



EEB III and APEEE Agreement on Evening Special Events Procedure for events organised by the EEB III APEEE

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A. Background

As a school community, we understand and support the organisation of activities so as to enhance and deepen our relationships with the ultimate aim of creating a school that provides a quality education for each child entrusted to us. The community spirit is one that needs to be fostered and encouraged so as to facilitate contact between all stakeholders: students, parents, staff and other partners in this educational journey of our children.

The school is fully cognisant that the facilities it has can be of service in the fulfilment of this objective. On the other hand, the school campus is large and vast and this presents certain challenges when it comes to security. The overpopulation in our schools is also an important issue to be considered in terms of security. Opening the school for evening events also necessitates an increase in budget, especially when it comes to the complement of security guards.

The school is also very aware that its topmost priority needs to be the provision of educational programmes during the school day and to reach this aim, the school buildings needs to be in a proper and clean state at the start of each day to welcome all those who study or work in this school.

Therefore when one considers all these factors, a balance needs to be found between opening the school for evening activities, while ensuring the level of security, safety and cleanliness is not compromised and the school core business not affected negatively, while we also keep a careful watch on our budget expenditure. An agreement has been reached between the school and the EEB III APEEE that the organisation of certain Evening Special Events, including Christmas and end of year celebrations will proceed within the following framework:



B. Terms of Organisation

1. Certain Evening Events, such as Christmas and End of Year Celebrations will be organised by the APEEE. **Such evening Events are for the pupils, parents and staff of EEB III only.**
2. Evening Events will take place under the overall responsibility of the School.
3. If parents of a language section wish to take the responsibility of organising such an event, they should:
 - 3.1 Contact the APEEE Director (info@apeeebe.be) to check the availability of the Canteen from the APEEE side on the chosen date. The APEEE Director will keep a record of events in a 'Canteen Events Diary'.
 - 3.2 A request form (see Annex1) needs to be filled in by the parent/s organising the event and signed by the APEEE Board member recommending that event.
 - 3.3 The form should be sent to the Deputy Director, Finance and Administration (IXL-DEPUTY-DIRECTOR-FINANCE-AND-ADMINISTRATION@eursc.eu) at least 2 weeks before the planned event.
 - 3.4 The DDFA will consult with the school calendar to see if the canteen is available. All approved events are confirmed by the Deputy Director, Finance and Administration.
4. Teachers and other staff may wish to collaborate with the parents who are organising this event, but they are not ultimately responsible for the organisation of evening events.
5. Requests for such evening events (eg Christmas events and/or end of year events) can come from any class/section or a mixture thereof in the School but in theory language sections will be restricted **to one event per year by cycle.**
6. **Mixed events** will be considered on a **case by case basis.**
7. Due to the fact that evening events require more budget in terms of security guards and cleaning, the school will need to have a capping of **14 such events per school year** (equal to two per language section).
8. It is clear that EEB III staff members can be invited to the events and if they so wish to help out, they are free to participate or contribute, however, they are not obliged to do so.
9. The school will provide security guard service for the approved evening events.
10. Evening Events will generally take place in the pupils' canteen. If another area is requested, it would need to be approved by the school management.
11. If any damage is caused to school property during the time of the event, the responsibility for its repair/replacement will be borne by the APEEE.
12. The time frame for these events is between **18.00 and 20.30**. It is to be clear that at 21.30 the entire event and clean up needs to be completed.



13. Preparation can start between **17.00 and 18.00** for the organisers. The school needs to be provided, in advance, with a list of organisers who need early access to the school.
 - 13.1 During the preparation time, the tables and chairs need to be moved by the organisers in the desired format for the event. The school does not have the necessary staff to carry out this task.
 - 13.2 At the end of the event, tables and chairs need to be returned to the original format needed for the canteen to operate the next day. The APEEE does not have the necessary staff to carry out this task.
 - 13.3 The premises used need to be returned to the school in the good state they were found and found ready for use the next day.
 - 13.4 At the end of the event, tables and chairs need to be returned to the original format needed for the canteen to operate the next day. The APEEE and the school do not have the necessary staff to carry out this task. Dustbins will be left at the disposal of the event organisers and all rubbish must be placed in them by the end of the evening.
 - 13.5 If cutlery and glassware are used, they need to be placed on tables near the entrance to the kitchen where the dishwasher is situated.
 - 13.6 If posters or decorations are put up, they need to be removed by the organisers for normal school the next day.
 - 13.7 Early next morning, the school will ensure the cleaning of the pupil canteen floor.
14. **If music is played**, this needs to be kept at a reasonable volume so as to ensure we keep our good rapport with our neighbours.
15. The **toilets of Level 0, Athena** (Administration Building) can be used during these evening events. Toilets are to be kept as proper as possible.
16. **Supervision of children during the event** (inside and outside the canteen) will be the responsibility of the accompanying adults and not the school staff.
17. **Persons are not allowed to wander around the school** at their free will. The persons organising these events are responsible not to allow any person wander on school premises. **Clear supervision plans need to be put in place.**
18. **A list of persons attending the evening event needs to be given to the school 24 hours prior** to the event starting so that this is given to the security guards. The organisers need to create a registration system for ALL attendees.
19. All those attending the event will need to show an invitation issued by the APEEE or the Event organisers. **Entrance for these events will be Loge 1.**
20. **Such events cannot be a lucrative nature**, unless approval has been given by the management in extraordinary cases and for valid reasons.
21. **School parking is not accessible** for these events (due to safety as events can overlap with Garderie and Periscolaire and children will be crossing the playground where parking is normally organised and also due to cost as the school would need to employ additional security guards to open both Loges).



22. In line with our sustainability goal, use of public transport, bicycles and travel on foot is strongly encouraged. Car sharing is also to be considered.
23. Bicycles can enter the school and park in the bicycle parking near Loge 2.
24. Upon entry to the school, the rider should descend and walk with the bicycle to the bicycle parking.
25. **No technical support can be provided by the school for these events.** The school does not have the human resources to create or build props, platforms or other structures.
26. Technical equipment may be provided on request and prepared beforehand on condition it is returned in the same condition it was found.
27. Any damages need to be compensated to the school. For use of equipment, the contact persons are the members of the Atelier and the organisers of the event need to make contact with them (IXL-ATELIER@eursc.eu).
28. Please always copy in the Deputy Director responsible for Finance and Administration (IXL-DEPUTY-DIRECTOR-FINANCE-AND-ADMINISTRATION@eursc.eu) before the event and during the school day.
29. **Consumption of alcohol is not allowed on school premises and in such events.**
30. **No fireworks, candles etc** are to be used for safety reasons.

C. Conclusion

Clear guidelines are necessary so as to ensure the best upkeep possible of our school. A balance needs to be found between the organisation of Christmas evening events and the preparation of school for the next day, as well as, the safeguarding of all school property.

With careful planning, excellent supervision and strong organisation, beneficial events for all can be achieved within the framework stipulated above.



Annex 1: Evening Events Request Form

Formulaire de réservation de cantine des élèves dans l'école Form for booking the pupils' canteen in the school			
Nature et description de l'évènement : Nature and description of the event:			
Section: <input type="checkbox"/> CS <input type="checkbox"/> DE <input type="checkbox"/> EL <input type="checkbox"/> EN <input type="checkbox"/> ES <input type="checkbox"/> FR <input type="checkbox"/> NL <input type="checkbox"/> Swals SK			
Nom/s du parent/s responsable/s: Name of responsible parent/s:			
Nom du demandeur (Member APEEE) APEEE Board Member requester's name:			
Date (s) :		Horaire de début : Start time :	
Lieu/Place :		Horaire de fin : End time :	
Nombre de participants/Number of Participants : Liste des participants/List of participants : (Liste nominative à joindre)-/ (Name list to be attached and given to DDFA latest 24 hours before event)		Adultes/Adults: Elèves/Pupils:	
Technical Equipment/Equipment technique:			
<input type="checkbox"/> Sono/Sound <input type="checkbox"/> Sono pour instruments/Sound for instruments (guitare, basses) <input type="checkbox"/> Micro – Nombre : <input type="checkbox"/> Pied pour micro/Microphones base - Nombre :			

Date de la demande/Date of the request :	Signature du/des demandeur(s)/Requester signature :
Pour accord du Directeur Adjoint, Fin & Admin Approval from the Deputy Director, Fin & Admin	Date : _____ Signature : _____
Pour accord du Directeur Approval from the Director	Date : _____ Signature : _____



ECOLE EUROPEENNE DE BRUXELLES III
EUROPEAN SCHOOL BRUSSELS III
EUROPÄISCHE SCHULE BRÜSSEL III

To be signed on the day of the event:

I/We acknowledge that the pupil canteen has been provided in good state and will ensure that it is returned in the same good state for school use the next day.

Je/Nous reconnais/reconnaissons que la cantine des élèves a été mise à disposition en bon état et je veillerai à ce qu'elle soit rendue dans le même état pour une utilisation scolaire le lendemain.

Signature du/des demandeurs / Signature of the Applicant(s) :