

APPLICATION FOR USE OF XINMIN SECONDARY SCHOOL PREMISES AND FACILITIES

Note: Application must be endorsed by the parent organisation (see part II)

PART I - TO BE COMPLETED BY THE APPLICANT (INDIVIDUAL)

Full Name of Applicant * (Individual/Organisation) *Mr/Mrs/Mdm/Miss		NRIC No:	
Address of Applicant * (Individual/Organisation):		Tel No:	Res: HP:
Name of Facilities to be used (please tick the appropriate box):			
<input type="checkbox"/> School hall	<input type="checkbox"/> Classrooms	<input type="checkbox"/> SMART Room 2	
<input type="checkbox"/> School field	<input type="checkbox"/> AVA theatre	<input type="checkbox"/> Special Room _____ (plse specify)	
<input type="checkbox"/> School canteen	<input type="checkbox"/> SMART Room 1	<input type="checkbox"/> Others _____ (plse specify)	
Purpose of Application (please tick the appropriate box):			
<input type="checkbox"/> Coaching/Training	<input type="checkbox"/> Cultural Show/Concert		
<input type="checkbox"/> Bonding/ Recreational	<input type="checkbox"/> Others _____ (plse specify)		
Period of Use of School Premises/Facilities On /From: _____ to _____	Day of Use in each week: _____	Time: _____ to _____	
*I declare that the information given above is true. I have noted and will comply with the guidelines provided in ANNEX A .			
Signature of Applicant _____		Date _____	

PART II - TO BE COMPLETED BY THE PARENT ORGANISATION

Name of Parent Organisation: _____

I support/do not support* the application.		
Name _____	Designation _____	Signature & Date _____

PART III - TO BE COMPLETED BY SCHOOL PRINCIPAL

The Application is approved/not approved* for the period _____ to _____. Applicant is to comply with the guidelines provided in **ANNEX A**.

Principal

Signature / Date

* please delete accordingly

LIST OF PERSONS USING THE SCHOOL PREMISES AND FACILITIES

You may attach a separate list or use this table provided.

[illegible]

**GUIDELINES ON THE USE OF SCHOOL PREMISES
XINMIN SECONDARY SCHOOL**

The following guidelines are to be followed strictly when using the school premises and facilities:

1. User IC is to ensure that all activities are confined to the approved premises. He/she is to ensure noise is kept to a minimum so as not to disturb school's neighborhood during the use of the facilities.
2. Lights, air-conditioners, fans and any other electrical appliances are to be switched off after use.
3. User IC is to ensure school gates are locked and no outsiders are allowed in the school when using the school premises. He/she is fully responsible for the school cleanliness, security and conditions of its facilities.
4. No food is allowed within the school premises unless prior approval has been granted by the Principal.
5. User IC is to ensure that furniture (e.g. tables, benches, chairs) are returned in their original conditions and to the original locations after use.
6. User IC is to provide a list of players/users of the facilities when submitting request for use of facilities. At all times, he/she must be present to supervise the activities. There should be no handing over of user's responsibilities or keys to the facilities to another person, without prior approval from the Principal.
7. User IC shall make good of all losses or damages to school properties.
8. The school reserves the right to withdraw approval to use the school premises whenever the premises are required for school functions and activities or for other reasons.
9. If there is any change in the use of the facilities, User IC is to inform the school's Operations Manager at least 5 working days before the conduct of the activities in the school.
10. The Ministry of Education, the school authority and the school employees are not under any liability to anyone using the premises under this application in respect of any death, injury, loss or damage, however caused, while he or she is in the school premises.

Principal
Xinmin Secondary School