



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 & Procedures for Hosting a Tournament:

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

Be Responsible:

- The individuals named on the facility use request and the group in whose name the facility use request is issued, are jointly responsible for the use of the facility.
- The individuals named on the facility use request and the group named on the facility use request, are jointly required to assume full responsibility for personal injury of any participant or spectator.
- Competent adult supervision (21 years or older) must be provided by the group during the entire period of use.
- The group supervisor will be held responsible for compliance with the rules, general behavior and safety.

Set-Up Procedures:

- All arrangements and requests must be made and approved through ISD 742 facilities staff prior to the tournament.
- The organization hosting the tournament is responsible for the concession areas (if applicable) and helping to set-up the gyms/fields.
- When applicable, a required food license must be obtained prior to tournament set-up.
- Food/beverage deliveries will be accepted at the site no more than 24 hours prior to the start of the tournament.
- Any concession equipment required must be obtained or arranged by the hosting organization.
- Any miscellaneous equipment needed (e.g., extension cords, soap, spoons, etc.) must be provided by the hosting organization.
- A fee for setup.

During Event:

- A designated tournament supervisor(s) must always be on site throughout the tournament and will be held responsible for compliance with rules, general behavior and safety. Tournament supervisor(s) from your organization should wear an identification badge(s). It is the responsibility of the group hosting the tournament to enforce school district policies and procedures.
- Spectators are not allowed on the court/field during quarter & half-time breaks, time-outs, or between games; please help enforce this.
- No food or drink in gyms where signs are posted.
- Please assign someone from your organization to sweep the courts between games, especially during the winter months when dirt/salt is tracked into the gyms and becomes a safety hazard.

Take-Down & Cleanup Procedures (During the event):

- At the end of the last game of the day, the hosting organization must move chairs in gyms to designated areas. After chairs have been moved, the custodial staff will sweep and chairs can be moved back to original positions. Helping saves custodial time and ultimately saves the hosting organization money in custodial fees.
- Clean and turn off all equipment in the concessions area. ISD 742 is not responsible for security of any food/beverage/equipment left out after the group exits the building/facility.

Take-Down & Cleanup Procedures (End of event):

- At the end of the last game of the tournament in each gym/field, help pick up & re-rack folding chairs. (Suggestion: make an announcement to the spectators asking for their help at half-time of the last game).
- Remove all signs from walls, tables, and other surfaces
- Remove all equipment brought into the facility or return to pre-arranged storage areas.
- Arrange for pickup of extra food products with vendors. Pickup of extras should be arranged for the next school day. ISD 742 is not responsible for the security of any extra food products left at the tournament site.

- Please take all lost and found items from the tournament off site upon completion of cleanup. Any inquiries for items made to Community Education will be directed to your organization.
- A fee for takedown.

Parking:

- All participants must be parked legally in our lots. Vehicles must not be parked in fire lanes near the building, blocking dumpsters, or illegally parking in reserved spaces, sidewalks or grass areas. Any vehicles found to be parked illegally during tournaments will be towed.
- It is the sole responsibility of the organization to effectively communicate these parking procedures to its participants.

Plan Ahead:

- Use is limited to the gym specifically approved and listed on your facility use request (including the nearest drinking fountain and restrooms). If you need additional spaces, arrangements must be made in advance through the facility staff.

Cancellations:

- Notify the facility coordinator of any cancellations at least 14 business days prior to the scheduled use.

Damage:

- If any damage occurs, it must be reported immediately to on site district personnel and Community Education facility staff.

Unauthorized Use Of Facilities Or Equipment:

All facility and equipment use must be requested in advance and authorized by the facility staff, including ISD 742 staff use for any activity that has not been assigned to them by their supervisor. Unauthorized use of facilities and/or equipment may result in:

- Charges for use per facilities fee schedule.
- Charges for cleaning of facilities after use, plus any repair, supply or maintenance fees required due to use.
- A fine to be assessed by the facilities staff to the individual or organization for unauthorized use of facilities/equipment.

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