type="checkbox"/> No	
Attendees:		Less than 30 & Internal - <input type="checkbox"/>		More than 30 or External - <input type="checkbox"/> To be referred to Admin team			
Read and Understood the Terms & Conditions of Hire - EHS Website						<input type="checkbox"/> Yes	
The hire of all courts/ facilities includes change over time where necessary of 15 mins either side of the booking (i.e. setting up and dismantling equipment). However activities such as Trampolining, cricket nets and gymnastics need to include a 30 min changeover each side of the booking. Due to this we are unable to accept 1 hour session requests based on these activities.							
Student Signature						Date	

Lecturer use only			
Risk Assessments / Ethical clearance has been checked for this activity			<input type="checkbox"/> Yes
Academic staff who are signing forms to authorise visiting lecturers or unsupervised student use of facilities acknowledge that they have awareness of the activities being undertaken, have seen appropriate risk assessments and made the users aware of the emergency evacuation procedures (Details can be found from Edge Hill Sport Reception)			
I agree that this activity is being carried out on behalf of the above module - Please sign below:			
Lecturer Signature			
Date			

EHS Office use only			
Contract Number:		DISS 222	
Level Name:			
Staff Name:			
Date Processed:			
Booked on Scuba		<input type="checkbox"/>	
Confirmation sent to Student & Lecturer Copied in		<input type="checkbox"/>	
Reception Diary Updated		<input type="checkbox"/>	
Academic Booking form scanned and saved		<input type="checkbox"/>	