



FAIRFIELD METHODIST SCHOOL (SECONDARY)

102 Dover Road Singapore 139649

Tel : 67788702 Fax : 67797482

APPLICATION FOR USE OF SCHOOL PREMISES (FOR STAFF & PUBLIC USE)

(FOR Weekends & Weekdays AFTER 7PM)

Part A - TO BE COMPLETED BY APPLICANT (All fields under Part A are compulsory)

Full Name of Applicant * (Individual/Organisation) * Mr/Mrs/Mdm/Miss		NRIC/Association Reg. No:	
Address of Applicant * (Individual/Organisation) Postal Code ()		Contact No. during Event Period Office: Pg/HP: Person:	
Purpose of Event:		Participants: Total pax: No of Boys: No of Girls:	
Period of Use of School Premises On/From: _____ to _____		Time From: _____ (check-in) To: _____ (check-out)	
I/We hereby declare that the information given as above are true and shall comply with the school's instructions laid down herein.			
_____ Organisation's Stamp <i>(not for individual applicant)</i>		_____ Position in Organisation	_____ Signature of Applicant & Date

Part B - TO BE COMPLETED BY APPLICANT- Indoor Facilities Required

Name of Facilities	No.(s) Available	Holding Capacity	Hourly Rate	Required No(s)	No. of hours required	Chargeable Cost (\$)
1. Hall (Aircon)	1	1000	\$800			
2. Canteen	1	650	\$200			
3. Auditorium (Aircon)	1	250	\$200			
4. Performing Arts Room 1 (Aircon)	2	200	\$200			
5. Performing Arts Room 2 (Aircon)	2	200	\$200			
6. Humanities Room (for internal booking ONLY)						
7. Lecture Theatre (Aircon)	1	99	\$200			
8. Learn@Fairfield (Aircon)	1	100	\$200			
9. Learning Centres: (FMSS teachers must secure approval from LC owners)						
10. School servant on standby	\$10 per hour	Office hours	\$20 per hour	Outside office hours	NA	
11. Security Guard	\$10 per hour	Office hours	\$20 per hour	Outside office hours	NA	
Facilities chargeable						\$



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Part C - TO BE COMPLETED BY APPLICANT- Outdoor Activity Areas

For purpose of lightning risk alert, HANDPHONE NOS. OF CONTACT PERSON(S), VENUE & TIMING OF OUTDOOR ACTIVITY MUST BE COMPLETED IN SECTION A

- Within School YES / NO (*delete if inapplicable)
- Outside School YES / NO (*delete if inapplicable)

IF YES, Venue (s) _____

Part D - TO BE COMPLETED BY APPLICANT- IT/AV Requirements

Type of IT/AV Equipment	Any Remarks	Unit cost	Required No(s)	Tick if booking is required	Chargeable Cost (\$)
1. LCD Projector		\$200			
2. Visualizer		\$100			
3. Wireless microphone/stand		\$ 50			
4. Sound system (Hall)		\$500			
5. Sound system (Auditorium)		\$500			
IT/AV equipment chargeable					\$

Instructions For The Use Of School Premises

Applicants using the school premises must adhere to the following instructions:

1. Ensure the safety and security of the school during the period of use.
2. Ensure that the premises (rooms & toilets) are washed, kept clean and tidy during and after use.
3. Ensure that all rubbish is properly thrown away in the **Rubbish Centre** next to the Back/Exit gate.
4. Ensure that food and drinks are consumed within the canteen area and no eating/ drinking in the classrooms and along the corridors.
5. Permission must be obtained from the school office for movements of furniture in any of the rooms and reinstate any furniture used in its original order.
6. No playing of games (e.g. Ball/Running etc.) in the rooms and water Bomb games are also not allowed.
7. Permission must be obtained from the school office, if posters are to be put up (with blue tac only) around the school premises during the period of use and removed after the activities.
8. Report to the Office before leaving the school premises for an inspection on the school facilities and handing over of keys.
9. The school is not liable to the participants using the premises for any death, injury, loss or damage, however caused, while he/she is within the school premises.
10. For emergency, please contact Operations Manager (Mr Tan Boh See: HP- 92216386) / 67706103



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Part E - APPROVAL BY SCHOOL

The application is * *approved / not approved*. The rate of charges of \$ _____ and the facilities used in the School premises are as indicated above. Please write a crossed cheque to "**Fairfield Methodist School (Secondary)**" for payment.

Deposit required: \$ _____, for any damages and cleaning services required to reinstate the school to its original condition, the discretion of which lies with the Operations manager. Deposit is determined on a case-by-case basis depending on the facilities booked. The deposit is refundable in the event of no damages and cleaning services needed.

Approved by,

Operations Manager
(Compulsory)

HOD CCA/PE/Aesthetics
(Required for use of related venues)

HOD IT/MRL
(Required for IT/AV requirements)

OFFICE USE:
KEYS TO ISSUE:

KEYS COLLECTED BY:

KEYS RETURNED BY:

**COMPLETED APPLICATIONS MUST BE SUBMITTED TO
THE OPERATIONS MANAGER @**

**Fairfield Methodist Secondary School
102 Dover Road
Singapore 139649**

Tel: 67706-103

Fax: 6779-7482