
ISD 196 Community Education
Facilities Service Center
12900 Johnny Cake Ridge Road, Apple Valley, MN 55124
952-431-8780

BUILDING USE - RULES AND REGULATIONS

*Changes or cancellations to the attached permit must be made at least 2 working days prior to the event to avoid charges. Contact the **Facilities Service Center** office to report changes. Failure to notify the Facilities office may result in additional supervision charges.*

1. Facility use reservations are confirmed upon Community Education's receipt of a signed Facility Use Permit (attached). Groups shall abide by the starting and ending time specified on this permit.
2. After the permit has been approved and signed by school authorities and a representative of the organization, it becomes a contract with the applicant and/or organization, and they may not sublet or transfer their rights or privileges to any individual, group or organization. All references in this document to "permit holder" include the groups or organizations represented by the individual who signs the permit or on whose behalf the permit is signed.
3. Only the locations specified on the permit may be used. It is the group's responsibility to return the room to its original order. (All chairs and tables must be returned to their original configuration and the room cleared of trash.) The permit holder is responsible for the repair or replacement of cost of any damage or loss caused by the permit holder or individuals authorized to use the facilities by the permit holder. The school district has the sole authority to determine the repair or replacement cost.
4. Group leaders are responsible for the conduct of both participants and spectators. **All children must be under direct parental/leader supervision.**
5. District 196 buildings and grounds are smoke and tobacco free. Alcohol and tobacco are prohibited. It is the permit holder's responsibility to communicate these use restrictions to those participating in the event.
6. **No firearms** shall be brought on school property for any reason.
7. All food and refreshments are restricted to the cafeteria area of the school. Kitchen facilities are not to be used unless arrangements are made directly with the Food Service staff, 651-683-6957.
8. Groups using the schools **will not be allowed** to store materials or equipment in the school.
9. 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.**
10. The Board of Education may require the applicant and/or organization to furnish a certificate of insurance to guarantee the conditions of this agreement or any liability incurred by it.
11. Charges for events that are listed on this contract will be billed to the user.
12. Large events may necessitate the need for additional charges for custodial clean-up and trash removal. Specific to trash removal, two large bags may be left on site without additional charges. Additional details for the event will be documented.
13. Groups should utilize school parking facilities when available and avoid parking in residential areas.
14. Inclement weather and/or building emergencies may necessitate cancellations of this permit. Call the district weather hotline at 651-423-7777, listen to radio station WCCO-AM for information regarding building closings and/or visit us on the web at www.district196.org.
15. Rescheduling of the ISD #196 activity calendar may necessitate a change in this permit.

PERMIT FOR THE USE OF THE SCHOOL FACILITIES MAY BE CANCELLED FOR FAILURE TO ABIDE BY DISTRICT REGULATIONS.