



FAIRFIELD METHODIST SCHOOL (SECONDARY)

102 Dover Road Singapore 139649

Tel : 67788702 Fax : 67797482

APPLICATION FOR USE OF SCHOOL PREMISES (For PUBLIC USE)

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 (provide at least 2 contact persons) 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

Name of Facilities	Capacity	Remarks
1. Auditorium (Aircon)	250	Rates will be advised by the school, upon availability of the required facilities
2. CCE Room (Aircon)	Size: 12mx7.5m	
3. Canteen	500	
4. Indoor Sports Hall (Upper Deck)	800	
5. Classrooms (Aircon)	40	
6. School Field	Size: 90mx50m	
7. Netball Court		
8. Basketball Court		



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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 tack 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. (If facility booked is for use on weekends or public holidays, keys have to be collected on weekdays and returned on the next working day.)
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 C - 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: \$100.00 (non-refundable).

Approved by,

Vice-principal (Administration)
(Compulsory)

OFFICE USE:

Deposit/payment received: _____

KEYS TO ISSUE:

KEYS COLLECTED BY:

KEYS RETURNED BY:

**COMPLETED APPLICATIONS MUST BE SUBMITTED TO
THE OPERATIONS MANAGER @
Fairfield Methodist School (Secondary)**

**102 Dover Road
Singapore 139649
Tel: 67706-103
Fax: 6779-7482**