



Mandarin Immersion Magnet School

休士顿中文沉浸学校

望子成龙望女成凤



Club/UII Campus Facility Usage Request

Name of the Club: _____ Club Sponsor's Name: _____
(MIMS Faculty or VIPS Approved Parents)

Club Sponsor's email: _____ Phone Number: _____

Meeting Time: _____ Grade Level(s): PK K 1 2 3 4 5 6 7 8
(All adults and students must leave campus before 6:30.)

Meeting Day(s): Monday Tuesday Wednesday Thursday Friday
(The last class meet will be the Friday before the last week of school.)

Frequency: Every week Other: _____
(Please specify if the club does NOT meet every week. Example: First week of the month)

Club Sponsor's Responsibilities:

- Submit a Club Handbook to include, but not limited to, (1) purpose of the club, (2) student activities during the club meet, (3) skill based criteria to join the club, (4) expectations to stay in the club, and (5) special room requirements;
- Submit a copy of current CPR/AED/First Aid certificate;
- Maintain an updated student roster to including contact information;
- Pick up students on time from the cafeteria during dismissal;
- Supervise students at all times;
- Use the classroom teacher's materials or equipment ONLY with teacher's prior approval;
- Return the classroom back to its original state (no food/drink in the classroom, no club items stored);
- Wait with students until the last student is picked up;
- Contact administrator in charge immediately for emergency; and
- Notify students, parents, and campus administrators prior to the club meet if the club sponsor (1) will arrive late or (2) plan to cancel the meet.

Special Notes:

- The sponsor shall not discriminate students based on the basis of age, race, color, ancestry, national origin, sex, handicap or disability, religion, sexual orientation, or gender identity/expression.
- All monetary transactions between the members and the club sponsor are voluntary (e.g., competition fees). Club sponsor is should keep all documentations and resolve disputes.
- All student absences for club related activities would be unexcused. All teacher sponsors should use personal days to attend competition meets that are held during the school days.
- Classroom usage is a privilege. Occasional classroom changes may occur due to other school functions. Violation of any item mentioned above may result in suspension of this privilege.
- Principal reserves the right to revoke the approval of campus facility usage.

Room Assigned: _____ Acknowledgement: _____ / _____
Club Sponsor Classroom Teacher

Approved by: _____ Approval Date: _____