

## **MAPS Guidelines for Facility Use**

Mankato Area Public Schools is pleased to offer your organization the opportunity to use the buildings and/or fields in our district. The District reserves the right to cancel or change the date in the event the facilities are needed for school and/or Community Education activities.

- The District requires your group to have \$300,000 individual and \$1,000,000 incident General Liability Insurance, that holds the district harmless should something happen to someone in your group or the facility itself.
- Facility requests must be made within a minimum of ten (10) days prior to the event.

### **Once reservation is confirmed the following apply:**

- 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
- 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, facilities and/or outside areas specified on the permit. Groups should limit traffic in halls. Running or ball play is not permitted in hallways or lobbies.
- Alcohol, tobacco, and cannabis usage, weapons and/or firearms are prohibited on school property.
- The school district is not responsible for lost or stolen personal or organizational items.
- All local and state ordinances and laws concerning public safety and fire, regulations set forth by the Americans with Disabilities Act (A.D.A), and civil rights laws 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.
- The school district reserves the right to bill organizations for damage, additional clean-up and custodial overtime, and/or refuse permission to use facilities or equipment because of poor supervision, vandalism, and 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:**

- Complete the online request form a minimum of 5-10 operating days prior to date(s) being requested.
- Upon review and approval, receive agreement within 3-5 operating days
- 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.