



Facility Use Permit Application

Mail to:

Community Education, Facility Usage
 517 Marie Avenue
 South St. Paul, MN 55075
 E-Mail: ljacobs-buse@sspps.org
 Telephone: (651) 306-3632
 Fax: (651) 457-9485

*Complete form, sign and date ~ Submit to CE Facility Use ~
 ~ Certification of Liability Insurance is required~.*

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
Certificate of Liability Insurance Rec'd	Liability Insurance Carrier	Liability Insurance #		

Event Information		
Activity/Event (describe how you will be using the facility space):		Organization type <input type="checkbox"/> Youth <input type="checkbox"/> Adult <input type="checkbox"/> Both <input type="checkbox"/> Senior Citizens
What percentage of participants are residents/students of Independent School District 6? <input type="checkbox"/> 75% or more <input type="checkbox"/> less than 75%		
Number attending:	Are you charging Participants?	List equipment, food, animals being brought in for activity/event (see policy 901.IV):

Location Information				
Building		Doors used to access bldg.	Location/Room(s)	
Use of Kitchen or High School Auditorium may require additional approvals and fees for staff/technical support				
Day	Dates(s)	Time group will enter building	Time group will leave building	Brief description of set up:
Equipment needs		Technical needs		
<input type="checkbox"/> Tables: (qty)		<input type="checkbox"/> AV:		
<input type="checkbox"/> Chairs: (qty)				
<input type="checkbox"/> Other:				
<input type="checkbox"/> Other:				

Signature

We agree to abide by the Facility Use Policy of South St. Paul Special School District 6. 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, 651-306-3632.

 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.***

Copies of contract will be forward to: Building Principal, Building Custodian, Director of Buildings & Grounds & Activities Director; Classroom teacher, AV/Technology & Food Service when applicable.

1. Obtain a facility use permit form from the Community Education office.
2. Complete and return the permit to Community Education at least ten (10) school days prior to desired use. Reservations cannot be made beyond current school year. Requests received prior to September 1 will be acted upon at the discretion of the Community Education Director.
3. Class B and C applicants must be responsible adults residing in Special School District 6, and at least seventy-five (75) percent of their members must be residents/students of Special School District 6.
4. Special School District 6 carries liability insurance to cover district negligence. The district may require users to provide additional insurance to cover personal injury and property damage arising out of the negligence of any member or guest of the user organization. Special School District 6 shall be named as an additional insured in the user's policy.
5. A \$500 damage deposit may be required if the size or activity of the user group increases the potential for property damage. The deposit will be requested prior to use and applied to user fee if no damage is incurred. If no user fee is assessed, the damage deposit will be returned.
6. Cancellations and request changes will be accepted by telephone; changes must be confirmed in writing by the applicant within three days of telephone notice - a \$7.50 change fee will be assessed to the user. Cancellations must be made to Community Education forty eight (48) hours prior to scheduled rental or applicant will be billed the full rental fee and a minimum of 2 hours custodial fees.
7. Community Education will bill for facility use. An estimate of user fees shall be made at the time of application. Payment is due within thirty (30) days. Applicants with outstanding bills will not receive approval for future applications.
8. Special School District 6 reserves the right to cancel or modify community reservations if the need arises.

RULES

1. School activities and school organizations shall have priority use of school facilities. All other users will follow the priority listed in South St. Paul Public School Board Policy 902.2 – School Building Use Classification. No community use will be scheduled until Sept. 30 for the following school year and after the school activities calendar has been set.
2. A custodian/District Building Attendant must be on duty whenever building facilities are in use. The school district reserves the right to require a custodian for the PAC.
3. The District reserves the right to refuse the use of facilities if deemed not appropriate or is destructive.
4. Use of Competition Gym must be approved by the Activities Director.
5. All school buildings must be vacated sixty (60) minutes prior to the end of the custodial shift. Times will be noted on Facility Use Permit.
6. School equipment (i.e. chairs, tables, audio-visual equipment, and large recreational/athletic equipment) may be used when requested on the facility use permit. Recreational groups must provide their own small equipment such as balls.
7. With the exception of small athletic equipment, any apparatus or equipment brought into school buildings must have prior approval on facility use permit and must be removed promptly so it does not interfere with the normal school program. Some school equipment may be used outside of school facilities.
8. Arrangements must be made (5) days in advance with the facility use clerk.
9. School equipment shall not leave District property.
10. School materials and equipment must not be moved between or among rooms without prior approval. Such moves must be made by, or under the supervision of, school personnel. All costs for moving materials and equipment will be billed to user. User will set up/take down tables and chairs.
11. Following use, facilities must be cleaned and restored to original condition. This includes corridors and washrooms. Users not complying will be charged a clean-up fee based on custodial time required.
12. Users must report any damage of school property to facility use clerk within 24 hours and will be responsible for replacing or repairing said property.
13. All local/state ordinances and laws pertaining to use of public buildings must be observed. Smoking is prohibited within school buildings, on school property and in school vehicles. Gambling and drinking/possession of intoxicants on school premises are prohibited.
14. No firearms are allowed on school property except for authorized firearm safety programs and those carried by law enforcement officials.
15. The school is not responsible for loss of personal items.
16. Decorations must be fireproof. Affixing materials of any kind to floors or walls is not permitted.
17. Soft-soled, non-marking shoes must be worn on gymnasium floors when used for recreational purposes.
18. State Sales tax will be assessed as required by law.
19. Lunchrooms can be multi-purpose rooms but their use should be consistent with the design of the room. Lunchroom use should be limited to: dinners and banquets, refreshment preparation, dances, if the floor is appropriate, and large group meetings when no other facilities are available.
20. Computer classrooms may be utilized if (a) at least 50% of the computers are utilized, and (b) a qualified instructor is supervising. Users may not bring programs or disks from outside the classroom for use in the computers. Video and computer equipment may only be checked out by staff when used for class preparation or professional development. Microcomputer and video use by the general public is limited to those enrolled in Community Education classes requiring microcomputers and videos or using presentation facilities.
21. Food service personnel must be employed and paid at existing rate when kitchen equipment is used.
22. School personnel must be employed by user to operate auditorium equipment and paid at current or overtime rate.
23. Individuals and groups using the auditorium will be held responsible for the repair or replacement of damaged equipment. An inventory will be taken prior to, and after use of, the auditorium and user will be responsible for any missing item.
24. Privately owned sound and light equipment may not be connected to school equipment.
25. Individuals or organizations may give proceeds/monetary gifts to the school district or departments and clubs within the district. However, only the Board of Education may pay employees for services involving the use of school facilities.
26. The use of school facilities must be in the public interest. Activities detrimental to the purpose of schools or for private gain will not be allowed in school facilities.
27. Churches desiring the use of school facilities for worship services are covered by the Minnesota Statute Section 123.36, sub. 5. School use for a worship service requires approval by the Board of Education.
28. Religious organizations, commercial and business organizations, and political groups may not use facilities on a continued basis except for recreational purposes. Continued use due to emergency needs must be approved by the Board of Education.
29. School facilities are not to be used for wedding activities, baby showers, or birthday parties.
30. Permission granted for school facility use is not transferable.
31. Requests which may not clearly be included in the guidelines of the Facility Use Policy will be acted upon at the discretion of the Director of Community Education.
32. Please make it clear to your personnel and support groups that when you host an activity you are NOT allowed to unplug vending machine in the building.
33. It is permissible to post signs on vending machines indicating that they are not to be used during your event. If you do so, please remove and dispose of these signs following the conclusion of your event. Please contact the Activities Director if you have questions about this policy.