



Mail application forms to:
 St. Louis Park School District #283
 Community Education Department
 6425 West 33rd Street
 St. Louis Park MN 55426
 Attn: Lorraine Kielblock
 952.928.6060 FAX: 952.928.6020

APPLICATION
 for
BUILDINGS & GROUNDS USE

ST. LOUIS PARK SCHOOL DISTRICT NO. 283

**PLEASE RETURN AT LEAST
 10 DAYS PRIOR TO
 FIRST DATE OF PERMIT**



Organization	_____	Date Submitted	_____
Person Responsible	_____	Home Phone	_____
Address	_____	Business Phone	_____
City	_____	Zip	_____
Adult in charge of Program Supervision	_____	Home Phone	_____
Address	_____	Business Phone	_____
School or Community Center	_____	Est. Attendance	_____
Space(s)	_____		
Purpose of Meeting	_____		
Date(s)	_____	Time: From	_____ to _____
	_____	Time: From	_____ to _____
	_____	Time: From	_____ to _____

Will bring into building (food, equipment, etc.):

Special services needed:

School equipment to be used:

**Will participation in this activity be restricted in any way
 on the basis of sex, race or religious affiliation?** No Yes

If yes, what restrictions? _____

This permit is granted subject to the General Regulations for use of Public School Buildings printed on the back of this form. The User agrees that these Rules shall be strictly observed and accepts entire responsibility for the enforcement of them and agrees to protect the premises and indemnify the School District for any damage due to the occupancy of the building covered by this permit. It is understood and agreed to by the applicant that this permit may be revoked or canceled at any time with or without cause and that in the event of such revocation or cancellation, there shall be no claim or right to damages or expense whatsoever. The User further agrees to protect, indemnify and save harmless the District and its officers and employees from any and all claims, liabilities, damages or rights of action directly or indirectly growing out of the use of the premises covered by this permit.

Signature of Person Responsible

FOR SCHOOL DISTRICT USE ONLY

Confirmation of Space Availability	_____	Date received	_____
	Date		
Special services	_____	_____	_____
	Other/Date	Community Education/Date	
	_____	_____	_____
	Buildings & Grounds/Date	Food Services/Date	

Insurance Certificate on file? _____ **Expires** _____ **Group** _____

Rental Fee _____ **Special Service Fee** _____

RULES AND REGULATIONS FOR USE OF SCHOOL BUILDINGS

1. Applications must be approved by the Director of Community Education. Applications should be received at least ten (10) days before first date on permit.
2. Any accident requiring medical attention occurring while using School District facilities must be reported to the Custodian, Community Education Manager or other District personnel. In the event that the Custodian or Manager is not available, please contact the Community Education Office by noon the next work day. The number at the Community Education Office is 952.928.6060.
3. The use of facilities shall be restricted to the spaces, times and dates listed on the permit. All meetings shall close in sufficient time to completely vacate the building by the time approved on the permit. If activities are not concluded by the time approved on the permit, the group shall be subject to staffing charges.
4. A representative of the District (usually a custodian) will be present in the building at all times. This person will not supervise activities but will assist users with building needs (lights, heat, doors, etc.).
5. All organizations using School premises are required to furnish a certificate confirming liability insurance in the minimum amount of \$500,000 per person and \$1,000,000 per occurrence. Independent School District #283 must be listed as the certificate holder.
6. All groups using School District facilities are required to provide an adult supervisor who shall remain with the group during all activities and be responsible for the group's compliance with all rules and regulations. Community Education may require additional supervision to be furnished and/or paid by the user.
7. Fire and safety regulations of the St. Louis Park School District, the City of St. Louis Park and the State of Minnesota must be observed at all times.
8. The use of alcoholic beverages or drugs in any form is prohibited on School premises. No smoking is allowed on School District premises.
9. Equipment and furniture shall not be moved from one area to another unless specifically mentioned on the permit, and under direct supervision of a Custodian. Extra or unusual services must be identified on the permit application. If extra clean-up or set-up is necessary, an additional charge for personnel costs will be assessed. Large groups may necessitate extra custodial fees.
10. Prior approval is required for application of signs, posters and equipment. Permit holder must return facility to original condition.
11. Individual facilities may compile and post in a conspicuous location other rules applicable to specific situations and locations, such as pools, gymnasiums and kitchens.
12. Use of School District physical education, audio visual or educational equipment must be approved by the School principal or building manager.
13. If permit holder fails to use the facility on the scheduled basis, or two successive sessions are missed without notification, the permit can be automatically canceled.
14. The individual named on the permit and the group in whose name the permit is issued shall be held jointly responsible and shall accept responsibility for any damage done to School property.
15. The School District will not be responsible for losses of personal property by individuals or groups when buildings are being used for permit activity.