

Facility Use Request Form

Return to:
 Fairview Community Center
 Facility Use Office
 1910 County Road B West
 Roseville, MN 55113

- Each individual or group must include a non-refundable \$25 annual permit fee with the first request form submitted July 1-June 30.
- Submitting a request form does not guarantee that a permit will be issued.
- Application must be received a minimum of 10 working days prior to your event.

Organization/Group/Primary Contact

Organization Name _____ Email Address _____
 Primary Contact Name _____ Title _____
 Home Phone _____ Work Phone _____ Cell Phone _____
 Street Address _____ City _____ State _____ Zip Code _____
 This is a Home Address Work Address Have you had a permit before? Yes No
 Organization Type Non-Profit 501C3 For-Profit 75% ISD 623 Residents Non-Resident Government

Billing Contact (If Different From Above)

Billing Contact Name _____ Title _____
 Home Phone _____ Work Phone _____ Cell Phone _____
 Street Address _____ City _____ State _____ Zip Code _____
 This is a Home Address Work Address Email Address _____

Activity Information

Specify Activity _____
 Total Expected Attendance _____ # of Adults _____ # of Children _____
 Dates of Activity _____
 Activity Time (Specify AM or PM) Start Time _____ End Time _____
 Set-Up/Arrival Time _____ Tear Down/Departure Time _____

Building and Room Type

Building Request _____
 Room Request Auditorium Cafeteria Classroom # of Rooms _____ Grass Fields – Type _____
 Gym # of Courts _____ Large Meeting Room Media Center Pool Stadium/Turf

Equipment and Set-Up Needs – Equipment may be limited based on the building

Tables # _____ Lunchroom Tables # _____ Chairs # _____ Microphones # _____ Podium
 TV/VCR/DVD Screen LCD Projector Auditorium Sound Board Auditorium Light Board
 Other _____
 Set-Up Needs _____

Additional Information

Liability Insurance – User must provide a certificate of insurance naming Roseville Area Schools as an additional insured (1251 County Road B2 West, Roseville MN 55113) on ISO form CG 2010 or CG 2037 or their equivalent.

I have attached a copy of our liability insurance form

Sales Tax – Sales tax may be assessed for the use of rental space for groups who are not tax exempt. A copy of your tax exempt form must be submitted with your request in order to be tax free.

I have attached a copy of our tax exempt form

I have read and agree to abide by the Roseville School's Facility Usage Rules and Regulations and assume the responsibility for our group while using this facility. I understand that final billing of actual costs will be forwarded to me and payment must be made within 10 days of the invoice.

 Authorized Signature

 Date

Rules and Regulations for Use of Roseville Area School Facilities

These rules and regulations are an agreement between you (the organization requesting the permit) and us (Independent School District #623, Roseville MN). By using the district facilities as indicated on the permit, **you acknowledge your acceptance of the following conditions:**

Permit Restrictions

- Persons requesting space must be over 21 years of age.
- This permit is non-transferable and is restricted to the dates and times stated within. You may not sublet the use of the contracted space to any other organization or individual.
- Your request will be processed in the order of receipt and approved according to our district's priority policy as shown on the Community Use of Facilities brochure where the rates for rental, staffing and equipment are also shown.
- If you have a past due Facility Use balance, we reserve the right to deny new requests until the account is paid in full.

Facility Use

- You will be informed of any rules or regulations pertaining to specific areas such as gymnasiums, swimming pools, kitchens, stadium or auditorium. You agree to adhere to these rules and regulations.
- Serving of food or non-alcoholic beverages is allowed only with prior approval. Special food service licenses may be necessary for some activities. Food and beverages are not allowed on the pool deck or balconies. Additional cleanup costs will be incurred in any area where food has been served.
- Kitchen facilities, equipment, and supplies may be used with prior approval and then, only under the supervision of our Food Service personnel. Additional charges will apply.
- You must return tables and chairs to their original locations and ensure that the area is left in a neat and orderly condition. Additional costs will be incurred if extra custodial services are necessary.

Cancellations

- The School Board is committed to providing community use of school facilities whenever possible. Occasionally it may become necessary to cancel or modify a permit in order to accommodate the needs of the school district. Except in cases of extreme emergency, we will give you advance notice of any changes. We will make every effort to relocate your activity rather than cancel it.
- Permits which grant the use of our property or facilities will be limited to the terms as stated in the permit request. All arrangements must be clearly identified in advance. You must understand that there is no guarantee that equipment or permit changes can be accommodated once you enter the building. **If you must cancel the activity, you must notify our Facility Use office at least 5 business days in advance of the intended use date. Otherwise, you agree to pay any fees incurred.**
- If Roseville Area Schools is closed, due to weather, all permits for the day will be cancelled and you will not be charged for use.

Supervision

- Most activities require a District 623 staff person to be present. You are responsible for the supervision fees.
- An adult group leader from your organization must be present from the time of entry stated on this permit until all participants have left the premises. Your group leader must check in with our staff person upon arrival. It is your responsibility to maintain control of the behavior and location of participants involved in the activity and to ensure that they remain in the area authorized in the permit.
- It is the responsibility of our staff person to ensure that all rules and regulations are adhered to. Improper conduct or infraction of rules may result in the immediate cancellation of your permit and may prevent the approval of future use of our facilities.
- You may be required; at your expense, to provide special supervision, such as police or security guards if we determine that the activity justifies this.

Prohibited

- All district buildings and grounds are tobacco and alcohol free.
- Firearms are not allowed on school district grounds except for authorized instructional programs and/or law enforcement personnel.

Safety and Security

- User is responsible and liable and will hold the District harmless for injury to persons involved in activity identified in this request, and for any damage occurring to Districts property caused by this activity. District may request a copy of Users certificate of insurance showing adequate general liability insurance with minimum coverage amounts of \$1,000,000 per occurrence/\$2,000,000 aggregate and naming District as additional insured.
- Report injuries and damages to district personnel immediately.
- We are not responsible for the loss or theft of any personal items by individuals or groups using our facilities.

If you need any help completing the Facility Use Request Form or have any other scheduling questions, please call the Facility Use Office at 651 604-3510