



TISA
THE INTERNATIONAL
SCHOOL OF AZERBAIJAN

**THE INTERNATIONAL SCHOOL OF
AZERBAIJAN**

TISA-AIOC | c/o BP Azerbaijan Yeni
Yasamal, Royal Park, Stonepay
Tel: (994) 12 404 01 12 | director@tisa.az |
www.tisa.az

engage. empower. inspire.

TISA Facility Usage Guidelines and Agreement

TISA community members who would like to organise and supervise an event, activity, lesson, or class for other community members may be permitted to use TISA facilities free of charge.

To use the facilities at TISA to run or organise any activity or event, complete the following steps:

1. Read the general guidelines.
2. Complete the Facility Booking Request Form.
3. Submit the completed form to the Director's Personal Assistant naliyeva@tisa.az.

General Guidelines:

Who

- ▶ Only adult TISA community members can book the facility.
- ▶ TISA cater to community groups. Due to the specific nature of the space, accommodating individual families could pose challenges and will not take priority.
- ▶ The person who reserves the facilities is responsible for supervising the participants and must be physically present during the entire event. If parents are going to rotate supervision, a schedule with the names and phone numbers of the parents must be provided to TISA in advance. For supervision purposes, there should be one adult per 20 students.
- ▶ Activities for children are for TISA students only.
- ▶ Recurring activities for adults must have a majority of the TISA Community.
- ▶ The person reserving the facility must submit a list of the participants' names to Security prior to the event.
- ▶ All participants must complete [this form](#).
- ▶ The TISA community is not allowed to charge for activities it provides unless the money is collected for a non-community coach.

When

- ▶ TISA facilities may be reserved during the following times:
4:00- 10:00 PM Monday-Friday
8:00 AM - 7:00 PM Saturday and Sunday
TISA events take precedence over community usage, and availability may be limited based on school activities.

Activity Fees & Money Handling

- ▶ A TISA community member may bring an instructor to lead an activity on campus. Fee collection is a private agreement between the private instructor and the parents. TISA will not get involved in any financial issues or money-handling concerns.
- ▶ Any paid activity must involve only TISA students or TISA community members (staff and parents).
- ▶ TISA employees can not charge students and parents for any activities. Any TISA employee who sponsors an activity on campus does it voluntarily or is paid by the school (ex., athletic coaches).

Booking duration and location

- ▶ Each activity will be allowed to book one location per time period.

- ▶ An activity not running for two weeks in a row will result in losing their booking and must re-apply.
- ▶ The school reserves the right to approve the duration of the activity. Most spaces will only be booked for 60-90 minutes.
- ▶ Please review the external TISA calendar on the website for TISA scheduled events that may impact your request.
- ▶ During TISA holidays or school closures, the facilities will be closed for community events.
- ▶ **The maximum duration permitted for facility reservations is two days. Additional days may be considered if space is available. Please be advised that these additional days will be open slots for other users to book, with a maximum notice of one week. It's important to note that TISA Titans activities hold priority and will take precedence whenever space is required.**

Equipment Usage

Fixed and heavy sports equipment items (volleyball nets, football goals, etc.) may be used but should be set up by a TISA employee. If goals or other equipment is used, it should be returned to their original locations after the activity. Field lights should be accessed by Security staff members only. Community groups should bring their own equipment, such as balls, bats, etc.

- ✓ A community activity shed is available. It is a shared space for pre-approved activities. Access is given to only the activity organiser who requested it and was given permission by the school.
- ✓ The school reserves the right to subdivide the space according to the number of participants.
- ✓ Security must be contacted to resolve any equipment or facility issues. Participants must not attempt to handle issues independently if they involve any risk.

Pitch & TISA 5 Rules

- No food or glass is permitted on the pitch.
- Football cleats/boots are prohibited on the track or inside buildings.
- All football goals should be returned to their original location after the activity.

Safety & Supervision

- Participants must remain in the reserved facility area and may not access other parts of the campus. People outside the reserved area may be asked to leave the premises.
- Participants should arrive 15 minutes before the start of the activity and should leave at most 15 minutes after the event's scheduled end.
- Smoking, vaping, using or distributing drugs, candles, open flames and possessing weapons are all prohibited. Alcohol is prohibited unless specifically requested and approved.
- Photography should be limited to the participants in the activity. Additional photographs of the facilities are prohibited.
- If there is a safety or security concern, please contact TISA Security at 055 425 07 11

Medical

- The TISA 5 Athletic facility has a first aid kit at the entrance and an Artificial External Defibrillator (AED) in the foyer.
- Any injury or accident should be reported to the TISA doctor.
 - doctor@tisa.az 0512060382
- If a child requires medical attention, the International SOS Clinic can be contacted at + 994 12 493 73 54 / + 994 50 212 69 21.
- MediClub 012 4970911

Acknowledgement & Acceptance of Guidelines:

I understand that as the person reserving the facility, I assume full responsibility for group members' adherence to the Facility Guidelines and Rules. Failure to manage the group will result in the loss of use. I understand that TISA reserves the right to restrict or terminate access to TISA facilities at any point during the year for any reason.

Organizer's Name: _____

Mobile Phone : _____

Contact Email : _____

Date of Event : _____

Start of Time : _____

Access Time : From: _____ to _____

Number Attending : _____

Description of Event/Activity : _____

Location: TISA 2 Hall (old canteen)

Field

TISA 5 Secondary Gym

TISA 5 Primary Gym

TISA 5 Dance Room

Give any necessary further details here: _____

Equipment requested:

Signature _____

Date _____

TISA Facility Booking Request

Acceptance of Responsibility for Loss or Damage

Name of activity :

Date(s) of activity :

I, the undersigned, accept full responsibility for any damage which may be caused during the activity and agree to compensate the school for any such damage or loss.

Name : _____

Signature _____

Date _____

Waiver

I agree to hold harmless the TISA, LLC, its owners, directors, management, staff, agents and BP/AIOC for any of the occurrences, and agree to defend and indemnify should any of the users permitted by this contract seek to take legal action regarding any such occurrence. This release is intended to discharge in advance TISA, LLC. Liability arising out of or connected in any way with my use, and that of my permitted users under this agreement, of the TISA facilities, however arising or occurring. It is understood that the use of TISA facilities involves an element of risk and danger of accidents, and knowing those risks, I hereby assume those risks. It is further agreed that this waiver, release, and risk assumption will be binding on my heirs and assigns.

I have carefully read this agreement, waiver and release and fully understand its contents. I am aware that this is a release of liability and an agreement between myself and the TISA LLC and the sign of my own free will.

Name : _____

Signature _____

Date _____