

HOW TO RESERVE A SPACE AT ISD 709 FACILITIES

* Please direct any questions or concerns to the Facilities Use Coordinator.

Considerations:

- Community Education is the clearinghouse (making sure the space is available, staffable, and properly equipped including necessary insurance etc.) for all facility-use in the OST (Out-of-School-Time).

	School Time	OST
Elementary Schools:	M-F 7:45 am to 3:15 pm	Before 7:45 am After 3:15 pm
Middle Schools:	M-F 8:45 am to 3:15 pm	Before 8:45 am After 3:15 pm
High Schools:	M-F 8:00 am to 3:30 pm	Before 8:00 am After 3:30 pm

*Weekend Hours are all OST

- Community Education works in conjunction within all 14 of our buildings assessing available space and personnel support needed, including facilities staff.
- Community Education implements a District-decided scheduling priority tree. Issues such as pandemics and significant staffing shortages impact this scheduling priority.
- Duluth School District facilities are available to community groups. Requests are scheduled according to these prioritized guidelines:
 - Regularly scheduled prek-12 school activities and events.
 - School-related organizations, such as parent, teacher, student organizations and professional education organizations.
 - Duluth Public Schools Community Education programs.
 - Non-profit community organizations (youth/adult). Priority will be given to youth organizations serving ISD 709 students and then at the discretion of the Community Education administration.
 - For-profit, commercial and out-of-district groups.
- The facility-use permit process for district-sponsored events is independent and in addition to building administration approval.
- Community Education can schedule up to six months in advance.

Steps:

1. Fill out electronic facilities request eform. Please go to www.isd709.org > Community > Facilities Use > [Facilities Request Eform](#).
 - a. Confirmation that the request has been received will be sent within 72 hours.
2. The Facilities Use Coordinator may contact the group if more information is needed.
3. The Facilities Use Coordinator will determine if the space is available then the request will be accepted or denied.
4. The Facilities Use Coordinator will email the permit to the group contact.
 - a. Please sign the permit and submit Certification of Liability Insurance information.

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