

American International School of Jeddah

APPLICATION FOR USE OF SCHOOL BUILDINGS FOR OTHER THAN REGULAR SCHOOL PURPOSES



DATE _____

The undersigned hereby makes application on behalf of _____ (Organization)

for permission to use the _____ Date _____ (Specific area of AISJ requested)

From _____ AM/PM., for the following purposes _____

The charge for admission will be: (write in cost and circle one) _____SR Per event Per person Per team Other IF other please explain _____

The proceeds will be devoted to: _____

If said permission is granted we hereby agree to comply with the Rules and Regulations of the American International School of Jeddah governing the use of school buildings and grounds; to take the utmost care in the use of school property; and to make good any damage to or loss of school property arising from our use of the building.

Name (must have 2) Address Cell Phone Number

FAX:

FOR OFFICE USE ONLY: APPROVED/DISAPPROVED

The charges will be as follows and are to be paid to the American International School of Jeddah

Rental	SR _____
Supervisor	SR _____
Janitor	SR _____
Security	SR _____

Superintendent Date

Please give a brief but specific itemization of your facility requests: (Chairs, Tables, Sound Systems, Security, Restrooms, Outside Catering)

Name and Cell of person to get back to if we do not have items you request _____

Items (Resources) you request to bring in to this requested event at AISJ

Name and Cell of person to get back to if we do not have items you request _____

SEE OTHER SIDE FOR RULES AND REGULATION

**For the Use of the American International Schools Buildings & Grounds
For Other than Regular School Purposes**

1. **The use of the School Buildings and Grounds of AISJ (for other than regular schoolwork) is under the direct control of the Superintendent of Schools, subject to any limitations by the Board of Trustees.**
All applications for building use must be made to the Superintendent on the blank form prescribed; and must state in detail the purpose for which the building or room is to be used, and must be signed by two responsible persons, who will be help accountable for any damage or loss of property arising from such use.
2. AISJ Building and Grounds are non smoking, no alcohol, and no drugs use. Violations in any of these categories will result in immediate ejection of those individuals who violate this rule and may indeed cancel the even for the entire group.
3. The Superintendent's Designee will forward the application to the Principal concerned, who will make the necessary endorsements and then return it to the Superintendent's Designee.
4. The Superintendent's Designee will make the necessary endorsements **and approve or disapprove** the request.
5. Approval will not be granted:
 - For general use or for a series of meetings. A Separate application must be made for each meeting.
 - For any time that will interfere with the regular schoolwork or activities.
6. When approval for the use has been granted, the Superintendent's Designee will appoint some person to act as the representative of the Board of Trustees. This person is to have supervision of the meeting and enforce the Rules and Regulations of the Board of School Rules and Regulations.
7. If in the opinion of the Superintendent's Designee, the attendance of Security or Police is necessary, the persons holding the meeting will be required to provide such proof of Security-Police services being available on site.
8. The services of the supervisor designated by the Superintendent's Designee as the personal representative of the Board of Trustees and the expense of necessary custodial service must be paid by the organization to whom permission has been given to use the building.
9. The building is to be used only on the date and during the hours specified, and for the purpose named in the application.
10. A permit can be canceled without notice if Board Policies and Procedures are violated in any way and the Board of School Trustees (or its representative / designee) shall be the sole judge of such violation.
11. A permit is not transferable.
12. A permit is not valid unless signed by the Superintendent's Designee.
13. All the AISJ School Buildings are smoke free, drug free, and alcohol; free.
14. The charge for the use of the school buildings will be determined by the **purpose** and the **time** for which it is used.
15. No furniture or equipment belonging to the school shall be moved without written permission signed by the Superintendent or the Principal.
16. The electrical equipment of the building shall not be charged or moved in any way nor shall electrical devices of any kind be used without written permission signed by the Principal of the school or the Superintendent, and under the personal supervision of the school electrician for whose services a charge will be made.