

ST. CLAIR PUBLIC SCHOOL FACILITY USE

Date of Event

Time – From:

To:

Name of Organization:		Event:
Contact Person:		
Home Phone:		
Work Phone:		
Cell Phone:		

Area(s)/ Equipment to be used (please be specific – i.e. use of commons, kitchen, oven, etc.)

Area(s) need to be cleaned after use (see back page for rules and regulations). If you cannot clean area(s), a custodian must be hired at the rate of \$20.00/hour.

Custodian Needed?	Yes	No
If yes, time needed:	From:	To:
Mandates from the MN Dept. of Health require controlled access in our Food Service Department. If using kitchen appliances, a trained staff member is required to be present at a rate of \$20.00/hour.		
Do you need to use kitchen appliances?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, time needed:	From:	To:
If your event falls on a weekend date, a door key must be issued. Name of contact person who will be responsible for the key:		
Door Key Needed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes: FOB#	Date issued:	Date Returned:
\$75.00 Deposit Payable to St. Clair School	Ck #	Returned:

- | | |
|--|----------|
| 1. The fee for use of _____ | \$ _____ |
| 2. Custodian fee @ \$20.00 per hour | \$ _____ |
| 3. Trained school staff fee @ \$20.00 per hour | \$ _____ |
| 4. Total Due | \$ _____ |

I accept responsibility for use of school facilities as listed above and will enforce the rules and regulations during its use (rules and regulations are listed on the back side of this form). I hereby waive and release any and all rights to file action against the St. Clair School District, ISD 75, for damages or injuries resulting from incidents on said dates; and in the event that a damages or injuries suit is brought against the District, the undersigned will indemnify and save the St. Clair School District, ISD 75, harmless from any and all damages resulting from such suit. **EMERGENCY CONTACT: Don Priebe at 245-3501.**

Signature of Contact Person

Date

Signature of Superintendent

Date

Copy: Contact Person
Don Priebe
Maria Terry

BUILDING USE – RULES AND REGULATIONS

To have uniform procedures concerning the use of the school facilities, the following rules and regulations are required:

1. Permission to use any part of the building, grounds or equipment, is granted by the school board through the superintendent.
2. The following rent will be charged for the use of the building, equipment, or grounds, unless rented by nonprofit groups. Nonprofit groups will not be charged.
 - Athletic Field - \$150.00 per day
 - Gymnasium – \$150.00 per gym / \$200 for both
 - Kitchen – \$25.00 per day
 - Commons - \$150.00 per day
 - Classroom - \$150.00 per day

If admission is charged to use any of the facilities listed above, 15% of the gross income, up to a maximum of \$100.00 will be charged.

3. During the school year, a custodian is on duty, Monday through Friday, from 7:00 a.m. until 11:00 p.m. Group/contact person needing a custodian on weekends or during the summer will be charged \$20.00 per hour for a custodian.
4. Trained school staff must be hired at a rate of \$20.00/hr if stoves or equipment are used as per the MN Department of Health mandate.
5. Details of the extent of use of building facilities or grounds must be listed on reverse side.
6. Any breakage or abuse of the building or equipment during rental will be charged to the group/contact person.
7. School activities take priority for building/ facility use.
8. Smoking is NOT permitted on school grounds. Group/contact person renting the building is responsible for the enforcement of the regulation.
9. The sale or consumption of alcoholic beverages in the school building or on school grounds is **prohibited by MN Statute 624.701** and school board policy. Group/contact person renting or using the facilities is responsible for the enforcement of this regulation.
10. Group/contact person is responsible for proper supervision.
11. Group/contact person is responsible for cleaning area used (empty garbage, turn off lights and lock all doors). If key(s) was used, return as soon as possible. Return of deposit is subject to area(s) being cleaned appropriately. There will be a charge of \$50.00 for lost outside door key and \$200.00 for lost inside door key.