

GUIDELINES FOR FACILITIES USE

Mankato Area Public Schools is pleased to offer your organization the opportunity to use the buildings in your school district. Two week's notice is requested when applying for a permit. Each group will be held accountable for its participants. Below is the list of user guidelines that need to be followed.

Facility Use Guidelines

- Each group should review their permit upon receipt as not all requested dates may have been approved.
- Contacts (coaches, troop leaders, etc.) are responsible for the conduct of participants and spectators.
- Youth group coaches must arrive before the first member of their group and stay until the last member leaves the school grounds. If youth are left in or outside a building after the youth group supervisor leaves, the building supervisor or custodian has the option of calling the police department for custody.
- Requested rooms, areas and equipment must be returned to their original condition before the group leaves the building (replacing tables, chairs, picking up garbage, etc.) Groups should not take down pictures, erase boards or move furniture and equipment
- Commons, gyms, halls and most carpeted areas are prohibited for food and drink. Groups should check with the MAPS Facilities Scheduler on appropriate food, drinks, and craft project areas.
- Groups have access only to rooms and areas specified on the permit. Groups should limit traffic in halls. Running or ball play is not permitted in hallways or lobbies.
- Alcohol or tobacco use is prohibited in school buildings or on school grounds.
- Weapons and firearms are prohibited on school property .
- The school district is not responsible for lost or stolen personal or organizational items.
- Groups using school district facilities are required to abide by regulations set forth by the Americans with Disabilities Act (A.D.A), and civil rights laws.
- All local and state ordinances and laws concerning public safety and fire must be observed.
- The individual named on the permit and the sponsoring group will be held jointly responsible for any damage done to the facility or equipment, as well as the liability of any kind and further, agrees to hold harmless the school district for any liability.
- The school district reserves the right to bill organizations for damage and custodial overtime, and/or refuse permission to use facilities or equipment because of poor supervision, vandalism, damage. The school district also reserves the right to assign additional custodians or building supervisors to large events at the cost of the organization.

BASIC STEPS TO REQUEST SPACE

1. Complete the online request form a minimum of 5-10 operating days prior to date(s) being requested.
2. Upon review and approval, receive agreement within 3-5 operating days
3. Email the organization's Certificate of Insurance to aricha1@isd77.org

***Please note that requests are reviewed daily but do take time to process. Requesting use does not finalize use agreement. You will receive a request agreement via email once approved.