



Zaisan Hill 11, Khan Uul District  
Ulaanbaatar, MONGOLIA  
School Phone & Fax: (976-11) 348888  
www.asu.edu.mn

# Facility Rental Request

## Regulations for Facility Rental

1. This form must be filled out in full by the person responsible for the event to take place in the American School facilities.
  2. Cost of facilities is as follows. Gymnasium=10,000T per hour. Soccer field=5,000T per hour. Auditorium=20,000T per hour. This helps cover the cost of a cleaner after the event.
  3. The price includes rental of equipment if required unless stated by ASU at the time of application.
  4. Damage to any property or equipment will be paid for in full by the renter.
  5. Form must be completed at least 2 weeks prior to the event start date.
  6. Renters are responsible for the removal of rubbish from the event and will be fined 5000T if the gym requires cleanup after use.
  7. The gymnasium and school are strictly nonsmoking.
  8. All people participating in an even must have left the school by the time the rental time is up. The ASU guards will flick the lights off and on 3 times prior to the end of each rental time as a warning to get changed and clean up.
  9. Renters are responsible for being respectful while in the parking area. Our teachers live in the apartments behind the school and deserve a peaceful home. If complaints occur during your rental period you will be warned once. The second complaint will void this contract and your rental times will be revoked and your money refunded if payment has already been made.
  10. The first person who enters the gymnasium will be held responsible for that rental session and must sign in at the guard shack. The same person must also sign out.
  11. Rental of the weight room is not permitted, this is solely for the use of ASU students and teachers
- PLEASE RESPECT THESE RULES AND GUIDELINES AND WE WILL CONTINUE TO BE HAPPY TO SHARE OUR FACILITY WITH YOU.

Name of renter: \_\_\_\_\_

Facilities required: \_\_\_\_\_

Date required: \_\_\_\_\_ Time facilities are required: \_\_\_\_\_

Contact phone number: \_\_\_\_\_

Renter's address: \_\_\_\_\_

Renters contact email: \_\_\_\_\_

Number of participants in the event including estimated number of spectators: \_\_\_\_\_

Description of the event:

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Business Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Head of School Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit this form electronically to ASU Business Manager at <batchimeg@asu.edu.mn>; or hand a hard copy into the reception.