

# MINISTRY OF YOUTH AND SPORTS

## APPLICATION FOR THE USE OF YOUTH CENTRES

*(Requests to be submitted by Applicant at least 15 working days before event)*

### Section I: Applicant Information

Name of Organisation:.....

Represented by:.....

Address:.....

Tel. No/Mobile:..... Email Address:.....Signature.....

### Section II: Booking Details

Name of Youth Centre	Date (DD/MM/YY)	Time		Participants		
		From	To	Male	Female	Total

Purpose:.....

Details of Activity:.....

### Section III: Recommendation of Officer-in-Charge

Activity being held in collaboration of Youth Centre:      **YES**       **NO**

Activity scheduled on the Date and Time at Centre:.....

Arrangements Made/ General Remarks:.....

.....

.....

Financial Implications (with details):.....

Fees Payable:.....

Recommended/Not Recommended:.....      Date:.....

Name:.....      Signature:.....

### Section IV: Recommendation of PYO:.....

.....

Name:.....      Signature:.....

**Section V: Office Use Only**

File Ref No:.....

Recommendation of DYA: .....

Signature of DYA..... Date:.....

Approved/Not Approved..... Date:.....

Name and Designation:..... Signature.....

Seal of Ministry to be affixed

# MINISTRY OF YOUTH AND SPORTS

## Guidelines for Applications for Use of Youth Centres

1. The purpose of the application shall be for the organization of youth related activities. Requests for use of the Centres for other activities will not normally be entertained.
2. All applications shall be made at least 15 working days before the holding of the activity.
3. The application form is available at all Youth Centres or can be downloaded from the website of the Ministry of Youth and Sports (<http://mys.govmu.org>).
4. The applicant has to provide all the information requested at Sections I and II of the Application Form and submit same to the Officer-in-Charge of the Youth Centre.
5. The Officer-in-Charge of the centre is requested to complete Section III of the application form, indicating the availability of the centre, any activity scheduled at the requested date and time and arrangements made, the financial implications (with details in respect of each item), availability of staff and any overtime implication, the fees payable (with breakdown in respect of each item) by the applicant and any other important information relevant for the decision-making.
6. The application form duly completed should then be submitted to the Principal Youth Officer of the centre for his recommendation. Thereafter, the application form has to be forwarded through the Director of Youth Affairs at the Headquarters for approval. The decision approved/not approved will be indicated on the prescribed form which will bear the seal of the Ministry.
7. Once a decision is taken, it would be the responsibility of the Officer-in-Charge of the Youth Centre to inform the applicant accordingly.
8. The fees payable are as follows:

Weekdays:	8.00 hrs to 18.00 hrs	Free of Charge
	18.00 hrs to 20.00 hrs	Rs 300 per hour
Saturdays	8.00 hrs to 12.00 hrs	Free of Charge
	12.00 hrs to 20.00 hrs	Rs 300 per hour
Sundays/Public Holidays	8.00 hrs to 18.00 hrs	Rs 300 per hour

9. The fees shall be paid to the Finance Section of the Ministry or at any District Cash Office. Access to the centre shall be granted only on presentation of the receipt of payment.

10. The applicant has to adhere to all the instructions given by the Officer-in-Charge of the centre. Any loss or damage caused to Government property shall be made good by the applicant. Moreover, all civil liabilities arising out of the utilization of the centre by the organization shall be borne by the latter.
11. The applicant has to take all measures to respect the environment and keep the premises clean and tidy. No alcoholic drink or smoking will be allowed on the premises of the Youth Centre.
12. The Ministry may at any time withdraw its approval whenever circumstances warrant.