



Mail to:

Community Education, Facility Usage
 2990 80th St. E.
 Inver Grove Heights, MN 55076
 E-Mail: khatoons@isd199.org

Telephone: (651) 306-7870
 Fax: (651) 306-7295

Facility Use Permit Application

Complete form, sign and date ~ Certification of Insurance Liability required for Class III, IV, V applicants.

Requestor Information				
Organization name			Date of Application	
Contact person/adult responsible (21 years or over)		Phone 1: home/cell/work		Phone 2: home/cell/work
Address	City	State	Zip	Email

Event Information		
Activity/Event (describe how you will be using the facility space):		Organization type (select all that apply) <input type="checkbox"/> Youth <input type="checkbox"/> Adult <input type="checkbox"/> Non-Profit <input type="checkbox"/> For Profit
What percentage of participants are residents/students of Independent School District 199? <input type="checkbox"/> 90% or more <input type="checkbox"/> less than 90%		
Number attending:	Are you charging Participants?	List equipment, food, animals being brought in for activity/event (see policy 901.IV):
<input type="checkbox"/> Kitchen Service: Contact Facility Scheduling for a Kitchen Use Request form ~ Concessions-MDH License required		

Location Information				
Building			Location/Room(s)	
Day	Dates(s)	Time group will enter building	Time group will leave building	Brief description of set up:
Do you require any equipment set up? (tables, chairs, audio-video, gym equipment- nets, hoops, etc)				
<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe:				
If requesting the Boche Memorial Stadium, will you require a Stadium Supervisor? <i>(Required for games w/ spectators or events where the scoreboards/PA system will be</i>				
<input type="checkbox"/> Yes <input type="checkbox"/> No				

Required Certification of Liability Insurance		
ISD 199 requires this for those Class III, IV and V applicants. NOTE: A permit will not be issued without proper insurance coverage. Please contact khatoons@isd199.org for questions regarding this.		
<input type="checkbox"/> Emailed to Sadia Khatoon at khatoons@isd199.org	<input type="checkbox"/> On file with Community Ed Office	<input type="checkbox"/> Will mail/fax

Signature
We agree to abide by the Facility Use Policy of Independent School District 199. Major items regarding this policy appear on the back of this form or as an email attachment. Users are responsible for adhering to Policy 902 in its entirety; copy available on district website or by calling Community Education, 651-306-7870.

Signature of adult responsible _____

Date _____

A Facility Contract will be sent to applicant as confirmation of your Facility Use Permit. An estimate of fees will be listed on the contract.

GENERAL RULES AND REGULATIONS

1. Limitations of Use

A. Since the board of education is charged by law with the responsibility for school facilities, it must reserve the right to deny use.

B. Sponsoring organizations will conduct orderly meetings; they will not incite others to disorder, and they will not be abusive of other groups or individuals by reason of sex, race, creed, religion, color or any other factors as described in policy

C. No school building, facility, or grounds will be used for unlawful purposes.

D. School facilities shall not be used for parties or celebrations that are essentially private in nature such as birthdays, anniversaries, and other similar parties.

E. No signs, banners, pennants, placards or similar items of advertisement are to be placed in the schools without the express consent of the school principal or his/her designee.

F. No permanent alterations to any district facility will be allowed. Temporary alterations to furnishings or decorations may be allowed with the express consent of the district by authorized signature of the Superintendent. Users will be charged full costs for any damage or repairs necessitated by such temporary alterations. Scenery, decorations, or equipment provided by the permit holder must be removed from the school building promptly. If there is a delay, the removal may be made by the school district at the expense of the permit holder

G. Smoking and use of tobacco products or any electronic device to simulate smoking are prohibited on District 199 property, in buildings and on grounds at anytime.

H. Alcoholic beverages and other mood-altering chemicals are prohibited on District 199 property, in buildings and on grounds at any time.

I. Firearms are prohibited on District 199 property, in buildings and on grounds at any time.

J. Other than service animals, animals are prohibited from school grounds or facilities unless pre-approved and noted on the facility use permit. The user bears all responsibility for liability, cleaning and sanitation of grounds after use.

2. General Community Use of School Facilities

A. Qualified school district staff, under the direction of the school board, may authorize the use of school facilities by

community groups or individuals when such use does not conflict with school activities. When scheduling the use of facilities, groups will be scheduled based on the priority level identified in section VIII. The School Board may impose reasonable regulations and conditions upon the use of school facilities as it deems appropriate. An exception to the scheduling priorities may be authorized under certain circumstances, if deemed appropriate by the Superintendent or his/her designee.

B. Requests for use of school facilities by community groups or individuals shall be made through the designated school district administrative office on the appropriate form(s). Applicants must apply for a facility use permit at least three (3) days prior to the intended use. The application for permit must identify an authorized representative who is at least twenty-one (21) years of age to be listed as the contact and the person responsible during all aspects of the facility use. If an application is approved the permit will be granted to the listed contact. A permit cannot be scheduled more than six (6) months in advance.

C. Applicants must provide sufficient supervisors, chaperones, or crowd control personnel to satisfy the principal or his/her designee that the event is well controlled. In the event the School District procedures require a person to be designated as district representative, the user shall be assessed the cost of any stipend or payment to obtain such persons.

D. All permits are subject to immediate cancellation if it is discovered that information given on the permit is misrepresented. Violation by a permit holder of any regulations governing use of buildings or grounds may be cause for the cancellation of all existing permits and the denial of any future permits. The board of education and its agents are to be held harmless of any expenses or losses incurred by the sponsoring organization or permit holder due to such cancellation.

E. The School Board may require a rental fee for the use of school facilities. Such fee may include the cost of custodial and supervisory service if deemed necessary. It may also require a deposit or surety bond for the proper use and repair of damage to school facilities.

F. A facility use permit is not transferable. The granting of a permit for use of one part of a building or ground confers no privileges for the use of any facilities other than those stated in the permit. It does not include any other time or times for preparation or rehearsal, unless specified in the permit.

G. Upon approval, the designated school district personnel will issue a permit including any pertinent information relating to the facility rental along with a list of rules and regulations pertaining to school facility use.

H. The issued permit only provides an estimate of costs. After completion of the facility use, a detailed invoice of the actual costs will be provided to the listed contact. This invoice will be due no later than thirty (30) days following the invoice date. Invoices more than thirty-one (31) days past due may be assessed a late payment fee.

I. Use of the Boche Memorial Stadium and Performing Arts Center may be subject to additional fees for supervision and equipment use.

J. Users may be subject to a change fee if additional space is requested after the permit has been approved.

K. Tournament and special events may be subject to additional fees for events including multiple teams and multiple games, or for events with over two hundred (200) attendees occupying multiple locations in the building.

L. Use of baseball and softball athletic fields may only be charged the cost of the permit with the agreement that they will provide maintenance to fields following games including dragging fields, picking up trash, and other services deemed appropriate by the Director of Buildings and Grounds or Activities Director. In the event this does not happen, the School Board and District Administration reserve the right to implement fees as deemed necessary.

M. When emergencies or unusual circumstances arise that necessitate rescheduling the use of school facilities, every effort will be made to find acceptable alternative meeting space; however, the district reserves the right to cancel any events and/or deny building access in the event of an emergency or unforeseen circumstances. The district and its agents will not be held liable for any charges incurred by such cancellations. In the event of a school cancellation or early release due to weather or emergency, all activities will be canceled for that evening.

N. The designated school district personnel will provide a bi-weekly schedule of facility use events to administrators and custodians as it applies to each specific building.

3. Use of School Equipment

The use of school space does not include the use of school equipment unless specified and approved in the application. Applicants may bring and use their own equipment; however, no permanent alterations of the facility shall take place to accommodate users' equipment. The determination as to permit or deny permission to use school equipment must be made by personnel qualified in use of the requested equipment. The condition of equipment provided by the district under this section will be noted to

the user at the time it is received. The user shall be held responsible for any damage or loss of equipment. Charges for damages shall be inclusive of total cost including but not limited to items such as shipping, replacement parts and labor. Determination as to the method or product used to replace or repair equipment shall be at the sole discretion of the district. Determination of the cost of the use of school equipment shall be made by the principal or his/her designee according to the district schedule and when appropriate, added to the user fees. Equipment provided by the district shall be used under the risk and liability of the user and the district shall not be held responsible for any injuries to persons as a result of such use.

4. Classification and Fee Table

A. Class and fee table (including equipment and supervision fees) are determined by the Community Education Department, Administration, and School Board on an annual basis.

B. Facility users will be responsible for labor costs associated with their events. The Director of Community Education, Director of Buildings and Grounds, or their designee will determine required labor. Unless staff members are already on duty when an event begins, a minimum labor charge of up to two (2) hours may apply.

C. Priority of use and access to facilities will be according to class (all organizations within a class are equal and will be granted space on a first-come basis) as follows:

Class 1 – First Priority – District Events

- Pre K-12 Activities (instructional and co-curricular)
- Staff Development

Class 2 – Second Priority – Community Education

- Community Education activities and classes

Class 3 – Third Priority – Community Youth Organizations

- City Parks and Recreation activities
- Community Athletic Associations (90% or more of participants reside in Inver Grove Heights)
- Non-school community groups (Scouts, 40H, etc.)

Class 4 – Fourth Priority – Non Profit Organizations

- Individuals and groups that use facilities for non-commercial purposes and non-profit organizations
- Youth organization with less than 90 percent of the participants residing in Inver Grove Heights

Class 5 – Fifth Priority – For Profit Organizations

- Individuals, private agencies, companies or vendors that use the facilities for commercial purposes or profit