

APPLICATION AND AGREEMENT FOR FACILITY USE

Independent School District #309

Park Rapids, Minnesota

We, the undersigned request the use of the following school district facilities:

School	Room	month	day	year	time to open doors	time event starts	time event ends	time out of building

Please check the category you believe your group belongs in:

- Non-Profit Group:** School District Community Groups where the profits from this use (if any) remain in the community.
- For Profit Group:** Non School District Groups with or without admissions, selling collecting.
- Other:** (Explain) _____
Special Needs: (equipment, seating, lighting, microphones, etc.) _____

Description of Activities: _____

IF A DISTRICT EMPLOYEE WILL BE USED IN LIEU OF A CUSTODIAN:

PRAS employee in lieu of a custodian agrees to the following:

1. Secure building (check all doors to ensure building is locked when leaving.)
2. Turn off lights and other electrical equipment.
3. Responsible for controlling access to unauthorized personnel.
4. Responsible for monitoring children's behavior.
5. Report all emergency situations and/or injuries immediately to the Supervisor of Operations.
6. Clean areas used (bathrooms, kitchen, etc.).

Users of PRAS facilities who leave premises dirty will be charged for clean-up.

Signature of employee in lieu of custodian: _____ Date: _____

(Continue to Next Page)
(Page left blank intentionally)

FACILITY PERMIT REQUEST (cont'd)

BY SIGNING BELOW, I AGREE TO THE FOLLOWING:

1. We agree to enforce all policies/regulations of PRAS in using this facility.
2. We will not allow tobacco use on any property owned by the PRAS.
3. We will not allow any alcohol used for consumption, other controlled substances, or guns to be brought on any property owned by the PRAS.
4. Persons attending the event will confine themselves to the rooms and corridors assigned for our use.
5. We understand disorderly conduct of any kind is prohibited and is punishable by ejection from the building or grounds.
6. We will indemnify PRAS for any and all damage to PRAS property by any person or persons attending the event. Responsibility for loss, breakage, or need of repair, of any piece of equipment rests with the individual/organization renting the facility and the person signing this agreement will report any such damage to: ISD #309, Facility Supervisor – Park Rapids Area Schools, 301 Huntsinger Ave, Park Rapids, MN 56470 (218-255-3631).
7. We will not hold PRAS responsible for any damages to the personal property of those attending the event or for any injuries to persons attending the event, even if this should include death.
8. PRAS equipment will only be provided as part of this contract as is specifically stated in this contract; and PRAS equipment will be handled by PRAS personnel only.

I have read the above listed information and am in full agreement:

Signature of Requestor (By signing, becoming Policy Holder) _____

Date _____ Name of group _____

Name of Individual representing group _____ Billing address _____

Telephone # of individual representing group _____ City/State/Zip _____

Legal References: Minn. Stat. 123B.51 (Schoolhouses and Sites; Uses for School and Non-school Purposes, Closings)

**Cross References: MSBA/MASA Model Policy 801 (Equal Access to Facilities of Secondary Schools)
 MSBA/MASA Model Policy 901 (Community Education)
 MSBA/MASA Model Policy 902 (Use of School District Facilities and Equipment)**

FOR DISTRICT USE ONLY:

Facility (Bldg/Rm)	Rate	Total
_____	\$ _____/_____	\$ _____
_____	\$ _____/_____	\$ _____
_____	\$ _____/_____	\$ _____
_____	\$ _____/_____	\$ _____
_____	\$ _____/_____	\$ _____
_____	\$ _____/_____	\$ _____

Permit Number: _____		
Employee Fees	Rate	Total
Custodian Fee	\$ _____/_____	\$ _____
Food Service Fee	\$ _____/_____	\$ _____
Sound/Light Oper. Fee	\$ _____/_____	\$ _____

Employee Fees Total: \$ _____

Equipment Use Fees	Rate	Total
\$ _____/_____	\$ _____	_____
\$ _____/_____	\$ _____	_____
\$ _____/_____	\$ _____	_____
\$ _____/_____	\$ _____	_____

Facility Rental Total: \$ _____

Equipment Use Total: \$ _____

CONTRACT TOTAL: \$ _____