

# FACILITY USE APPLICATION



**Return to:**

I.S.D. 622 Community Education  
 District Education Center Room 204  
 2520 E. 12<sup>th</sup> Avenue  
 North St. Paul, MN 55109  
 Fax: (651) 748-7497 Phone: (651) 748-7439

*processing fee with the first application submitted July 1 – June 30.*

## Organization/ Group/ Primary Contact

**Organization Name:** \_\_\_\_\_

**Primary Contact:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City, State, Zip Code:** \_\_\_\_\_

**e-mail address:** \_\_\_\_\_

**Daytime Phone:** \_\_\_\_\_

**Night Phone:** \_\_\_\_\_

**Organization Type (check ALL that apply):**

Adult   
  Youth   
  Non-profit 501C   
  ISD 622 Resident   
  Fundraiser

## Activity

**Specify Activity:** \_\_\_\_\_

Expected number of participants (*required*)    Youth \_\_\_\_\_    Adult \_\_\_\_\_

Is this activity a fundraising event?     YES     NO (If YES a *Fundraiser Information Sheet* must be completed)

Will fees be charged?     YES     NO    Will food / Drink be served?     YES     NO

## Date Requested

**For A ONE TIME EVENT** circle the day    Sn M T W Th F St    **Date :** \_\_\_\_\_

**For DAILY** Recurring events circle all days    Sn M T W Th F St    **Start Date:** \_\_\_\_\_    **End Date:** \_\_\_\_\_

**For WEEKLY** Recurring events circle day(s)    Sn M T W Th F St    **Start Date:** \_\_\_\_\_    **End Date:** \_\_\_\_\_

**For MONTHLY** Recurring events circle day(s)    Sn M T W Th F St    List ALL Dates below

All monthly dates: \_\_\_\_\_

## Time Requested

**Start Time:** \_\_\_\_\_    Additional time needed for **Set Up:** \_\_\_\_\_ Hrs    \_\_\_\_\_ Min

**End Time:** \_\_\_\_\_    Additional time needed for **Clean Up:** \_\_\_\_\_ Hrs    \_\_\_\_\_ Min

## Building Requested

Elementary Schools		Middle Schools		Sr. High Schools		Other	
<input type="checkbox"/> Carver	<input type="checkbox"/> Oakdale	<input type="checkbox"/> John Glenn	<input type="checkbox"/> North	<input type="checkbox"/> Beaver Lake			
<input type="checkbox"/> Castle	<input type="checkbox"/> Richardson	<input type="checkbox"/> Maplewood	<input type="checkbox"/> Tartan	<input type="checkbox"/> District Education Center			
<input type="checkbox"/> Cowern	<input type="checkbox"/> Weaver	<input type="checkbox"/> Skyview (Elementary & Middle)		<input type="checkbox"/> Gladstone Center			
<input type="checkbox"/> Eagle Point	<input type="checkbox"/> Webster			<input type="checkbox"/> Harmony			

## Room Type Requested

<input type="checkbox"/> Auditorium	<input type="checkbox"/> Classroom(s) # of rooms _____	<input type="checkbox"/> Concession Stand
<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Room type _____	<input type="checkbox"/> Gymnasium # of Courts _____
<input type="checkbox"/> Kitchen	<input type="checkbox"/> Large Group Room/Lecture Room/DEC Board Room	<input type="checkbox"/> Fields (type) _____
<input type="checkbox"/> Media Center	<input type="checkbox"/> Computer Lab # _____ PCs	<input type="checkbox"/> Pool ( <i>specify # persons</i> ) _____

## Equipment & Set-Up Needs

<input type="checkbox"/> Tables # _____	<input type="checkbox"/> Microphone # _____	<input type="checkbox"/> Overhead Projector	<input type="checkbox"/> Scoreboards # _____
<input type="checkbox"/> Chairs # _____	<input type="checkbox"/> Auditorium Sound System	<input type="checkbox"/> LCD Projector	<input type="checkbox"/> Other (Specify) _____
<input type="checkbox"/> Podium	<input type="checkbox"/> VCR/Monitor	<input type="checkbox"/> Screen	

Set-Up Needs: \_\_\_\_\_

**Liability:** The permit holder agrees to assume all responsibility for damage or liability of any kind and to hold faultless the district from any expense in connection with the use of the school facilities and/or equipment. I, the undersigned, represent the above organization and am authorized to accept in its name the responsibility of the group and the observance of ISD 622 Facility-Use Procedures.

\_\_\_\_\_  
 Authorized Signature (Primary Contact)

\_\_\_\_\_  
 Date of Application

Date Received \_\_\_\_\_ Check # \_\_\_\_\_

len 9/15/06

**ISD 622 Facility-Use Guidelines**  
for Community Use of School Buildings and Grounds  
The following guidelines must be observed during the use of school facilities.  
The group leader will be held responsible for compliance.

1. District 622 buildings and grounds are available for public use as guided by Board of Education policies. Activities are limited to the purpose for which the facility was designed.
2. Facility use applications must be submitted to Community Education at least eight (8) business days in advance of the activity. The submission of an application is not a guarantee that a permit will be issued.
3. Permits are issued for dates, hours, area, and equipment as specified on the permit. Permits are not transferable and should be carried to the permitted event.
4. A minimum of two (2) days advance notice is required for permit revision and cancellation.
5. School activities and school organizations have priority use of facilities. Priority for community use is based on user classification, application date, and the status of the group's financial account.
6. Permits for scheduled community activities may be canceled or amended to accommodate unforeseen school district events, emergencies, or calendar changes. Every effort will be made to keep cancellations to a minimum and relocate last minute bumped community activities.
7. Groups must conclude their activities according to the time listed on the permit. Violation of this may result in an additional charge or revocation of the permit.
8. Use of equipment belonging to a group must be pre-approved and removed immediately after use. District 622 is not liable for loss of or damage to equipment belonging to a community group.
9. Groups must provide adequate adult supervision. The supervisor is required to remain with the group at all times and is responsible for the group's conduct and compliance with procedures.
10. Groups using elementary schools must provide adult supervision at the designated entrance of the building until the doors are locked following the arrival of the group.
11. Permit holders must agree to assume all responsibility for damage or liability of any kind and agree to hold faultless the district from any expense in connection with the use of school facilities and/or equipment.
12. District 622 reserves the right to request certificates of insurance from all users.
13. All members of a group without a formal organizational structure must sign a District 622 Facility-Use Waiver assuming liability for personal injury and property damage.
14. **TOBACCO, ALCOHOL, WEAPONS AND ILLEGAL DRUGS ARE STRICTLY PROHIBITED** in all school buildings and on grounds.
15. Rental charges and other fees shall be assessed in accordance with the ISD 622 facility-use procedures. Community Education will bill monthly for applicable facility-use costs. Payment shall be made to ISD 622 Community Education within 30 days of the receipt of an invoice. Applicants with outstanding bills will not receive approval for future applications.
16. The facility must be left in the same condition as it was found. Furniture should not be moved without pre-approval. Groups requiring set up and take down will be charged for these services.
17. Disorderly conduct is prohibited and may constitute immediate revocation of a permit and jeopardize future use by the offending group.
18. When school is closed due to inclement weather or other emergencies, all scheduled activities are canceled unless approved by the Superintendent or a designee. School closures are announced on WCCO Radio.
19. The Director of Community Education may cancel a permit effective immediately if it is determined that a group's use is not in the best interest of the North St. Paul-Maplewood-Oakdale Schools.

For additional procedures and policies, please refer to the ISD 622 Facility-Use Procedures booklet. Booklets are available upon request from the Facility-Use Office #204 at the District 622 Education Center.