



Facility Use Request Form

Chisago Lakes Community Education

Community Education/Family Center
13289 St. Croix Ave., Lindstrom
Telephone # (651)-213-2603
Fax # (651)-213-2094

E-Mail Address: cagre@isd2144.org
rmeyer@cisid2144.org

| | |
|----------|-------|
| Permit # | _____ |
| Entered | _____ |

Return the completed form with \$15 non-refundable processing fee for all requests.

Building requested

Sponsoring organization

Room Requested

Contact person

Date(s) _____ **Day(s) of the Week:** _____
Dates (if more than one, attach separate sheet)

Billing address _____ **City** _____ **State** _____ **Zip** _____

room time in _____ **room time out** _____

home ph _____ **State/Fed ID #** _____

event time in _____ **event time out** _____

Work ph _____ **Fax#** _____

Charge to your group's participants No Yes \$ amount

E-mail address _____

Public organization **Private group or individual**

Purpose of request _____

Number of Participants: _____ # preschool _____ # students _____ # adults _____ # senior citizens _____

Percent of participants who are district residents: All 80% 75% 50% less than 50%

SPECIAL REQUEST (circle all that apply)
 Overhead Internet access VCR & TV Video Projector Screen Microphone Computers Risers Other _____

Is Food being served? Yes No

If "yes" How? _____ **And by who?** _____

Participants will not be allowed in to the building until designated supervisor of activity has arrived. Supervisor must be an adult over 21 years of age and responsible for security of their activity. Custodian does not provide supervision.

If this facility is used for longer period of time then indicated, I will notify the Community Education Office so that the billing may reflect the difference. I understand that if I fail to notify the Community Education Office or cancellation of a permit for use of school facilities one business day prior to the day and time requested, I will be liable for any cost incurred by Chisago Lakes School District. I acknowledge that if my group does not show up that I will be charged a \$10 no show fee.

I hereby certify that I am an agent of the above named Organization and have been authorized to accept in their name the responsibility for observance of the rules and regulations of the Board of Education as a condition to the issuance of this permit. I further certify that I have read and understand the general rules and regulations contained in the pamphlet Community Use of School Facilities. I will be responsible for the actions of participants in this activity and the security of the facility used.

APPROVAL

Community Ed Director

Date Approved _____ **Class** _____

Facility Rental Charge _____

Custodian/Supervisor Charge _____

Equipment/Other Charge _____

Comments _____

Total Estimated Charges \$

An application is not a guarantee a permit will be issued.

Signature of Applicant/Authorized Agent **Date**

NOTIFICATION TO: *Community Education Office use only*
 Community Education _____ Activities _____ Principal _____ Custodian _____ Teacher _____ Applicant _____
 Current Insurance On file _____ Billed _____ Paid _____

BUILDING USE - RULES AND REGULATIONS

For schedule changes or cancellations, please contact the **COMMUNITY EDUCATION OFFICE (651)213-2600**

rmeyer@isd2144.org cagre@isd2144.org

www.chisagolakes.k12.mn.us

1. Group leaders are responsible for the conduct of both participants and spectators. **All children must be under direct parental/leader supervision. Members of the group must be confined to their designated area.**
2. All groups shall abide by the starting and ending times specified on this permit.
3. School sponsored activities have the first priority in the use of school facilities. Gyms- seasonal activities will be given priority in their season.
4. Only the rooms specified on the permit may be used. If additional rooms are used or equipment required, the billing will reflect this usage. **It is the group's responsibility to see that the room or area that has been used is cleaned after their activities.** (All chairs & tables must be returned, garbage picked up, etc.) There may be a charge for repair or clean up.
5. **School facilities will not be opened until the adult designated as the group supervisor presents him self/herself to the custodian** or other school personnel on duty and assumes responsibility for the group. Groups using Elementary buildings must provide adult supervision at the entrance designated until the doors are locked following the arrival of the group.
6. In accordance with state law, possession or consumption of intoxicating beverages or drugs in any form is prohibited on school premises. Dist. #2144 became Tobacco -Free August 1987. Abusive and obscene language will not be tolerated.
7. All commercial and nonprofit organizations that wish to use School District facilities must be organized in conformance with Minnesota laws. Organizations must annually furnish the School District with a certificate of insurance confirming that the organization has purchased liability insurance for personal injury and property damage in amounts not less than **\$1,500,000** per claimant and **\$3,000,000** for any number of claims arising out of a single occurrence and that Independent School District No. 2144, Chisago Lakes, has been named as an additional insured on the policy. Organizations will be required to provide the School District with the Certificate of Insurance prior to the actual use of any school facilities.
8. The Community Education Director reserves the right to cancel any reservation. Any activity that may violate the canons of good morals, manners, or taste, or may be injurious to the buildings, grounds or equipment will not be permitted.
9. Any equipment brought into the building by the renter must be approved by the Community Education Director. Equipment must be removed directly following the activity. Groups using the schools will not be allowed to store materials or equipment in the schools. Groups must provide their own equipment for gym use. Physical Education equipment is not available.
10. The applicant and/or organization agrees to assume all responsibility for damage or liability of any kind and further agrees to hold harmless the school district from any liability and/or expense in connection with the use of the school facilities under this agreement. **The district is not responsible for loss of personal items.**
11. When school is closed due to inclement weather, power outages or other building emergencies all facility use permits will be cancelled.
12. No beverages in the gyms or the auditorium, and proper foot wear will be required when using any gym.
13. Rental charges will be assessed and billed monthly in accordance with ISD #2144 facility use procedures. Payable by due date to Chisago Lakes Community Education. Applicants with outstanding bills will not receive approval for future applications.

For additional procedures and policies, please refer to the ISD 2144 facility use procedures booklet. Booklets are available upon request from the facility use office at the Chisago Lakes Community Education Center.

FACILITY USE PERMIT MAY BE CANCELLED IF ANY OF THE RULES ARE VIOLATED