



**THE
INTERNATIONAL
SCHOOL OF MACAO**

**POLICY AND OPERATION
MANUAL**

Page: 1 of 3

CODE:

TITLE: Community Use of
School Facilities

APPROVED: September 26, 2006

AMENDED:

REVIEWED:

POLICY

TIS is willing to allow School facilities and grounds to be made available for use by outside agencies/groups when such use will not conflict with School activities.

GUIDELINES

1. When scheduling, School activities and events will take priority over all public use of School facilities and grounds.
2. Priority will be given to local non-profit children/youth groups involved in an educational activity.
3. The Principal, in consultation with the Founders, shall establish fees for public use of facilities and equipment to recoup associated costs borne by the School.
4. The Founders reserve the right to make the final decision respecting any non-school sponsored activity/function to be conducted in the School or on School grounds.

PROCEDURES

1. Interested groups must apply directly to the Principal for use of facilities.
2. The Principal shall provide written confirmation to all non-school groups outlining regulations and applicable fees.
3. Any group using the premises will pay for damages to the building and/or equipment resulting from their presence and/or activity.
4. There must be adult supervision in attendance at all times, and the group shall be held responsible for the enforcement of proper discipline and behaviour during the period of rental.
5. If the Principal desires the use for the School, the group using it regularly at that time must be prepared to give up its allotted time, provided it has been given one week's notice.
6. Proper footwear which will not damage or mark the floors is to be worn at all times.
7. Only areas designated by the Principal are to be used by the organization.
8. No equipment belonging to the School shall be used without specified permission granted by the Principal.

9. The group is responsible for returning all School equipment used to its customary place of storage and removing from the School premises all equipment and materials belonging to the organization.
10. Expendable materials and supplies must be supplied by the group conducting the activity/function.
11. Set up and removal of equipment is the responsibility of the user group.
12. Smoking is not allowed in the School or on School grounds.
13. In cases of abuse or non-compliance with School regulations, the Principal is empowered to cancel the use of the facilities. In the event that this occurs, the Principal shall notify the Founders.



The International School of Macao Community Use of School Facilities

Facilities Use Contract

Organization: _____

Contact Person: _____ Phone: _____

Mailing Address: _____

Supervisor: _____ Phone: _____

Facility Required: _____ Specific Area: _____

Activity: _____

| Date Requested | | | | Number of Users | Facilities/ Equipment Requested | Regular Fees |
|-------------------------------|-----|------|-------|-----------------|---------------------------------|--------------|
| Month | Day | Year | Times | | | |
| | | | | | | |
| | | | | | | |
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| | | | | | | |
| | | | | | | |
| Total Regular Fees to be paid | | | | | | |

NOTE: CONSUMING ALCOHOLIC BEVERAGES AND SMOKING ARE NOT PERMITTED ON SCHOOL PREMISES.

Completion of this application acknowledges that the applicant is familiar with and agrees to the TIS Community Use of School Facilities Policy.

Signature of Applicant

Date

Signature of Principal

Date

| For Office Use Only | | |
|------------------------|---------------------|-----------|
| Cancellations: | | |
| Damages/extra charges: | Description: | |
| Regular Fees: | Total Fees Charged: | |
| Fees Received: | Date: | Initials: |