

Dassel-Cokato Independent School District 466  
**REQUEST FOR USE OF SCHOOL FACILITIES**

All requests must be submitted at least *two weeks* in advance.



**RETURN APPLICATION TO:**

Dassel-Cokato High School • Attn: Patti Kampa  
4852 Reardon Ave SW, Suite 1600  
Cokato, MN 55321  
Phone: 320-286-4100 x1813 • Fax: 320-286-4211

Request By: \_\_\_\_\_  
Name of Person Applying for the Permit

Organization Name: \_\_\_\_\_

Organization Type: School Group  Community Non-Profit  Private for Profit  Out-Of-District

Type of Activity: \_\_\_\_\_ Number Attending: \_\_\_\_\_

Is this a Fundraiser?: Yes  No  Will Admission be Charged?: Yes  No

Activity Begins: \_\_\_\_\_ AM / PM Activity Ends: \_\_\_\_\_ AM / PM

Set-up Time Needed Before Event: \_\_\_\_\_ Tear Down Time Needed After Event: \_\_\_\_\_

Address of Organization: \_\_\_\_\_

Person in Charge (on site during usage time): \_\_\_\_\_

Business Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Building Requested: \_\_\_\_\_ Room(s) Requested: \_\_\_\_\_

Date(s): \_\_\_\_\_  
(Please be specific. Attach separate sheet with specific, individual dates if needed)

**Equipment Needs** (Please check all that apply. Fees may be assessed):

PA System: \_\_\_\_\_ TV/VCR/DVD: \_\_\_\_\_ Podium: \_\_\_\_\_  
Microphones (How Many?): \_\_\_\_\_ Projection Screen: \_\_\_\_\_ White Board: \_\_\_\_\_  
Choral Shells (How Many?): \_\_\_\_\_ Chairs (How Many?): \_\_\_\_\_ Tables (How Many?): \_\_\_\_\_  
Cafeteria Tables (How Many?): \_\_\_\_\_ Risers (How Many?): \_\_\_\_\_ Piano (What Type?): \_\_\_\_\_  
Overhead Projector: \_\_\_\_\_ Pit Removal/Replacement (\$600): \_\_\_\_\_ PAC Elevator Use: \_\_\_\_\_

Other: \_\_\_\_\_

Comments: \_\_\_\_\_

**LIABILITY:** The applicant is responsible for the activity. The specific person on site in charge of the activity, if different than the applicant, needs to be stated above. The person in charge during usage time represents the applicant and organization.

I have read and understand the rules and regulations for community use of school facilities. I hereby certify that I am an agent of the above named organization and I am authorized to accept, in their name, the responsibility for observance of the rules and regulations for use of school facilities. I further agree that the above named organization, its officers and members, shall be liable for claims arising from actions of its guests and attendees while using District 466 school facilities and grounds during the term of this event.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Address/City/Zip: \_\_\_\_\_

# **Community Use of School Facilities**

## **Rules & Regulations**

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

1. Permits will be issued only for the dates, hours, areas and equipment specified and include only the nearest lavatories and drinking fountains. Permit holders shall not transfer or sublet the permit to another organization.
2. All activities must be under competent, adult supervision with the organization using the facilities assuming full responsibility. Members of the activity should not be admitted until the group supervisor is present.
3. Groups will provide responsible supervision of the entrance area of the building for their activities until the doors are locked.
4. Groups over 100, and those groups using facilities on non-school days will require a district approved supervisor and/or custodian. Fees will be assessed.
5. Facility charges shall be made in accordance with the schedule of facility rental charges. Payment shall be made to and sent to the Activities Department upon receipt of invoice.
6. The use of tobacco in any form is prohibited in school district facilities or grounds.
7. Possession or consumption of alcoholic beverages or illegal drugs in any form in or on school premises is prohibited.
8. Disorderly conduct is prohibited and punishable by ejection from the building and grounds.
9. Food and drink must not be transported from the area designated on the permit.
10. Buildings must be vacated by the time indicated or additional charges may be assessed.
11. All legal ordinances pertaining to public assemblies must be adhered to and will be enforced.
12. Rooms and areas used must be left in an orderly condition.
13. The applicant will be requested by the school district to provide a certificate of liability and property damage insurance of up to the amount of \$1,000,000 combined single limit coverage.
14. The Director of Activities and Community Education is authorized to act in any case not covered by the rules and regulations or to make exception to the rules and regulations as deemed necessary.
15. The Director of Activities and Community Education may cancel a permit effective immediately if, in his or her judgment, continuation would be potentially harmful and/or dangerous or that the program and/or participants' actions are not of a moral standard equivalent to that generally accepted in the community.

These rules and regulations along with those found in the ISD #466 Facility Use Procedures and Policies Brochure must be adhered to at all times.