



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 Auditorium/Theatre Use

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

Be Responsible:

- The individuals named on the facility use request & 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 whose name is on the facility use request, are jointly required to assume full responsibility for personal injury of any participant or spectators.
- 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 rules, general behavior and safety.

Be Respectful:

- Provide your own supplies (markers, paper, gaff tape, etc.)
- **No food or drink is allowed in the auditorium.** Please post volunteers from your organization at each aisle entrance into the auditorium to enforce this school district policy.
- Do not disturb set pieces, equipment, etc. If you need something moved, please ask the custodial staff.
- The facility and adjacent areas must be returned to proper order after use.

Plan Ahead:

- Arrangements for audio-visual equipment, microphones, light/sound boards, or additional space must be requested through the facility coordinator at least ten business days in advance. The auditorium manager retains final approval over all equipment usage.
- Use is limited to the auditorium, dressing rooms and foyer area in front of the auditorium, the nearest drinking fountains and restrooms. If you need additional spaces, please contact the facility coordinator at least ten days prior to the event.
- Please notify the facility coordinator if you plan to sell concessions or have refreshments. Any concessions equipment required, must be obtained or arranged by the hosting organization.

Staffing:

- Only personnel approved by the Auditorium Manager will be authorized to work sound or light boards & theatre rigging systems.

Fees:

- Groups will be responsible for the following fees, if applicable (an estimate of costs available upon request): Facility Rental, Building Supervisor, Custodians, District staff assigned to event and any damage or loss.

Cancellations:

- Notify the facility coordinator of any cancellations at least ten 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 host will be present throughout your use. If you need assistance, please contact them.