

# NIS Facilities Booking Procedure

- For **All** bookings of areas listed in the table below, **use Facilities Booking Form** (FBF) - Yellow Form
- Do not make booking in the Veracross System
- You can check the availability of the required area in the Veracross System
- Bookings Period should not be longer than 30 days
- For PAC, GYM, Athletics Fields and Running Track, before you submit your FBF please
  - Communicate and Confirm (check availability and suitability)
    - For PAC areas with Theatre Manager
    - For Gym, Athletics Field and Running Track areas
      - During School Day with PE SAC - 0730h to 1500h
      - After School Day and Weekends with Athletics Director - 1500h to 0730h
- Please place your FBF into FBF Pigeonhole in the
- Front office will make booking in the Veracross system
- A notification will be send to you
- In case of required area being already booked, the front office will inform you and will ask you to contact the person who has made the initial booking. It will be up to you to negotiate the solution.
  - When you have communicated and confirmed, please place your FBF into FBF Pigeonhole.

PEA and PAC during school time are classified as Classrooms

## **Booking Time Requirements:**

- For school calendar events - minimum 6 weeks
- For non-school calendar events - minimum 1 week

## **Terminology:**

FBF - Facilities Booking Form  
CC - Communicate and Confirm

Area	Description	Responsible Person	Communicate & Confirm
<b>PAC</b>	Black Box	Facility booking - Yellow Form	Theatre Manager
	Whole Theatre	Facility booking - Yellow Form	Theatre Manager
<b>PEA - Gym</b>	Blue Gym 1	Facility booking - Yellow Form	PE SAC or AD
	Blue Gym 2	Facility booking - Yellow Form	PE SAC or AD
	Green Gym 1	Facility booking - Yellow Form	PE SAC or AD
	Green Gym 2	Facility booking - Yellow Form	PE SAC or AD
<b>PEA - Athletics Field</b>	Running Track	Facility booking - Yellow Form	PE SAC or AD
	Soccer Field 1 - West	Facility booking - Yellow Form	PE SAC or AD
	Soccer Field 2 - East	Facility booking - Yellow Form	PE SAC or AD
<b>Public Area</b>	C116 PYP LGR	Facility booking - Yellow Form	
	D207 MYP LGR	Facility booking - Yellow Form	
	Front Lawn	Facility booking - Yellow Form	
	G215 Centre Cafe	Facility booking - Yellow Form	
	H301 Dance Studio	Facility booking - Yellow Form	
	H302 a - Centre LGR A	Facility booking - Yellow Form	
	H302 b - Centre LGR B	Facility booking - Yellow Form	
	H303 Board Meeting Room	Facility booking - Yellow Form	
	Main Building Lobby	Facility booking - Yellow Form	
	The Centre Lobby	Facility booking - Yellow Form	
	Courtyard	Facility booking - Yellow Form	
	Cafeteria Garden	Facility booking - Yellow Form	

PAC - Performing Arts Centre

PE - Physical Education

PEA - Physical Education Areas: Gym, Athletics Fields, Running Track

**Note: School is close during Public Holidays**