



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 Gym Use

- 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 the 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.

Coaches/Group Supervisors:

- Coaches/Supervisors should be the first in and the last out of the gym/school. Ensure all participants are picked up before leaving the building.
- Supervise and control your players/participants at all times. Be aware of what your players/participants are doing at all times and keep them with you.
- Keep equipment in the gym—no running or bouncing balls in the hallways. **Only use Painters Tape on Gym Floors.**
- No food or beverages in the gym, except covered water bottles.
- Players/participants not permitted in gym storage areas. Only the coach/supervisor is allowed to get the equipment & return to the storage area.
- Activity is for participants only. Discourage siblings from attending practices.

Players & Families:

- Please have your child arrive at their activity on time and pick them up on time. The coaches/supervisors have been instructed to stay until the last child has been picked up. Please don't inconvenience or take advantage of your coach/supervisor; their time is valuable.
- Go directly to the gym for your activity. Do not wander in the hallways or locker areas.
- No food or drink in the gyms, except covered water bottles.
- Enjoy watching games & be considerate of other spectators.
- Supervise children not participating in the activity; your child must always be with you.
- Leave extra equipment (basketball, etc.) at home on game days so everyone can concentrate on the game.
- Spectators are not allowed on the court during breaks.
- Do not walk on basketball courts in street shoes; try to stay on the outside edges of the court.
- If your team is involved in the last game of the day, please help pick up and put away chairs, etc.

Plan Ahead:

- Use is limited to the gym specifically approved and listed on your permit (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 ten business days prior to the scheduled use.

Unauthorized Use Of Facilities Or Equipment:

All facility and equipment use must be requested in advance and authorized by the facility coordinator, 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 determined by the facilities staff will be assessed 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.