HIBBING COMMUNITY EDUCATION
Hibbing High School
800 East 21st Street, Hibbing, MN 55746
Phone (218) 208-0852 • Fax (218) 208-0865

Hibbing Community Use of I.S.D. 701 School Facilities Agreement

1. What group do you represent: _____

2. Contact person responsible for this agreement:

Name: _____ Telephone Number(s)_____

Address: _____

_____

3. Rental days, dates and hours (be exact):

Location (School and Room/Space): _____

Day(s): Su M T W Th F Sa

Date(s): _____

Hours: _____

4. Description of activity: _____

_____

5. Rental fee charged (to be determine): _____

This rental fee is payable to Hibbing Community Education- half of the calculated fee is due up front and you will be billed for the balance at the end of the reserved dates.

I have read the I.S.D. #701 Policy for Community Use of School Facilities guidelines and assume all responsibilities of the terms associated with this agreement.

Name: _____ Date: _____

Please complete and return to Hibbing Community Education, 800 East 21st Street, Hibbing MN 55746.

OFFICE USE ONLY **Date Received _____**

Group Classification: A B C D E Rental Fee: _____

Insurance Provided: YES / NO Additional Fees: _____

Approved: _____ Denied: _____ _____

Revised 3/11/19

Rules and Regulations for ISD #701 Facility Usage

1. _____ No alcohol, smoking, tobacco, or vaping products in the schools or on school property.

2. _____ Use only designated areas listed on facility use sheet. No playing in hallways during gym, activity room, or classroom use. This will insure security & privacy of others using different areas of the building.

3. _____ Children not involved in activities are not permitted in school buildings unless properly supervised. Adults involved in evening classes should not bring their children.

4. _____ An approved activity supervisor must be present in the building at all times when the facilities are being used and will be responsible for obtaining necessary equipment and general supervision. Adults in charge of any after school student activity must be on the premises prior to and after children have left the facility. Custodial staff will not be responsible for supervision.

5. _____ Time of occupancy shall begin and end as stated on user's facility use form unless activity is finished earlier. Please be on time. Unless otherwise provided, activities shall end by 9:15 PM, and participants must vacate the building by 9:30 PM.

6. _____ No food or beverages including water will be allowed in the auditorium, gyms, classrooms, etc.

7. _____ No cleaning of paint brushes, plates or general clean up in toilet or shower rooms. Use the custodian's service room after permission is arranged through the principal, director, or custodian.

8. _____ Parking: No parking in the High School parking lots from 6:00 AM-3:00 PM except during weekends, holidays, or summer vacations. No double-parking in school driveways or on lawn areas.

9. _____ All classrooms, activity rooms, and gyms must be left in the same order and condition in which they were found. Tables, desks, chairs, and equipment must be put away.

10. _____ Do not sit on tabletops or furniture – use chairs as provided.

11. _____ Close all windows and lock them prior to leaving.

12. _____ Groups using the cafeterias for eating activities should keep food and beverages in the cafeteria

13. _____ Only swimmers are allowed pools access via locker rooms – spectators must enter by hall entries.

14. _____ Showers must be turned off after use. Teachers & coaches should check the locker rooms after use.

15. _____ The district weight room is scheduled through the activities office. All usage must have an adult supervisor in attendance.

16. _____ Must give a 24-hour notice if not coming for activities. Please make sure the Community Education office is notified. The auditorium fee is non-refundable.

17. _____ Any groups using the auditorium which will involve a large number of spectators or participants as determined by the Community Education office will be required to provide a person(s) whose sole responsibility is security and supervision.

18. _____ The Board of Education reserves the right in its discretion to require individuals, groups and organizations using school facilities to post bonds and to provide General Liability and Property Damage Insurance, which shall name the school district as an insured. Individuals, groups, and organizations utilizing school facilities and equipment shall assume responsibility for damages incurred during such use and liability for accidents or injury occurring during such use.