

**FACSIMILE TRANSMITTAL**

**DATE:** January 17, 1996

**TO:** Alicia Guerrero

**FAX NO.:** (670) 235-0842

**SUBJECT:** Gov't Employees Mtg. Program

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**FROM:** Lummie R. Bermudes

**FAX NO.:** (670) 664-2210

**OPERATOR:** Lummie

**TOTAL PAGES INCLUDING THIS COVER PAGE:** 1

**Note:** If you do not receive legible copies of all the pages, please telephone (670) 664-2200 and ask for sender.

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**Message:**

The SAA agrees and has no problem with the program you sent.

Thank you.

*Rec'd 1/17/96 ag*

**3rd POST  
CONSTITUTIONAL CONVENTION COMMITTEE**

**PROPOSED GOVERNMENT EMPLOYEES MEETINGS SCHEDULE**

**(TIME: 9:00 A.M. - 11:30 A.M. -- FIRST GROUP  
2:00 P.M. - 4:30 P.M. -- SECOND GROUP)**

**VENUE: MULTI-PURPOSE CENTER**

<b><u>DATE</u></b>	<b><u>GOV'T OFFICES/AGENCIES</u></b>
February 6, 1996 (Tuesday)	Commonwealth Health Center Staff at CHC's Cafeteria.
February 7, 1996 (Wednesday)	Public School System Staff (Public Schools from South all the way to Oleai Elementary School, including central office staff in southern area at the Multi-Purpose Center. Time: 3:00 p.m.)
February 8, 1996 (Thursday)	Public School System Staff (Public Schools from Garapan all the way to GTC Elementary at Garapan School Cafeteria including central office staff in northern area. Time 3:00 p.m.)
February 13, 1996 (Tuesday)	CUC, DLNR, Customs & Quarantine (seaport area), CPA (seaport area), JTPA, DPW, Procurement & Supply
February 14, 1996 (Wednesday)	Carolinian Affairs, Department of Community & Cultural Affairs, Northern Islands' Mayor's Office, Personnel Office, Civil Service Commission, Northern Marianas Housing Corporation, Board of Elections, Advocacy Office, and other government offices/agencies in central Saipan area.
February 15, 1996 (Thursday)	Department of Public Safety, Judiciary, Retirement Program, Parole Office, Probation Office, and other government offices/agencies in the area.
February 20, 1996 (Tuesday)	Commonwealth Ports Authority (Airport) DLNR, Quarantine, Customs, Labor & Immigration, Saipan Mayor's Office, Revenue & Tax, and other government offices/agencies in the area.

GOVERNMENT EMPLOYEES SCHEDULE  
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**DATE**

**OFFICES/AGENCIES**

February 21, 1996 (Wednesday)	Administration, Finance, Legislature, Commerce, MPLC, DLNR, CIPA, Energy Office, Arts Council, Women's Affairs, Indigenous Affairs, and other government offices/agencies in the area.
February 22, 1996 (Thursday)	For all other government employees who missed their scheduled public meetings.
February 23, 1996 (Friday)	Man Amko (Senior Citizens) at the Aging Center

Use by Outside Persons and/or Agencies

No Public School System facility, equipment or property shall be used for any non-Public School System activity except with the expressed approval of the principal or administrative head.

All requests for the use of public school facilities shall be made in writing on a designated form available in the principal's office to the school principal at least three days in advance of the proposed usage.

Each request must state the purpose and nature of the proposed use, and the name(s) of the responsible party. For the use of a building, the requestor must state the approximate time involved, the estimated number of people to be in attendance, and any other pertinent information requested by the principal.

An appropriate certificate of insurance must be provided as evidence of liability, comprehensive, and collision insurance for the full replacement cost of the equipment by all groups requesting the use of school buses, except where this coverage is already provided by the Board. The Public School System, the Board of Education, and the Commonwealth Government must be named as insured parties by endorsement in the certificate. Required liability limits shall be established by the Commissioner.

The school principal shall have the authority to grant such approval, provided no approval whatsoever shall be granted for any use which will impose on or adversely effect the school's normal operations. However, the Commissioner has the right to overrule the principal's decision if, in his opinion, it is in the best interest of the Public School System.

901.3

Any person or agency using a Public School System facility, equipment or property for a non-Public School System activity shall agree in writing to be responsible for any damages, losses, repairs, etc., incurred as a result of that usage. The requesting party is solely responsible for returning the facilities or equipment to its previous condition after its usage. A statement of liability shall be signed by the requesting party prior to the actual usage of the Public School System facilities or equipment in which the requesting party promises to indemnify and hold harmless the Public School System, Board of Education, and Commonwealth Government against any claims arising from the use of the facilities or equipment.

In the event a school is declared by the Governor to be a typhoon shelter, the persons occupying the school shall be responsible for cleaning and restoring the facility to its previous condition.

Fees covering the use of facilities, busses, equipment, or property shall be promulgated by the Commissioner of Education. A \$50.00 deposit is required for the rental of such equipment or facilities fully refundable if no damages are incurred.

**FEE'S SCHEDULE**

ITEM	DAILY RATE
Classroom	\$25
Auditorium	\$40
The Outside Campus	\$20
Sedan/Pick-Up	\$30
School Bus	\$60 (plus driver's overtime)
Video Taping Equipment	\$50
Movie Projector	\$25
Overhead Project	\$10
Picnic Table	\$5
Chair	\$2