

FACILITIES & EQUIPMENT

8000

Appendix A

REQUEST FOR USE OF FACILITIES

8050

WebCalendar ___ *Yes* ___ *No* AIS - REQUEST FOR USE OF FACILITIES Application No.

date

School Hours 0900-1530
After School 1530-1700
Evening Hours 1830-2130
Weekend - Saturday/Sunday

Request approved by:.....
(Signature AIS Directorate / Business Office)

- 1. Organization making request:
- 2. Type of Activity:
- 3. Facility Required:
- 4. Date and Time Required: 5. Fees Applicable: YES NO
- 5. Number of (non-AIS adult) Visitors Expected:
- 6. Equipment Required:

(i.e. tables/chairs, stage lights, microphone, all electrical equipment, etc.)

7. Name(s) of responsible person(s) who will be present during the activity and responsible for any evacuation (print):

8. **Signature(s) of person(s) accepting the below mentioned responsibilities:**

9. Address (work):

10. Contact Telephone Number:.....Mobile:.....

11. Request made by:

12. **Signature of AIS National Section Head:**.....

NOTES:

The user is responsible for damages incurred as a result of his/her use of the facility.

Set-up and clean-up of facility is the responsibility of the user. Please state the name of the person(s) who will be responsible for clean-up and restoring all equipment, tables and chairs back in position for use:

Requests for use of the cafeteria must include a detailed plan for any electrical equipment being used, including stage lights, and table and seating arrangements, if applicable.

The user's signature indicates he/she fully understands that school activities have first priority in the event of a change of venue and that the schedule of recesses and lunchtimes in the cafeteria, classes being held in the gym or home economics room have been taken into consideration.

There will be no functions at 09.00 hrs in the cafeteria unless the maintenance staff has been able to set up the previous evening.

Due to cleaning activity, pre-school bookings of the gym can only be considered until 08.00. The gyms are to be vacated by 08.00, the locker rooms by 08.15. Students must be supervised at all times.

Responsibilities: ensure that (i) NO SMOKING takes place, (ii) children are properly supervised AT ALL TIMES, and (iii) that EVERYONE IS OFF CAMPUS NO LATER THAN 21.30 HOURS.

Emergency Responsibilities: (i) evacuate all in attendance to sports field and/or playground, (ii) take attendance, (iii) report to MOD guard, (iv) follow instructions of MOD guard / fire department / KMAR

copy: Security / Maintenance / Technical / Gym Assist / Cleaning