

RENTAL OF SCHOOL FACILITIES - 2026-27 SCHOOL YEAR

People and organisations can rent various locations on campus for their functions. The following chart displays the rates. All proceeds go towards the WIS Sports Programme and WIS Scholarship Fund.

How to Reserve Events at WIS:

Email the WIS Estate Manager Mr Romondo at estatemanager@wis.edu.na at least two weeks prior to your event. You will be asked to complete the [rental agreement form](#). Once an event is approved, the event organiser will be put into contact with the allocated WIS Event Supervisor to facilitate your event.

Fees Schedule:

WIS Venue	Rates
Sports hall - half day	N\$6,000
Sports hall - full day	N\$11,000
Sports field	N\$6,000 per day or part thereof
Sports hall and field (per event)	N\$4500 - Embassy
Auditorium - with foyer, no kitchen	N\$7500 (per event)
Auditorium - half day (with kitchen)	N\$6000
Auditorium - full day (with kitchen)	N\$11,000
Refundable breakage deposit for kitchen	N\$5000.00
Non refundable cancellation deposit	N\$2000.00

Flat Fees for School Members:

WIS facilities may be reserved by members of the school community for non-corporate events. For these purposes, WIS does not charge rent, but does charge N\$2000.00 to cover the cost of a WIS staff member to be present at the event and to cover the additional facilities-related costs that WIS incurs. (Eligibility: WIS parents, alumni, student groups, and after school activity providers)

Specialised Events: Available upon request

Use of Classrooms: Only by collaboration with the responsible teacher

Fees schedule is inclusive of: ablutions, dustbins, a cleaner, a supervisor, and the use of the braai area.

Version Control: Approved by Senior Leadership Team: 17 August 2026

(Rates are subject to future revision. All proceeds benefit WIS educational programming.)