

Facility Use Application

Return to:

I.S.D. 622 Community Education
District Education Center Room 204
2520 12th Avenue E
North St. Paul, MN 55109
Fax: (651) 748-7497 Phone: (651) 748-7439

- Each individual or group must include a non-refundable \$25 annual processing fee with the first application submitted July 1 – June 30.
- Application must be received 10 business days prior to your event.
- An application is not a guarantee that a permit will be issued.

Organization/ Group/ Primary Contact

Organization Name: _____

Primary Contact: _____

e-mail address: _____

Street Address: _____

Day Phone: _____

City, State, Zip Code: _____

Night Phone: _____

Organization Type:

- ☐ Majority ISD 622 Residents ☐ Fundraiser ☐ Non-profit 501c3– Enter # _____

Name of Event/Activity

Specify Activity:

Is this activity a fundraising event? ☐ YES ☐ NO (If YES a *Fundraiser Information Sheet* must be completed)

Will fees be charged? ☐ YES ☐ NO Will food / Drink be served? ☐ YES ☐ NO

Attendance (permit will not be issued if this section is not completed)

Maximum Expected Attendance: _____ (Include all adults and youth who will be in the building including coaches, leaders, spectators, parents, etc.)

Building Requested

- ☐ Carver Elementary ☐ Eagle Point Elementary ☐ North High ☐ Weaver Elementary
☐ Castle Elementary ☐ Gladstone Community Center ☐ Richardson Elementary ☐ Other: _____
☐ Cowern Elementary ☐ Justice Alan Page Elementary ☐ Skyview Middle
☐ District Ed. Center ☐ John Glenn Middle ☐ Tartan High

Room Type Requested

- ☐ Auditorium ☐ Computer Lab (specify # PCs) _____ ☐ Gymnasium # of Courts _____
☐ Cafeteria ☐ Concession Stand _____ ☐ Large Group/Lecture Room/DEC Board Room
☐ Kitchen ☐ Field/Track (type) _____ ☐ Media Center
☐ Classroom(s) # of rooms : _____ ☐ Polar Stadium ☐ Titan Stadium ☐ Pool (specify # people) _____ Ages: _____

Date/s & Time Requested for Events that Occur Daily or Weekly

First Date: _____ Last Date: _____ Start Time: _____ End Time: _____
Check all days that apply M TU W TH F ST SN Time set-up starts: _____ Time clean-up ends: _____

Date/s & Time Requested for All Other Events

Date	Day	Start Time	End Time	Time set-up starts	Time clean-up ends	Date	Day	Start Time	End Time	Time set-up starts	Time clean-up ends

Equipment & Set-Up Needs

- ☐ Tables # _____ ☐ Auditorium or Stadium Sound System ☐ Podium ☐ LCD Projector ☐ Scoreboards # _____
☐ Chairs # _____ ☐ Microphone # _____ ☐ DVD/Monitor ☐ Screen ☐ Other (Specify below) _____

Set-Up

Needs:

Liability: The permit holder agrees to assume all responsibility for damage or liability of any kind and to hold faultless the district from any expense in connection with the use of the school facilities and/or equipment. I, the undersigned, represent the above organization and am authorized to accept in its name the responsibility of the group and the observance of ISD 622 Facility-Use Procedures.

X

Authorized Signature (Primary Contact) _____

Date of Application _____

Facility Use Guidelines for Community Use of Buildings and Grounds

The following guidelines must be observed during the use of school facilities. The permit applicant/group leader is responsible for compliance. Non-compliance may result in permit revocation and/or the denial of facility requests. The Director of Community Education may cancel a permit effective immediately if it is determined that a group's use is not in the best interest of North St. Paul-Maplewood-Oakdale Schools.

1. School District 622 (ISD 622) buildings and grounds are available for public use as guided by School District Policies. District policies are available in the District Education Center or online at isd622.org/policies. For additional procedures and policies, please refer to ISD 622 Facility Use Procedures and Fees at isd622.org/facilities.
2. School activities and school organizations have priority use of facilities. Priority for community use is based on user classification, application date, and the status of the group's financial account.
3. Facility use applications must be submitted to Community Education at least ten (10) business days in advance of the activity. The submission of an application is not a guarantee that a permit will be issued. Requests submitted after Wednesday the week prior to the event may be subject to a *Late Request Fee* if approved.
4. Permits are issued for dates, hours, area, equipment, and number of participants as specified on the permit. Groups must conclude their activities according to the time listed on the permit. Permits are not transferable and must be carried to the permitted event. Representatives/coaches of athletic organizations must carry their district issued coach's card and schedule in place of the permit.
5. Revisions/cancellations made after Wednesday the week prior to the event are subject to a *Late Request Fee*.
6. Activities are limited to the purpose for which the facility was designed. The facility must be left in the same condition as it was found. Furniture should not be moved without prior approval. Groups requiring set up and take down will be charged for these services.
7. Communication/advertising about events not sponsored by the district should include this statement at the bottom: "This event is not sponsored by District 622. Facility rental is a community service and does not imply endorsement."
8. Signs related to the event may be placed only in the room rented and only directional signs are allowed outside.
9. **Tobacco, alcohol, weapons, e-cigarettes, vaping, illegal drugs and disorderly conduct are strictly prohibited** in all district buildings and on all district grounds including parking lots.
10. Only trained service animals are permitted in district buildings and/or grounds. All other animals are prohibited.
11. Groups must provide adequate adult supervision. The supervisor is required to remain with the group at all times and is responsible for the group's conduct and compliance with procedures.
12. If you are requesting a building rental time for before school or after school hours and before 6:00 p.m., you are required to provide a current copy (within the last year) of a Criminal Background Check Report for the individual(s) providing services to student(s) to the Facility Use clerk along with your application.
13. Groups using buildings without a Community Education building supervisor on site must provide adult supervision at the designated building entrance until the doors are locked following the arrival of the group. Under no circumstances can doors be propped open.
14. All District 622 facility users are required to provide liability insurance listing ISD 622 as an additional insured.
15. All District 622 permit holders and facility users must agree to assume all responsibility for damage or liability of any kind and agree to hold faultless the district from any expense or costs in connection with the community use of the school facilities and/or equipment. Use of equipment belonging to a group must be pre-approved and removed immediately after use. District 622 is not liable for loss of or damage to equipment belonging to a community group.
16. Usage, rental charges and other fees shall be assessed by Community Education in accordance with the ISD 622 facility-use procedures. Payment shall be made to ISD 622 Community Education on or before the invoice due date. Community Education reserves the right to require full or partial payment prior to the first date of the event.
17. Information regarding activities or events that are not sponsored by ISD 622 will not be released to the public.
18. Permits for scheduled community activities may be canceled or amended to accommodate unforeseen school district events, emergencies or calendar changes. Every effort will be made to find acceptable alternative space.
19. When school is closed due to inclement weather or other emergencies, all scheduled activities are canceled unless approved by the Superintendent or a designee. Tune in to local radio/television stations, or check the district's website at www.isd622.org for the most current updates.