

No. _____

Department of Education



Application for use of Government School Buildings

*Department of Education • P.O. Box 72 • Road Town, TORTOLA • VIRGIN ISLANDS
Telephone: 494-3701 ext. 2151 • Facsimile: 494-5421*

Please READ CAREFULLY before completing the form

Excerpts from 1987 Education Ordinance, Part III

Section 15 – School premises are not to be available for use in connection with any political activity or commercial venture.

Section 16 – No person shall sell or offer for sale any goods or services on school premises without the written permission of the Chief Education Officer

RULES AND CONDITIONS GOVERNING THE USE OF GOVERNMENT SCHOOL BUILDING/PREMISES

1. Government School Buildings and their equipment or premises shall not normally be available for hire.
2. The use of Government School Buildings and their equipment or premises shall normally be available only to recognized voluntary groups.
3. Applications for use shall be addressed to the Chief Education Officer and forwarded through the Principal of the school at least two weeks before the proposed date of use. Applications must give details of the nature and purpose of the proposed function.
4. Permission for use shall normally be granted only on weekends or during school vacations.
5. a) A non-refundable deposit of not less than \$250.00 – in the case of the Elmore Stoutt High School, Enid Scatliffe Pre-Primary School, Althea Scatliffe Primary School, Willard Wheatley Primary School, and Bregado Flax Educational Centre schools; \$150.00 in the case of other schools shall normally be required, payable in advance to the Department of Education.

b) Where a school is to be used for **SLEEPING PURPOSES** the rates will be as follows:

An organization “less than 50 persons”	
Accommodation	\$150.00 per night
Electricity	\$ 10.00 per night
Water	\$ 25.00 per night
Janitorial Services (to clean classrooms after the organization has left)	\$150.00
An Organization “more than 50 persons”	
Accommodation	\$200.00 per night
Electricity	\$ 20.00 per night
Water	\$ 50.00 per night
Janitorial Services (to clean classrooms after the organization has left)	\$225.00

For **DAYTIME USE ONLY**, the fees charged will be half of the above fees mentioned for sleeping purposes.

Janitorial fees will be enforced if the school property is left in an unsatisfactory condition following the event/function conducted. Applicants will be notified accordingly.

All fees are payable in Advance

6. The Applicant shall sign an undertaking, on behalf of the voluntary organization, accepting financial responsibility for any damage to premises or equipment or loss of school equipment.
7. The organization shall ensure that the function(s) for which the premises are made available is/are conducted under proper supervision.

APPLICATION FOR USE OF GOVERNMENT SCHOOL BUILDINGS

_____ School

1. Name and address of applicant _____

Telephone No.: _____ Facsimile: _____

2. Name of Society of Body for which he/she is acting on behalf of:

3. Purpose for which building is required

4. When and for how long is the building required:
Date: _____
Time: From _____ To _____

If this application is granted I agree to be bound by the conditions attached and any other Government policy(ies).

Signature of Applicant

Witness to Signature _____

Date _____

Approved: Yes No

Principal's Signature

Approved: Yes No

Chief Education Officer

PRINCIPAL'S COMMENTS FOLLOWING USE OF BUILDING

Principal's Signature

For Official Use Only
PLEASE DO NOT WRITE IN THE SPACE BELOW