



## Building/Facility Rental Application

Event \_\_\_\_\_

Public or private event? \_\_\_\_\_ Will a fee be charged for the event? ( If yes, how much) \_\_\_\_\_

Estimated number of people attending \_\_\_\_\_ Sponsor/Organization \_\_\_\_\_

Date of Event \_\_\_\_\_ Set up time \_\_\_\_\_ Start time \_\_\_\_\_ End time \_\_\_\_\_ Exit time \_\_\_\_\_

Building/Rooms Requested \_\_\_\_\_

Additional request(s) or comment(s): (i.e. microphone, chairs, tables, etc.) \_\_\_\_\_

Contact person \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Billing Address \_\_\_\_\_ Email Address \_\_\_\_\_

Is there a desire or plan which includes serving or selling food products by the Sponsor or Organization at this event? YES\_\_\_\_ NO\_\_\_\_ If yes, attach explanation

- Food Products served at no charge by outside groups must receive prior approval
- The Sale of Concessions or Food Products is NOT allowed by outside/non-school groups.

**Please note that drinks and/or food items are NEVER permitted in our Auditorium!  
Refusal to abide by this policy will result in disapproval of future requests.  
Be sure to read the attached policy carefully before signing your request.**

It is mandatory for the protection of the above-named sponsor/organization that **appropriate liability insurance be purchased**. All the necessary and relevant licenses such as MPN/Police/MACP and etc are to be obtained before the official use of the rented facilities. The above named sponsor/organization also agrees to indemnify and shall not hold Matrix Global Schools and their agents and employees liable for all liability, claims, demands or costs for or arising out of the facility being used by the sponsor/organization or due to cancellations or closures or failure to obtain relevant licenses. The above named sponsor/organization acknowledges receipt of the regulations, fee schedule and Matrix Global Schools Policies and Procedures pertaining to Matrix Global Schools Facilities.

Signature of Sponsor \_\_\_\_\_ Date \_\_\_\_\_

APPROVED \_\_\_\_\_ DISAPPROVED \_\_\_\_\_

Administrator's Signature \_\_\_\_\_

Send to Finance & Accounts Office; Admin Office; Facility Office

## FACILITIES USE REGULATIONS

1. The facilities of the Matrix Global Schools are to be made available to the school community for use unless the facilities are scheduled for student use, provided that the user meets the requirements prescribed by the Matrix Global Schools. Student use of the facilities will be given priority.
2. Groups eligible to use the facilities include:

<b>Class I</b>	School Groups, Athletic Teams, Clubs, Band, Drama
<b>Class II</b>	School Affiliated Groups, PTA, etc.
<b>Class III</b>	Organizations dedicated entirely to the service of school age youth of Matrix Global Schools, Community Athletic Organizations – Boy Scouts, Girl Scouts, Bulan Sabit Merah, St. John's, etc
<b>Class IV</b>	Co-curricular and governmental agencies – YMCA, Police, Fire Departments, etc.
<b>Class V</b>	Non-profit community organizations (including churches). An athletic team whose coach resides in or is employed by the Matrix Global Schools. These teams may schedule practices and individual games. Tournaments may not be scheduled at school facilities.
<b>Class VI</b>	All other groups who reside in the Matrix Concepts Holdings Berhad properties in Bandar Sri Sendayan
3. **School facilities are not available for use during or before regular school hours, when students are in attendance, unless granted permission from School's Administration.**
4. Any user of school facilities will be responsible for providing adequate supervision by an Advisor or Group Leader during the **ENTIRE** event and will be responsible for any damage to the premises and its contents. Activities will be confined to those areas of the facility specifically approved for use. Throughout the week, any after school events for building classroom areas are to be completed by 10 PM. All sports facilities and auditorium use is to be completed by midnight. Any exceptions will be addressed on a case-by-case basis.
  - a. **Use of school facilities for Concert and/or Dance events will require the presence of security officers. The user will be responsible for providing security by a certified security company or police department; however the user can opt for the Schools to hire the police officer at an additional cost. One officer per 50 participants will be required. A copy of the contract between user and Security Company will be required 14 days prior to the event.**
5. Alcoholic beverages are **NOT** permitted in any School's facility or on School grounds. There is **NO** smoking on school grounds. Food and drink may be served and consumed **ONLY** in those areas specifically approved for that use. Food and drink provided at no cost must be preapproved. No food or concessions sales of any kind will be allowed however; may be contracted with the school district.  
**Churches wanting to serve communion will be considered on an individual basis.**
6. In accordance with School Board Policy weapons of any kind are **STRICTLY** prohibited on the premises.
7. **Any Class III, IV, V, or VI user will provide the School with a Certificate of Insurance, evidencing user's liability coverage.**
8. User shall not hold the School and the Company liable for any and every kind of claim, demand, suit, action or damages relating to or arising out of user's use of the facilities.

9. If the Board, the School, or his or her designee determines that the authorized area(s) or premises are needed for school purposes, the School may cancel the use. The School also reserves the right to cancel any use for good cause, including, but not limited to, power outage, field overuse, or water service interruption. All use is automatically cancelled for days when school is closed for emergencies or inclement weather.
10. When school buildings are used for the purposes other than for Class I school use, additional expenses are incurred. The School shall have the option to recover utility costs for lighting and air-conditioning. These charges will be billed based on actual cost of utilities during time used. Additionally, user shall reimburse the Matrix Global Schools for the School's costs in connection with the use of outdoor field lights and any other out of the ordinary expenses.
11. When school support personnel are needed, the School will assess a charge to cover wages and benefits pursuant to the Board adopted Support Fees, as detailed on Building/Facility Usage Fee Schedule. After hours use of school kitchens is only available with the employment of qualified personnel.
12. Payment of any and all Facility Fees shall be due no later than 10 days after the date of the activity is scheduled. Cheques should be made payable to and delivered to:  
**Matrix Global Education Sdn Bhd**  
**PT 12652, Sendayan Merchant Square**  
**Persiaran 1 Sendayan Utama**  
**Pusat Dagangan sendayan**  
**71950 Bandar Sri Sendayan**  
**Negeri Sembilan Darul Khusus**
13. The facility may be closed, implement a delayed opening or early closure due to weather or other emergencies. Matrix Global Schools assumes no responsibility in case of individual and/or group losing money or resources due to emergency closings.