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**FACILITIES & EQUIPMENT****8000**

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**Use of Facility Procedures****8050**

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**Policy**

It is the policy of Stichting AFNORTH International School Brunssum to make our facility and grounds available for school sponsored events and to our local military community provided such use does not conflict with regular school use and is within means and capabilities.

**Guidelines**

1. The Management Team will assign classroom space for the operation of the school program.
2. Directorate staff will be responsible for coordinating the use of the facility outside the normal school day.
3. Directorate staff will coordinate booking of common spaces such as the cafeteria and conference room at all times.
4. The staff lounge can be booked after normal hours for parent groups, but is not normally made available for student activities.
5. The board/conference room in the back of the library may be booked for special activities (i.e. standardized testing, government simulation), and staff meetings.
6. Individuals/groups must conform to AFNORTH security requirements.
7. The sponsor of the activity is responsible to ensure that the area will be returned to the state in which it was received.
8. If the use of the facility requires extra-ordinary custodial or security services for large scale events, there will be additional costs above the general fee. These costs will be the responsibility of the user. The extra fees will be determined when the application for use of the school facility is received by the Directorate.

**Regulations and Conditions**

1. The applicant shall be responsible for the conduct and supervision of all persons admitted to the school, and shall ensure that all requirements of the permit are met.
2. The applicant shall be responsible for any damage to school property and equipment as determined by the school.
3. The applicant shall be responsible for ensuring that the premises are vacated promptly at the time specified.
4. The exits must be kept free from obstruction in case of fire.
5. Smoking in the school building or on school premises is prohibited.
6. The applicant must ensure that all activities adhere to prevailing laws.
7. The School will not be responsible for personal injury or damage, or for the loss or theft of clothing or equipment of the applicant, or anyone attending on the invitation of the applicant.
8. The applicant must have adequate insurance coverage for all risks including fire and public liability.
9. Due to cleaning and maintenance requirements, the use of school facilities will be limited when the school is closed; i.e., during school holidays – including summer months, Christmas and Spring breaks, all statutory holidays, professional activity days.
10. Groups shall confine their activity to the facility space designated in the Use of Facility Request Form, and to the associated corridors and washrooms.

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1. An application form –AIS REQUEST FOR USE OF FACILITIES is to be completed in all cases. This form is located in the Business Office and on the school web site (Appendix A).
2. An additional application form – AIS REQUEST TO TEACH STUDENTS/STAFF OUTSIDE SCHOOL HOURS is to be completed by individuals charging a fee for service. This form is located in the Business Office and on the school web site (Appendix B).
3. All staff wishing to use school facilities after normal hours shall gain approval from their National Office before booking the facilities with the Business Office. Staff should book early to guarantee access and avoid scheduling conflicts with other organizations in the school and with recognized community users. One month is normally required for major activities. High usage areas (gymnasiums, cafeteria, library, conference room) may require earlier notification.
4. All non staff members/groups wishing to book AFNORTH facilities shall book the facilities at the Business Office. Priority will be given to groups that share similar objectives i.e. education or recreational activities for students/staff.
5. Fees owing for the use of facility are to be paid in the Directorate Business Office (Appendix C).
6. Depending on the specific request, the fee schedule includes costs for guards, cleaning / custodial staff, use of classroom(s), gymnasium(s), office(s), library, cafeteria, grounds.

**User Groups**

The user Group categories are as follows:

1. **Group A) – AFNORTH School Groups**  
 The following groups will be permitted no charge use of the school facilities provided such use is approved through the facility request process and a staff member is in attendance. The activities are to take place during the approved school calendar and normal guard hours. Facility use request forms are required. During a sport's season, on regular school days, the booking of the gym for practices and games is coordinated by the Athletic Director and Gym Custodian.
  - School events involving and/or benefitting more than one nation. This would include extra-curricular sports, fund raising for the benefit of our students, dances, etc. There is a limited budget for guard duty for overnight stays of **visiting** sports teams.
  - Student evening concerts
  - Student testing
  - Teacher / parent and parent associating meetings
2. **Group B) – Social / Recreational Activities After School**  
 The following groups may be permitted after school use of the facility without payment of a fee provided there is no extra cost to the school, or expectation of transportation home for students. Facility use request forms are required. Activities are to take place during the approved school calendar and normal guard hours.
  - Established social / recreational organizations of the owning nations. Examples of these groups would include organizations such as Girl / Boy Scouts, Youth Council, Club Beyond, music lessons, staff fitness class, professional development.
3. **Group C) – Reciprocal Agreement**  
 Within means and capabilities, our facility will be made available when formally requested by NATO Joint Force Command Headquarters Brunssum Chief of Staff.

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4. Group D) – Military National Requests

The following groups may be permitted use of the facility with payment of a fee. Facility request forms are required.

- Non owning nations requests for use of the facility outside the normal school day / calendar.

5. Group E) – Non-Military Requests

Requests for the use of our campus and facilities by other groups will be considered taking into account security issues and costs involved. A fee will normally be charged for non-military requests.

**Cancellation of Permits**

Stichting AFNORTH International School reserves the right to cancel a permit if, after issuance, the school finds it necessary to use the reserved accommodation for school use. As much notice as possible will be provided to the user. Cancellation of permits shall be made only as a last recourse when no alternative is available. The Directorate staff will be responsible for contacting the group concerned regarding the cancellation.

**Review**

This policy will be reviewed in accordance with Policy 1020 Policy Development and Review.

Cross Reference  
International Staff Handbook  
8050 Use of Facility Policy

Date Approved  
8 November 2011  
8 May 2012

Legal Reference  
Previous Policy 2.10, 2.10.1,  
2.10.2, 2.10.3