

MATRIX GLOBAL SCHOOL - FACILITY RENTAL

Section 1: User's/Hirer's Information

Club/Organization/Department ("Hirer"):

Contact Person :

Telephone No :

Address :

Email Address :

Purpose of use /Event Title (as applicable):

Section 2: Facilities Booking/Request Details

Facilities	Rental Fee	Date		Time		Total Rental Fees (RM)
		Start	End	Start	End	
Multi Purposed Hall (1000 pax)	RM 3, 700.00 / half day					
	RM 7, 400.00 / full day					
	RM 925.00 / hour					
MGS Auditorium (423 pax)	RM 1, 850.00 / half day					
	RM 3, 450.00 / full day					
	RM 462.50 / hour					
MIS / MPS Auditorium (120 pax)	RM 1, 120.00 / half day					
	RM 2, 240.00 / full day					
	RM 280.00 / hour					
MIS2 Auditorium (221 pax)	RM 1, 455.00 / half day					
	RM 2, 660.00 / full day					
	RM 363.75 / hour					
Computer Lab 01/02 (MPS) (45 pax)	RM 1, 260.00 / half day					
	RM 2, 520.00 / full day					
	RM 315.00 / hour					
Computer Lab 01/02 (MIS) (20 pax)	RM 560.00 / half day					
	RM 2, 360.00 / full day					
	RM 140.00 / hour					
Computer Lab 01 (MIS2) (20 pax)	RM 560.00 / half day					
	RM 2, 360.00 / full day					
	RM 140.00 / hour					
Language Lab 01/02 (MPS) (35 pax)	RM 980.00 / half day					
	RM 1, 960.00 / full day					
	RM 245.00 / hour					
Language Lab 01 (MIS) (20 pax)	RM 560.00 / half day					
	RM 1, 120.00 / full day					
	RM 140.00 / hour					
Normal Classroom (20/25 pax)	RM 450.00 / half day					
	RM 900.00 / full day					
	RM 112.50 / hour					
Football Field	RM 1, 150.00 / half day					
	RM 2, 300.00 / full day					
	RM 287.50 / hour					
Running Track	RM 750.00 / half day					
	RM 1, 500.00 / full day					
	RM 187.50 / hour					
Grandstand	RM 620.00 / half day					
	RM 1, 240.00 / full day					
	RM 155.00 / hour					

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Facilities	Rental Fee	Date		Time		Total Rental Fees (RM)
		Start	End	Start	End	
Volleyball Court, Sports Complex	RM 370.00 / half day					
	RM 740.00 / full day					
	RM 92.50 / hour					
Basketball / Badminton Court, Sports Complex	RM 450.00 / half day					
	RM 900.00 / full day					
	RM 112.50 / hour					
Futsal Court, Sports Complex	RM 280.00 / half day					
	RM 560.00 / full day					
	RM 70.00 / hour					
Gym Area	RM 500.00 / half day					
	RM 1,000.00 / full day					
	RM 100.00 / hour					
Boarding House	RM 120 / pax / night					

Events/Set-up Request (if required):

Set up Request	Rental Fee	Date		Time		Total Set up Fees
		Start	End	Start	End	
Venue Set Up	RM 150.00 (flat rate)					
Technician (Audio & Lighting)	RM 100.00 / day					
ICT (Projector)	RM 50.00 / hour					
IT Support	RM 100.00 / day					
Storage Room	RM 100.00 / day					
Cleaning Services	RM 300.00 / day					

* Half day (block of 4 hours)

* Additional hours usage will be charge by hourly basis.

* Requisition of staff will be charged on the day of event upon request by the organiser of event.

* Rental of MPH & Auditorium are eligible to have a 1 hour rehearsal before the event date upon availability (without the operation of aircond).

Facilities are available from 7:00pm – 10:00pm on weeknights and 7:30am – 9:30pm on Saturdays, Sundays, School Holidays and Public Holidays. Classrooms are available from 3:30pm on weekdays.

Please return completed form to Facilities Office, Matrix Global Schools. All payments must be made in full before commencement of first session. Once booking is confirmed, kindly make payment to the fee collection office at the Admin Floor (Ground Floor) with a cheque for the total payable amount to:

Matrix Global Education Sdn Bhd
PT 12652, Sendayan Merchant Square
Persiaran 1 Sendayan Utama
Pusat Dagangan sendayan
71950 Bandar Sri Sendayan
Negeri Sembilan Darul Khusus

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1. Groups eligible to use the facilities include:

Class	Discount	Group
Class I	10%	School Groups, Athletic Teams, Clubs, Band, Drama.
Class II	10%	School Affiliated Groups, PTA, etc.
Class III	20%	Organizations dedicated entirely to the service of school age youth of Matrix Global Schools, Community Athletic Organizations – Boy Scouts, Girl Scouts, Bulan Sabit Merah, St. John’s, etc.
Class IV	20%	Co-curricular and governmental agencies – YMCA, Police, Fire Departments, etc.
Class V	20%	Non-profit community organizations (including churches). An athletic team whose coach resides in or is employed by the Matrix Global Schools. These teams may schedule practices and individual games. Tournaments may not be scheduled at school facilities.
Class VI	10%	All other groups who reside in the Matrix Concepts Holdings Berhad properties in Bandar Sri Sendayan.

2. **School facilities are not available for use during or before regular school hours, when students are in attendance, unless granted permission from School’s Administration.**
3. User shall indemnify and hold harmless the School and any of its employees, representatives, agents, contractors, and volunteers from any and all losses, liabilities, claims, lawsuits, allegations, expenses and all forms of including attorney fees and recoverable costs or expenses arising out of the use and/or occupation of the property belonging to the School by the user group and any of its officers, employees, agents, contractors, and volunteers, except to the extent that such loss arises from the independent negligence of the School.
4. User undertakes sole responsibility of the safety of all the users and/or participants and the School will not be responsible for any injury incurred during the use of its facility.
5. User must observe and comply with the school health and safety practices, which includes Fire regulations at all time, which include but not necessary limited to the following:
- Signing in all attendees/participants at the security guard booth at the main entrance;
 - Stairways, corridors and entrance/exits must be kept free of obstruction at all times;
 - On hearing the lightning alarm all persons must move from outdoors to covered areas;
 - User and the person in-charge of the event is responsible for monitoring weather conditions and evacuating playing fields of participants and spectators when the threat of lightning or dangerous conditions approaches. The person in-charge will cancel games when field or playing conditions could cause harm or damage to participants or to the facilities.
 - Observing any emergency, evacuation and/or lock down procedures in the event of such requirement.
 - Ensure that there is adequate adult leadership and supervision at all times especially where there are children and/or minors attending/participating.
 - We note that the above conditions of use are not exhaustive and the school may impose additional conditions as applicable for specific facilities.
6. Following an incident or accident, the User must inform the School within 24 hours by email to facilities@matrixschools.edu.my.
7. User agrees that the use of the facility rental:
- Does not conflict with the School’s Purpose Statement and Core Values and is in accordance with the School’s policy on facilities use.
 - Does not cause interference with the orderly functioning of the School or infringe upon the rights or privileges of others; these rights include the right to peaceful pursuit of school activities and to enjoy the rule of law. All boisterous or nuisance persons will be asked to leave the school’s grounds with immediate effect.
 - Shall be confined to the hired areas and booking times, and shall not encroach into other areas unless they are common public areas that the school as approved.

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- Does not promote hatred or discrimination against, or expose to contempt, any person or group of persons as applicable under legislation or law.
 - Does not advertise, promote or operate programmes or services that compete with School programmes and does not compete with School activities including commercial activities or those that otherwise conflict with current contracts or agreements.
 - Does not directly or indirectly contravene provisions of any law, statute, regulation, by-law, enactment, policy, or otherwise, of Malaysia and other laws of general application.
 - Must not exceed the maximum capacity of the room/facility and the User will be held financially responsible for any damages to the facility or loss or replacement of any equipment that is damaged or lost that may be incurred as a result of their activity.
 - Will be used only for the activities for which they have been designated.
 - Does not enter the facility area and begin or begin to set up their activity until any ongoing School activity has finished.
 - There will be no tacking or nailing of any signs or decorations or other materials on walls, floors, ceiling, nor any defacing of the building. If necessary, custodial charges may apply.
8. User agrees to appropriately dispose of all garbage generated by the event immediately thereafter. The rental facility must be left clean and in an organised fashion. Items may not be stored overnight without prior consent of the School Facilities staff.
9. Equipment required by the user(s) must be specified (e.g. chairs, tables, PA system, lighting, screens, etc). Users are allowed to use only equipment specified in the agreement.
10. Users are not to use any school equipment without prior consent of the School's Head of Operations or Head of Student Affairs or delegated staff. Any equipment or furniture that has been moved during usage is to be returned to their original place of storage.
11. Users participating in dance and physical exercise must provide clean, dry, and white-soled (non-marking) runners before going on gym floor. NO outside footwear permitted! Extra cleaning charges may apply.
12. Users will be responsible for all damages caused during activity. Groups using the buildings will be expected to assume responsibility for reasonable care of the property and for obtaining any required permits. Lack of cooperation in this regard may result in cancellation of agreement.
13. Users are to leave the changing rooms in a clean and tidy state.
14. Repair or replacement of damage to building and/or equipment and any damage to furniture or fixtures will be paid for by the user who signed the agreement.
15. The following are strictly prohibited in the school grounds:
- Use or consumption of alcohol and/or drugs
 - Use of tobacco
 - Bear any weapons or items that pose health and safety issues
 - Gambling
 - Use of obscene language
 - Engage in quarrelling, fighting or non-compliance with school regulations
 - Other illegal or prohibited or immoral activities/behaviours deemed as offensive to the school common
 - Pet(s)
16. Parking on campus is subject to the School parking regulations and as such, the User agrees that parking charges (if any) will be at the User's expense.

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17. User agrees that sounds levels from musical instruments or recorded music will be kept to a reasonable level.
18. Authorization for use of school facilities **shall not** be considered as endorsement of or approval of the activity group or organization nor for the purposes it represents. All uses will be by written contract.
19. The School name and/or logo **will not** be used to advertise an event unrelated to School business, unless specific prior consent has been obtained in writing from the School. It is permitted to name Matrix Global Schools and its specific venue as the location of the event on invitations.
20. Any advertising or announcement by the user must include the following statement: "*This program is sponsored by (name of user/organizing company). Use of the <Name of School> facilities does not constitute support of or endorsement by the <Name of School>.*" In a print advertisement or announcement, the disclaimer must be the same size as the font used to announce the location of the program. The remedy for failure to comply with this provision will be to immediately rescind the facility use contract.
21. The Hirer must provide sufficient supervision for crowd control, ticket sales, ushers, security of personal property and enforcement of the facility Rules and Regulations, and applicable state laws and local ordinances.
22. All payments must be made ONE MONTH commencement of first session.
23. Payment modes and where/who to pay to areas designated in the Rental Form.
24. The school reserves the right to collect Security Deposit in order to book the facility. Such security deposit, if chargeable shall be as per the published rental fees and will be refunded when all the related refund terms and conditions are fulfilled.
25. In the event that a User does not comply with any of the above terms of use, the school has the right to terminate all booking/s with immediate effect. Any damage costs and/or unpaid fines will be deducted from the deposit held (where applicable). No User will be permitted to make or keep any bookings if any fines and/or payment remain outstanding.
26. The Hirer shall inform the School of any cancellations at least 24 hours before the agreed date, failure to take up the booking will result in a 100% charge being imposed.
27. The School reserves the right to cancel a booking or terminate this agreement:
 - The School will not exercise its right to cancel a booking in an unreasonable manner and will provide as much notice to the User as possible. The School will cancel only if it is unable to hold up its obligations for reasons including but not limited to emergency conditions or an official School Event.
 - The School will endeavor to provide the User with an alternate facility. If the alternate facility is not suitable to the User, as much notice as possible will be given and the full fees will be reimbursed.
 - Where the School cancels a booking for any reason within this agreement, the User agrees that the School is not responsible or liable for any loss or damage suffered by the User.

Privacy Policy/PDPA

- By signing this agreement, the Hirer consents to the collection, use and disclosure of his/her personal information provided herein, to meet all regulatory requirements, facilitate the rental and all payments required hereunder, and for future program and facilities planning purposes.
- The use or processing of any personal data of any student, parent, or staff of the School inclusive of photographs, video or audio recording for any purposes beyond the scope set out in this agreement including for marketing, social media or advertising is strictly prohibited, unless specific written consent is obtained from the data owner and the Director of School.



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I..... (name)(IC/Passport No.) confirm that I am authorised on behalf of (name/organisation, i.e. "Hirer") have the appropriate public liability insurance and that all persons using the Matrix Global Schools ("MGS" or "school") facility are covered by it. I/We further agree to indemnify save and hold harmless MGS and/or any of their respective employees against any loss, damages, liability, litigation expenses or injury arising from or incidental to the above use of any facility within the school grounds.

I/We have read and understood and shall abide by the "Terms & Conditions of Use of School Facilities" as stated by the school, and agree that cancellation without refund may be imposed by the school for breach of any of the conditions of use or terms of hire. It is the responsibility of the undersigned/hirer to inform event guests and users of this policy in any invitation to the event.

Throughout this document, the term "user" refers to the "hirer" and all users under the hirer's care or involved in the events/activities specified in the rental form.

Signature

Date

Name

Company stamp (if applicable)

For Office Use Only

Booked: Yes / No
Total Cost:
Received by:

Day/Time:
Receipt No:

(Name)

(Signature)

(Date)