



Welcome to ISD 742 St. Cloud Area School District

800 7th Street S. Waite Park, MN 56387 (320)370-8200



District Rental Facilities Policy Statement:

- The School Board encourages maximum use of school facilities by community groups and individuals.

Rules and Procedures for Classroom Use

- Please note these rules and procedures for this use; you are responsible for ensuring these guidelines are met.

Be Responsible:

- Only use empty space on white boards. Do not erase anything already written on the board.
- When finished, erase & clean the area of the board you used.
- Provide your own supplies (markers, paper, chalk, pencils, etc).
- The teacher's desk is personal property and "off limits".
- Computers in the room are "off limits".
- No food or drink is allowed in carpeted areas of schools.
- Do not disturb audio-visual equipment in the classroom.

Be Observant:

- Note the condition and arrangement of the room prior to start of use. All groups shall leave the room in the same condition in which they found it. If you rearrange desks, tables, chairs, etc., return them to their original position after use.
- Items in the room (computers, textbooks, posters, etc.) should be left alone and in their original location.

Plan Ahead:

- Advance arrangements for audio-visual equipment must be made by contacting the facilities coordinator.
- Use is limited to those areas of the building that are specifically approved and listed on your permit (including the nearest drinking fountain and restrooms). If you need additional space, arrangements must be made in advance by contacting the facilities coordinator.

Cancellation:

- Notify the facilities coordinator of any cancellations at least ten business days prior to scheduled use.

A custodian or building supervisor will be present throughout your use. If you need assistance, please contact them.