

Anglo-American School of Moscow Facilities Use by Outside Groups

AAS Facility Use Board Policy (8.20)

"The Anglo-American School seeks to be a center of activities for its students and families. In addition, AAS recognizes that its facilities can also be considered to be a resource for the wider community. To achieve these goals the Administration will permit organized use of school facilities when such use either enhances the AAS educational program or does not conflict with the normal operation of the school, and is consistent with AAS policies and philosophy."

Facility Use Arrangements

Use of the AAS facilities should not obstruct the regular school programs, and after school activities organized by the school. School classes and functions will always take priority over other events; however there are certainly times that the school facilities are available for use. Regular school hours: Monday-Friday 8:00-18:00.

All requests for use will be prioritized by the Administration according to the following category:

- A. School Activity – core and extra-curricular activities that take place outside of the school day and week (after 18:00 Monday – Friday and weekends)
- B. School Community – school-related **groups and organizations**, directly benefitting students, staff, and parents
- C. Wider community – non-school organizations, associations, or individuals (as appropriate).
Reviewed on a case-by-case basis.

When you want to apply for use of the AAS facilities please fill out the attached application form at least four weeks before the date on which you want to schedule your event. You can only specify dates and times within 8 weeks of the first date or the end of the current school term (whichever is earlier). After the school has received this form a decision will be made regarding use of the facilities and applicable fees (see below). This decision is based on the information you provide, the School's schedule and condition of existing facilities such as the sports fields, and other management issues. Once approval is given you will be requested to provide more detailed information about the scheduled event and sign a contract of agreement.

Below you will find the facilities available and the costs associated with the use of these facilities:

Code	Facility	Price per Chargeable Hour		
		Category A	Category B	Category C
SF	Soccer Fields (per field)	Free	\$50/hour \$600/day	\$200/hour \$2000/day
NG	North Gym	Free	\$50/hour	\$200/hour
SG	South Gym	Free	\$50/hour	\$200/hour
DR	Dance Room	Free	\$30/hour	\$60/hour
SC	South Cafeteria	Free	\$50/hour	\$200/hour
CR	Class Room	Free	\$20/hour	\$50/hour
FDR	Faculty Dining Room	Free	\$25/hour	\$100/hour
SR	Skating Rink	Free	\$50/hour	\$200/hour

Note: Chargeable Hours include scheduled hours, plus an hour after the event for cleanup. Scheduled hours are not just the event time, but also all hours that you want the participants of your activities to have access to the facilities.

Additional services

Service	Price per Hour
Cleaner	\$20/hour
Security guard	\$20/hour
Maintenance worker/ Green Guy	\$20/hour
Medical staff	\$50/hour
Facility supervisor	\$20/hour

Charges for the services are to be paid prior to the event based on estimate of the hours requested. A final billing for the event will be payable within 30 days for actual hours used above the estimate. No refunds for unused hours will be given. Additional services such as an audio or other technical support may require additional charges.

If you wish to request use of the AAS facilities; please fill out the Application Form and e-mail or send it to Penguin Life (Phone +7-495-231-1061, Fax: +7-495-231-7805, Email: plife@aes.ru).

**Anglo-American School of Moscow
Facilities Use by Outside Groups**

Application Form

Name of Organization/Activity:

<i>Name(s) of Person(s) in Charge</i>	<i>Phone 1</i>	<i>Phone 2</i>	<i>Email</i>

Nature of Organization:

Describe Intended Use:

Facilities you would like to use:

Date(s) and Time(s) requested:

Fee charging activity? Please check one: YES NO

If yes, please specify below

Anticipated Number of Participants:

Special Requirements/Equipment Needed: *(The use of AAS equipment will be granted on a case-by-case basis)*

Additional Comments:

By signing the application below, I confirm that I am a duly appointed representative of the identified organization and that I can sign a contract on behalf of this organization or activity taking full responsibility for the use and care of the facility.

Signature

Printed Name

Date

When filling out the application form, please be as detailed as possible.