



# Facility Use Permit Application

**Mail to:**

Community Education, Facility Usage  
100 – 7<sup>th</sup> Avenue North  
South St. Paul, MN 55075  
E-Mail: ljacobs-buse@sspps.org  
Telephone: (651) 306-3632  
Fax: (651) 457-9485

*Complete form, sign and date ~ Submit to CE Facility Use ~  
~ Certification of Liability Insurance is required~.*

Requestor Information				
Organization name				Date of Application
Contact person/adult responsible (21 years or over)		Phone 1: home/cell/work		Phone 2: home/cell/work
Address	City	State	Zip	Email
Certificate of Liability Insurance Rec'd	Liability Insurance Carrier	Liability Insurance #		

Event Information	
Activity/Event (describe how you will be using the facility space):	Organization type <input type="checkbox"/> Youth <input type="checkbox"/> Adult <input type="checkbox"/> Both <input type="checkbox"/> Senior Citizens
What percentage of participants are residents/students of Independent School District 6? <input type="checkbox"/> 75% or more <input type="checkbox"/> less than 75%	
Number attending:	Are you charging Participants? <input type="checkbox"/> Yes <input type="checkbox"/> No
List equipment, food and refreshments being <b>brought in</b> for activity/event ( <b>see policy 901.IV</b> ):	

Location Information				
Building		Doors used to access bldg.	Location/Room(s)	
Use of Kitchen or High School Auditorium may require additional approvals and fees for staff/technical support				
Day	Dates(s)	Time group will enter building	Time group will leave building	Brief description of set up:
Equipment needs		Technical needs		
<input type="checkbox"/> Tables: (qty)		<input type="checkbox"/> AV:		
<input type="checkbox"/> Chairs: (qty)				
<input type="checkbox"/> Other:				
<input type="checkbox"/> Other:				

**AGREEMENT**

(NAME OF FACILITY USER) does covenant and agree to defend, indemnify and hold harmless the Special School District 6 from and against any and all liability, loss, damages, claims or action (including costs and attorney's fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in any way connected with the actual or proposed use of Special School District 6 property, facilities and/or services, including but not limited to bodily injury to any employee, invitee, guest, contractor or subcontractor of (FACILITY USER).

(FACILITY USER) understands and agrees that its use of Special School District 6 property and facilities includes, but is not limited to, all areas identified in the application and/or permit and sidewalks, walkways, parking lots, entrances, stairs, and all other areas incidental to and/or connected with the use of the premises (hereinafter referred to as "incidental areas"). FACILITY USER agrees that its indemnity and insurance obligations extend to the areas identified in the application and/or permit and any and all incidental areas.

We agree to abide by the Facility Use Policy of South St. Paul Special School District 6. Major items regarding this policy appear on the back of this form or as an email attachment. Users are responsible for adhering to Policy 902 in its entirety; copy available on district website or by calling Community Education, 651-306-3632.

**Signature**

\_\_\_\_\_  
Signature of adult responsible

\_\_\_\_\_  
Date

***A Facility Contract will be sent to applicant as confirmation of your Facility Use Permit.  
An estimate of fees will be listed on the contract.***

Copies of contract will be forward to: Building Principal, Building Custodian, Director of Buildings & Grounds and Activities Director; Classroom teacher, Technology and Nutrition Services when applicable.