

Application for Use of a School Facility

Submit all copies of application to principal / community education coordinator of requested facility. A copy will be returned to petitioner after processing. Separate requests must be submitted for each facility. Multiple use of a given facility may be requested at one time. Applications must be submitted at least two days prior to use of facility and five days if overtime is required.

Community Education Office Use Only
Code: _____
Total Number of Participants: _____
Total Participant Contact Hours: _____

Date _____

Facility Requested _____ Date(s) Requested _____

Activity Supervisor _____ Address _____ Phone _____

Organization Making Request _____ Phone _____

Address of Organization _____

Purpose of Facility Use _____ Hours Facility to be Used _____

Area to be Used: Gym Auditorium Pool Cafeteria
 Classroom No. _____ Other (please specify) _____

Equipment Requested: Tables Chairs Microphone Organ Auditorium Sound / Light System
 Spotlight Other (please specify) _____

Will admission be charged or a donation requested? Yes No Anticipated Attendance: _____

I accept responsibility for building usage fee, supervision, damage and compliance with Title IX requirements.

_____ _____ _____

Print Name of Person Making Request *Signature of Person Making Request* *Phone No.*

Fee for use of Facility\$ _____ or Costs Charged to Code _____

Auditorium.....\$ _____

Pool\$ _____

Gymnasium\$ _____

Fee for use of Special Equipment\$ _____

Total..\$ _____

_____ Approved Disapproved _____

Community Education Coordinator Signature

_____ Approved Disapproved _____

Principal Signature

Community Education Office Use Only
<input type="checkbox"/> Cash <input type="checkbox"/> Check # _____
Amount: \$ _____ Date: _____

Comments: _____

Summary of Policies and Regulations for Use of School Facilities

School facilities are an integral part of the community and may be used to promote school, civic, or social goals in accordance with policies and regulations. The requirements of the school program will receive priority in the assignment of school facilities. Charges for use of facilities and equipment shall be made in accordance with schedules established by the School Board.

- The School Board reserves the right to deny or cancel use of school facilities at any time. All rules, regulations and rates are subject to change as determined by the School Board.
- Final approval of unusual events, either in character or length of time, will be granted by the Superintendent or Director of Community Education.
- Permit holders must be responsible persons at least 18 years of age. Recreational leaders and instructors must be responsible and qualified individuals. No leader may place a substitute in charge of a group without securing approval from the building principal and/or the community education coordinator.
- Users of school facilities may be subject to rental fees as determined by the School Board and published in a separate fee schedule. Payment for use of building facilities should be made to Independent School District No. 709, Central Administration Building, 215 North First Avenue East, Duluth, MN 55802.
- Responsibility and liability for injury to person or damage to school board property must be assumed by the organization or individual signing the application.
- No group, organization or individual may sublet use of the building/facility to any other group.
- All requests for special equipment or services shall be made when applying for a facility use permit.
- A permit may be cancelled by the building principal and/or the community education coordinator if warranted by conduct or infractions of rules.
- The custodian-engineer on duty will supervise the operation of the physical plant and will not be required to supervise groups or activities.
- Smoking is not permitted on school premises.
- Alcoholic beverages are not permitted on school premises.
- Gambling is not allowed on school property.

The school reserves the right to cancel all or a portion of the building use permit due to the following reasons:

- School events
- Poor weather
- Damage
- Lack of supervision
- Noncompliance with permit times
- Noncompliance with school district policy
- Noncompliance with associated fees (if any)
- When school or youth groups need the use of the facility