

Organization Name _____
(EX: Shoreview Park and Rec, Scouts Troop #419, Mounds View Basketball Association)

Event Title _____ (scout meeting, volleyball tournament/practice, banquet, etc)

Describe your activity: _____

Contact Person: _____ Email Address _____

Address _____ City _____ Zip _____

Phone # Work _____ Cell _____ Home _____

Person supervising event if different from contact person (name and phone #) _____

Organization Status (check one)

District Youth _____ District Adult _____ Non-Resident (Youth or Adult) _____ Commercial _____

Expected Attendance: # of youth _____ **# of adults** _____

Day	Date	School Requested (see list below)	Facility Space requested (Ex: Gym, Cafeteria, Auditorium, Stadium, Fields, etc)	Event Start Time	Enter Facility time	Leave Facility time

High Schools

Irondale
Mounds View

Middle Schools

Chippewa
Edgewood
Highview

Elementary Schools

Bel Air
Island Lake
Pinewood
Sunnyside
Turtle Lake
Valentine Hills

Education Centers

Pike Lake
Snail Lake

Equipment needed from school district:

AV _____ # of Tables _____ # Of Chairs _____

Other _____

NOTE: To view policies on priority scheduling, fees and facility use guidelines visit http://www.moundsviewschools.org/comm_edu/facilities.asp

LIABILITY: The applicant agrees to assume full responsibility for injury to person and damage to property during the time facilities are used under this agreement. The school district's liability insurance does not provide protection to organizations using its facilities.

CANCELLATIONS: You must notify the Community Education office 48 hours prior to event. No show fee is \$30.

I here by 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 as stated in Policy/Regulations #EG-5152 of the Board of Education as a condition of the issuance of this permit. I understand that the permit for the use of school facilities may be cancelled if any of the rules are violated.

Signature: _____

Date: _____

- To qualify for district resident rates, you must have 80% of the participants from the Mounds View District. Rosters with names & addresses of participants **MUST** be submitted for organizations/teams to verify 80% of resident status for priority scheduling.

SCHOOL FACILITY USAGE RESPONSIBILITIES

Mounds View Public Schools

The acceptance of a permit issued for the use of school facilities constitutes an acknowledgment by the organization or group of the following conditions:

- A. An adult group supervisor (permit holder) must be present from the time of entry into the facility until all participants have departed. The leader must identify him/herself to the Building Supervisor present in the building.
- B. The responsibility and liability for injury to persons or damage to property must be assumed by the organization and/or the individual responsible for making the application.
- C. Groups are responsible for setting up and returning rooms and equipment used to the same location and arrangement they were in prior to usage. Clean up fee will be assessed if areas are left in poor condition. (\$25 - classrooms/\$50 - fields/gyms)
- D. Cancellation/Changes/Fees

Permit revisions/cancellations must be requested 48 hours in advance to avoid a no show fee (\$30). Permit times, facility and equipment may be changed only with the approval of the Community Education Department.

All building permits are subject to cancellation for the following reasons:

- 1. Infraction of regulations governing facility usage.
 - 2. Failure to use a permitted facility for two (2) successive sessions without advanced notification to the Community Education Department.
 - 3. Preemption by a government or school activity.
 - 4. Inappropriate behavior of all facility users (including spectators).
- E. Applicants shall be responsible for any special supervision as deemed necessary by the Community Education Coordinator (i.e., additional supervisor, police protection, parking supervision, etc.).
 - F. Smoking is prohibited on any school property.
 - G. Food and beverage may be served only in designated areas and must be authorized on the building usage permit.
 - H. Gambling and drinking or the possession of intoxicants within the school buildings or on school property is specifically prohibited by law.
 - I. User groups are responsible for following specific facility use guidelines within each individual school.
 - 1. Specific rules for use of special areas such as gymnasiums, swimming pools, kitchen and lunchroom facilities must be adhered to by the user.
 - 2. Use of posters, advertising materials, or decorations on floors, walls or other parts of a building is prohibited without specific approval.
 - 3. Decorations shall be fireproof and shall be erected in a manner that will not be destructive of school property.

For full regulation go to http://www.moundsviewschools.org/pdf/Reg_EG-5152.pdf

adopted Feb. 2004