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STAFF/ ALUMNI APPLICATION FOR USE OF SJIJ ISH FACILITIES

PART I - TO BE COMPLETED BY THE APPLICANT

Full Name of Applicant *Mr/Mrs/Mdm/Miss	NRIC/FIN No:	Alumni ID:
Address of Applicant	Tel No:	Res:
		Off:
Name of Facilities to be used: 1. * Badminton Court (ISH) <input type="checkbox"/> 2. * Futsal Court (ISH) <input type="checkbox"/> (Equivalent to 4 Badminton Courts) 3. Others <input type="checkbox"/> Please Specify :- _____		
*To indicate the no of courts required		
Equipments Required (Please tick the appropriate boxes) :		
Badminton Poles <input type="checkbox"/>	Futsal Goalposts <input type="checkbox"/>	
Badminton Nets <input type="checkbox"/>	Futsal Ball <input type="checkbox"/>	
Purpose of Application: 1. Tutorial/Training Classes <input type="checkbox"/> 2. Recreational Purpose <input type="checkbox"/> 3. Others <input type="checkbox"/> Please Specify :- _____		
Period of Use of School Premises On/From: _____ to _____	Time: _____ to _____	
*I/We hereby declare that the information given as above are true and shall comply with the school's instructions laid down overleaf.		
_____ Name of Applicant	_____ Signature of Applicant & Date	

PART II - TO BE COMPLETED BY SCHOOL PRINCIPAL

The Application is *approved/not approved for the period _____ to _____.		
_____ School's Stamp	Mr Timothy Goh Principal of SJIJ	_____ Signature & Date

* Delete whichever not applicable.

Instructions for Use of School Premises

- a) Ensure that the premises are used only for the purpose as stated.
 - b) Make good any loss or damage caused.
 - c) Ensure that the premises are cleaned up after use to the satisfaction of the Principal of the school.
 - d) Remunerate the Operation Support Officer at the rate for work performed because of this request.
 - e) Pay for the electricity and water and other Power Supply Pte Ltd charges if called upon to do so.
 - g) All users of the ISH **must** wear shoes with non-marking soles; Damages due to non-compliance will be bore solely by the user.
 - h) Ensure that all windows are closed before leaving the ISH.
 - i) Ensure that only toilets attached to the ISH are to be used and cleanliness of the toilet must be kept at all times.
- 2 Permission to use the school premises may be withdrawn by the Principal if so required.
- 3 No refund will be made if it is on user's own accord that the facility applied for is not used.
- 4 The Ministry of Education, the school authority and the school employees are not under any liability to anyone using the premises under this application in respect of any death, injury, loss or damage, however caused, while he or she is in the school premises.