

**Independent School District 200**  
**Hastings Community Education**  
**Tilden Community Center**  
**310 River St**  
**Hastings, MN 55033**  
**651-480-7670 – Phone**  
**651-480-7680 – Fax**  
**www.hastingscommunityed.com**

FOR OFFICE USE ONLY -	
Date Received	_____
Permit #	_____
Date Processed	_____
Application Fee	_____

## APPLICATION FOR USE OF SCHOOL FACILITIES

**Permit Application Fee\*:** A processing fee of \$10 must be included with applications from all groups in Classifications II - V

<b>Sponsoring Organization:</b> _____ <b>Name of Group Supervisor:</b> _____ <b>Address:</b> _____ <b>City:</b> _____ <b>State:</b> _____ <b>Zip:</b> _____ <b>Telephone:</b> <b>Home:</b> (____) _____ <b>Work:</b> (____) _____ <b>E-Mail Address:</b> _____ <b>Type of Activity:</b> _____ <b>Estimated Attendance:</b> _____ <b>Special Request:</b> _____ _____ _____ _____ _____	<b>Building:</b> _____ <b>Room(s):</b> _____ _____ <b>Day of Week:</b> _____ <b>Dates:</b> _____ <b>Time:</b> _____
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<b>Department Head Approval</b>	<b>Date</b>	<b>Principal Approval</b>	<b>Date</b>
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1. Participants will not be allowed in building until leader has arrived.
2. Leader must be last to leave.

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 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.

<b>Sponsor's Authorized Signature</b>	<b>Date</b>
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**NOTE: If arrangements must be changed or cancelled, please contact the Community Education office at least 10 days in advance.**

\*Groups who make multiple requests throughout the year may pay an annual fee based on the following scale:  
 2-5 Permits --- \$25/ 6-10 Permits --- \$50/ 11-15 Permits --- \$75/ 16+ Permits --- \$100

# COMMUNITY USE OF SCHOOL FACILITIES

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## Rules for Use of Buildings and Grounds

**The following rules must be observed in the use of school facilities and the group leader will be held responsible for compliance.**

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1. Permits are issued for only the dates, hours, and area and equipment specified; and include only the nearest lavatories and drinking fountain. Permit holders shall not transfer or sublet the permit to another organization.
2. Applications for building use received less than ten (10) business days in advance will not be honored.
3. All activities must be under competent supervision with the organization using the facilities assuming full responsibility.
4. Groups will provide responsible adult supervision of the entrance area of the building for their activities until the doors are locked.
5. Rental changes shall be made in accordance with the schedule of rental rates.
6. All rental fees and estimated labor and/or equipment use charges must be paid at least ten days in advance prior to use of the facility. All class IV and V users must provide a deposit of 25% of estimated charges when permit is issued.
7. Smoking is prohibited in school buildings and on school grounds.
8. Possession or consumption of intoxicating beverages or drugs in any form in or on school premises is prohibited.
9. Disorderly conduct of any kind is prohibited and punishable by ejection from the building or grounds.
10. Food and drink must not be transported from the area designated on the permit.
11. Building must be vacated by the time indicated or a charge may be assessed. All activities must be scheduled to clear the facility of all persons participating by 10:00 p.m. Custodial overtime rates will be assessed to groups who extend their use beyond 10:00 p.m.
12. An organization's equipment used in conjunction with the activity must be authorized on the permit and removed immediately thereafter unless permission is granted for storage.
13. All ordinances pertaining to public assemblies will be enforced.
14. Rooms and areas used shall be left in an orderly condition.
15. Organizations and groups paying rental fees must provide a certificate of insurance for bodily injury and property damage in combined single limits, for a minimum of \$1,000,000/occurrence and \$1,000,000/aggregate.
16. The Senior Center will be available for use. The group is responsible for setting up the facility and returning it to its original condition after use. A refundable deposit will be charged to all groups to cover any clean-up costs incurred.
17. The Director of Community Education is authorized to act in any case not covered by the rules and regulations.
18. If arrangements must be changed or cancelled, please contact the Community Education office at least 10 days in advance of scheduled use. If 10 days' notice in advance of changes is given, your billing will be amended to reflect this change.
19. Snow Removal. If snow removal is required when a community group is scheduled in the building on a day when school activities are not scheduled the cost of removal will be billed to the group using the facility. Snow must be removed when accumulation reaches 3 inches or as determined by the Grounds Supervisor and Facility Use Coordinator.