



Government of the Republic of Trinidad and Tobago
MINISTRY OF EDUCATION
18 Alexandra Street, St. Clair, Port of Spain, Trinidad & Tobago
Tel: 622-2181 • Web: www.moe.gov.tt

APPLICATION FOR USE OF GOVERNMENT SCHOOL BUILDINGS AND GROUNDS

***Application for use must be submitted to the Principal at least one month before date of use.*

APPLICANT/ORGANIZATION INFORMATION		
Name of Applicant/Organisation: _____		
Address of Applicant: _____		
Contact Person: _____		
Position of Person in Organisation: _____		
Office #: _____	Mobile #: _____	Email: _____

SCHOOL BUILDING/GROUNDS INFORMATION		
Name of School: _____		
Purpose for Use: _____		
Period of Use: From _____	To _____	Time: _____
Areas to be Used: _____		
List Activities: _____		



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PRIORITY AND FEES FOR THE USE OF GOVERNMENT SCHOOL BUILDINGS AND GROUNDS

Category A

Meetings of an educational, social or cultural nature or exhibitions of value to the welfare of the community, functions national interest or by school related groups e.g. PTA, LSB, Past Students Association etc.

User Fee:

Caution Fee:

Category B

Fund raising functions for charitable causes or by service organizations e.g. (concerts, recitals, drama festivals).

User Fee

Caution Fee

Category C

Political and religious conventions, seminars and workshops.

User Fee

Caution Fee

Category D

Dances, liming and other shows by persons or users not conforming to Category A or B.

User Fee

Caution Fee

Category E

Use of school grounds only (sports meetings, tournaments etc.)

User Fee

Caution Fee