

ARTICLE 9 COMMUNITY USE OF AIS PROPERTY (SERIES 9.000)

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USE OF SCHOOL EQUIPMENT

It shall be the general policy of AIS that no school equipment be loaned, leased or rented to any person, firm or agency except by approval of the superintendent.

The superintendent or designee may authorize a school employee to use the school equipment: 1) for purpose of preparing instructional materials for classroom use, 2) for presenting programs for community organizations and non-profit organization, 3) for public relations purposes, 4) for school related social functions.

Any use of equipment must be signed out by the individual responsible, describing the item being used and stating time and date it will be returned. The school will maintain a file card on all equipment loaned.

USE OF SCHOOL FACILITIES

The buildings, grounds and facilities of the American International School of Lagos are primarily for school purposes. No other use shall be permitted to interfere with the primary purpose.

School facilities may be made available for eligible activities. Activity sponsors or organizations eligible to apply for use of the AISL facilities shall be related to the education and welfare of youth in Lagos or have as their purpose community or national service.

Activity sponsors or organizations using school facilities are subject to payment of a user fee plus other costs related to the facilities use.

The Superintendent shall determine the qualifications of the requesting organization and is authorized to establish Regulations for use of school facilities, including user fees, supervisory requirements, restrictions, safety, and security.

Supersedes: 9.100
9.101
9.102
9.103
9.104

ADOPTED APRIL 11, 1984
REVISED JUNE 10, 1987
REVISED: MARCH 18, 2003

AMERICAN INTERNATIONAL SCHOOL OF LAGOS

RULES AND REGULATIONS GOVERNING USE OF SCHOOL FACILITIES

1. An AISL Association Member will be in charge of the group/organization requesting use of facility.
2. A signed application, including a waiver of liability against the American International School of Lagos, will be submitted and approved prior to facility use.
3. The AISL Association Member is responsible for informing the group/organization of all facility use rules.
4. All participants must sign the Waiver Form as a condition of use.
5. A list of all group/organization participants shall be submitted by the AISL Association Member to the administration prior to authorized use.
6. Participants must sign with the guards upon arrival and check out on departure of the AISL premises.
7. The AISL Association Member assumes full responsibility for the actions and conduct of the group/organization participants and insures that non-authorized person(s) are not in attendance.
8. All damages must be reported in writing to the guards the day of happening.
9. Payment for any and all damages, accidental or intentional, will be the responsibility of the AISL Association Member.
10. Vehicles may be parked in the front of school only and are parked at owners' risk.
11. A users fee will be prepaid covering the period of time authorized.
12. Custodian fees must be paid in advance when required.
13. Appropriate ball court tennis or basketball shoes must be worn on the court surfaces.
14. In consideration of residents in the flats, noise should be held to reasonable limits.
15. Violation of any of the above rules is subject to termination of facility use and forfeiture of fees.
16. Any AISL School sponsored function supersedes all previously scheduled commitments to an outside group/organization. In this event, fees would be adjusted accordingly.

NOTE:

The administration reserves the right to amend and/or change any of the rules governing facility use. Notice would be given to the AISL Association Member.

The Board of Directors reserves the right to review and change the facility use policy.

In the event such changes affect prepaid fee obligations, adjustments will be made on a per use basis.

AMERICAN INTERNATIONAL SCHOOL OF LAGOS

1004, Estate, Victoria Island- Lagos, Nigeria

Website: www.aislagos.com

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Request/Authorization for use of School Facilities

Name of organization	Requested school/building
Name of representative/Person responsible for fees that may occur for the activity	Day telephone number of representative and email.
Address of representative (include street address and city)	Is this an AISL School program?

MONTH TO BE USED	DATE(S) TO BE USED	YEAR	START TIME	CLOSING TIME
August		2009/2010		
September		2009/2010		
October		2009/2010		
November		2009/2010		
December		2009/2010		
January		2009/2010		
February		2009/2010		
March		2009/2010		
April		2009/2010		
May		2009/2010		
June		2009/2010		
July		2009/2010		

Purpose of activity _____

Spaces/areas to be used (examples: classroom, library, auditorium, gym) _____

Equipment needed or special requests _____

Expected attendance _____ Will admissions be charged Yes No Admissions

Collection taken _____

REGULATIONS REQUIRE SUBMITTAL OF APPLICATION, PROOF OF INSURANCE AND PAYMENT OF FEES 2 WEEKS PRIOR TO USE

Checking this box indicates that you have read, understand and agree to the "General Rules for use for School Facilities" on the reverse side of this request.

Will Kitchen be used? Yes No

Signature of representative _____ Date _____

Signature of Building representative _____ Date _____

	Cost
Number of Staff	Overtime hours each
_____	_____
_____	_____
_____	_____

ESTIMATED CUSTODIAL COST	₦ _____
RENTAL FEE	₦ _____
Room <input type="checkbox"/> Multi-purpose Room <input type="checkbox"/> Classroom # _____	
Library <input type="checkbox"/> Field <input type="checkbox"/>	
Other _____	₦ _____
TOTAL ESTIMATED COST	₦ _____
AMOUNT PAID <input type="checkbox"/> Cash <input type="checkbox"/> Check	₦ _____
AMOUNT DUE	₦ _____

General Rules for Use of School Facilities

1. All organizations using school facilities shall provide an adult supervisor who shall remain with the group during all activities and be responsible for the group's conformance with all appropriate rules and regulations.
2. The group in whose name the permit is issued is responsible for any damage done to American International School of Lagos property and restitution of such damage.
3. The applicant/user shall protect, indemnify and hold American International School, its officers and employees harmless from any and all liabilities or rights or action directly or indirectly arising out of the use of the premises covered by the Facility Use Request.
4. Use of language or actions which are offensive or profane to a person of ordinary sensibilities will not be tolerated.
5. Liquor, drugs or use of tobacco products are prohibited on American International School of Lagos property.
6. Weapons are prohibited on American International School of Lagos property, unless approved with this request.
7. Fire and safety regulations of American International School of Lagos must be observed at all times.
8. Tables, chairs, desks and other furniture and equipment shall not be moved from one room to another unless specifically mentioned on the permit and, by or under, the direct supervision of American International School of Lagos employee. Extra or unusual services for program or activities must be identified in the Facilities Use Request.
9. No decorations or the application of materials to walls, ceilings or floors shall be permitted which will mar, deface or injure these surfaces. No wax or other substances shall be applied to the floors.
10. All groups shall leave the school facilities in the same order and conditions in which they found them.
11. The use of facilities shall be restricted to those spaces and times specifically covered in the Facilities Use Request.
12. Individual school and facilities may compile and post in a conspicuous location other supplemental special rules which are applicable to specific situations and locations.
13. American International School of Lagos will not be responsible for losses of personal property by individuals or groups during an approved building activity.
14. The applicant shall notify the Superintendent and/or designee of American International School of Lagos of any cancellation of previously scheduled event at least five (5) working days prior to scheduled use. In case of failure to do so, American International School of Lagos will invoice for expenses incurred in preparations for use of the facility requested.
15. No requests for reductions in the rental fees or extra costs will be considered.
16. This agreement does not include the right of advertising on school premises other than the right to post a sign two hours in advance of an event for the purpose of directing people to the building or facility in use.

17. American International School of Lagos reserves the right to revoke any authorization issued for the use of a school building or grounds and if rental has been paid, to refund such rental less expense incurred by American International School of Lagos in connection therewith.
18. No person shall be denied the full enjoyment of facilities because of race, creed, color or national origin.

AMERICAN INTERNATIONAL SCHOOL OF LAGOS

WAIVER FORM

I _____
(Full Name)

of _____
(Address)

being a user of _____ (hereinafter called "The Facility")
(describe facility)

permitted pursuant to the application of _____

made the ____ day of _____, and having been duly informed by The American International School of Lagos of the disclaimer of any liability arising from the use thereof hereby waive all claims, damages, demands, costs and expenses arising either directly or indirectly whether by negligence or otherwise howsoever from the use of the facility and hold harmless the American International School of Lagos against all liabilities arising from any cause and in any manner in respect thereof.

Dated this _____ day of _____, 20____

Signature

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