

LIFE booking request form

Name & work title of person responsible for the booking:

.....

Name & work title accompanying staff member if different from above:

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Workplace address

.....

.....

Date of request

Time of arrival Time of departure

Number of students attending

Age range of students

Will you require reserved parking spaces? This is available for mini buses and student transport ONLY.

1 space 2 spaces

Pay and display facilities are available close by for other users.

Rooms

On the ward

Multi-purpose room

Clinical zone

Breakout room

VR room

Please give a brief description of the objectives you want to achieve from your visit to LIFE:

Cancellation notice

Please note that there will be a charge equivalent to 100% of the room booking fee for any bookings that are made where the party fails to attend. Cancellations must be received with at least 1 weeks' notice of the booking date, any cancellations received after this will be liable to pay 50% of the room booking charge. Any cancellations made with less than 48 hours' notice will be liable to pay 100% of the room booking charge. Room booking charges are given in our Education centres & LIFE charging policy 2018 attached to this booking form.

Visit requirements

You will be responsible for supplying the correct staff to student ratio for the full duration of your visit. You must inform LIFE staff members of any students who require special consideration whilst at LIFE including medical conditions, allergies, learning difficulties and disabilities. This is so we can ensure the appropriate adaptations are made where possible and make sure the students are provided with a safe learning environment. Any information shared with us will be dealt with in the strictest confidence.

Assistance with the facilitation of teaching sessions can be arranged on an individual basis however this is not always possible. Please let us know if you would like an NHS professional to support you with the session and we will do our best to accommodate.

Lesson plans can be provided prior to your visit. These MUST be requested no later than 2 weeks before the booking date.

Declaration

I have read and understood the details contained within this booking form. I have completed all the required sections of the form.

Signed.....

Designation

Date

Return your completed form to: LIFE@lthtr.nhs.uk

For any queries please contact the WP team on: 01257 247531/247529