

Permit Office: 651-325-2678 • Fax: 651-325-2673

560 Concordia Ave • St. Paul, MN 55103

Community Education Department



## Application For Use Of Public School Facilities

Please type or print firmly with a ballpoint pen.

\_\_\_\_\_  
Last Name First Name Middle Initial

\_\_\_\_\_  
Street Address City State Zip Code

\_\_\_\_\_  
Date of Application Daytime Phone Number Evening Phone Number

Name of Organization you represent: \_\_\_\_\_

List the school you desire to use: \_\_\_\_\_

List the specific area(s) of the buildings or grounds you desire to use: \_\_\_\_\_

\_\_\_\_\_  
Explain briefly the program or activity you desire to use this facility for: \_\_\_\_\_

\_\_\_\_\_  
Total Number of People: \_\_\_\_\_

List the day and dates desired (be specific): \_\_\_\_\_

List hours desired: \_\_\_\_\_

What is your admission or tuition charge? \_\_\_\_\_

Will you be selling anything? If yes, what? \_\_\_\_\_

Will there be any "free will offerings"? \_\_\_\_\_ Request for donations? \_\_\_\_\_

Do you plan to serve food and / or beverages? \_\_\_\_\_

List any equipment and / or additional furniture you desire to use: \_\_\_\_\_

- Rental charges will be made in accordance with the schedule on file in the Permit Office. Make check payable to Independent School District #625 and send to the Permit Office.
- The undersigned, who is to be in charge of the activities, must be 19 years of age or older. He/she agrees that he/she will be responsible to the Board of Education for the use and care of the school property. He/she further agrees that the character of the activity will conform with that stated in the application and that he/she will be responsible for the enforcement of the rules governing the use of school buildings as printed on the reverse side of this application. He/she understands that the custodian cannot permit the use of the facility except upon presentation of an official permit issued by the Permit Office.

I have read the Regulations Governing the Use of School Facilities as printed on the reverse side of this application and agree that these regulations will be observed and enforced. The undersigned hereby agree that this application is made subject to the rules of the Board of Education and agree for themselves and for all others for whom this application is made that the rules are accepted and will be observed and enforced.

Signature: Address Zip Code Phone #

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Approved - Building Administrators Signature Date

**Please sign this application.**  
**Return to Permits, 560 Concordia Ave., St. Paul, MN 55103, no later than TWO WEEKS prior to start date.**  
**A permit may be cancelled by calling the Permit Office 24 hours in advance.**  
**For Saturday and Sunday cancellation, a 48 hours advanced notice is required.**

## Rules and Regulations For Use Of School Facilities

Failure to follow the regulations governing use of school facilities, including the use of equipment or building areas, or failure to provide the proper level of supervision specified on the permit, may result in immediate cancellation of permit and no issuance of future permits.

1. Users of school facilities must not discriminate against any participant based on race, color, creed, religion, national origin, sex, marital status, or handicap.
2. Facilities may be used for purposes permitted by Minnesota Statute 123.36, Subdivision 5, and all other applicable laws.
3. The person, persons, or organizations receiving permit use of school buildings or grounds agrees to save the district harmless from any and all claims of whatever kind that could arise from their use of district property.
4. The district reserves first claim to use of its own property. Cancellation of any permit may be ordered by district authorities with due notice of two weeks for school activities and 72 hours for Board of Education use. Permission to use school facilities is granted with this understanding.
5. Applicant must obtain prior consent from the building administrator for use of any school equipment including industrial arts equipment, business machines, typewriters, home economics equipment, gym equipment, etc. Applicant assumes full responsibility for providing qualified instructors knowledgeable of the proper and safe use of any equipment provided. Damaged equipment will be repaired or replaced at the expense of the permit holder. Use of school supplies must be reimbursed and requires building administrator's prior approval.
6. Additional fees are assessed for special stage set-up, stage lighting, or use of equipment such as public address systems, projectors, and the necessary personnel. Arrangements must be made with the building administrator at the time of application. Equipment such as auditorium lights, sound systems, etc. may only be operated by trained individuals provided by the district and the applicant charged accordingly.
7. Stage equipment or scenery is not to be moved unless change is approved by the building administrator and supervised by a school employee.
8. Use of Food Service production kitchens requires a permit plus approval of the Food Service Director. Cafeteria staff must be employed by permit holder.
9. Swim Pools and Gyms: all rules will be strictly enforced. It is the responsibility of the permit holder to obtain rules from the building administrator.
10. Permit holder must have permit in possession when using facility.
11. Permits are not transferable, nor may space be sublet to any other group.
12. No group will be admitted to a building until an adult supervisor is present and supervisors must remain until all participants have left the building. Competent adult supervision at level stated on the permit must be maintained at all times. Each permit holder is responsible for its own group and must maintain surveillance on entry so that non-participants do not enter.
13. Only the rooms and corridors of a building as specified on the building permit shall be used including the nearest drinking fountain and toilet facilities. No "blanket" building permits stating generalized areas will be issued.
14. The use of alcoholic beverages or any controlled substances is not allowed. This includes grounds as well as the buildings. Infractions will result in immediate cancellation of the permit and no future permits will be issued.
15. Use of tobacco products is prohibited in schools and on all district grounds.
16. Compliance with fire department rules will be strictly enforced.
17. Motorized vehicles are forbidden on all surfaces other than designated parking lots and driveways (handicapped motorized equipment excepted).
18. Building keys are never given to community groups. School custodians will open the buildings and remain to lock up after the groups depart.
19. Facilities are not to be used for storage of equipment by non-district groups.
20. Permit users are responsible for setting up and returning equipment to the same location and arrangement it was in prior to usage. This must be completed within the times designated on the permit.
21. The custodial staff is responsible for calling proper authorities if a problem develops.
22. Additional charges will be assessed if groups using facilities or grounds fail to leave the property reasonably clean.
23. Occupancy beyond the closing hour stated on the permit will entail additional charges.
24. Permit holder will be billed for any damages to buildings and grounds.
25. No group is to pay the custodian personally as custodial charges are part of the building permit fees.