



**Staples-Motley Facilities Department
Community Education Office
401 Centennial Lane
Staples, MN 56479
Phone 218-894-2497/Fax 218-894-2434**

ISD#2170 Facility Use Application

Today's Date: _____

- Once complete, please send completed application to the Community Education Office
- Be specific in your request.
- You must notify the activities office 72 hours prior to use if the facility is not needed.

Name of Organization or Individual Purpose of Meeting/Class Number of People Attending

Applicant	Person Financially Responsible (if different)
Name: _____	Name: _____
Address: _____	Address: _____
City/State/Zip _____	City/State/Zip: _____
Home Phone: _____	Home Phone: _____
Work Phone: _____	Work Phone: _____
Cell Phone: _____	Cell Phone: _____
Email address: _____	Email address: _____

Facility requested: (circle) **S-M High School** **M-S Middle School** **S-M Elementary School**
 Auditorium _____ Auditorium Lobby _____ Gymnasium: _____ Cafeteria: _____
 Classroom # _____ Media Center: _____ Computer Lab: _____ Commons: _____ Kitchen: _____
 Conference room: _____ other (Please specify): _____

Date(s) needed: _____
 Time needed: Set-up _____ Event start _____ Event end _____ Exit Facility _____

Equipment needed: * Additional Charge for equipment
 Smartboard*: _____ Projection Screen (if one not in room*): _____ TV/DVD* _____
 Projector* _____ Computer* _____ Podium/Microphone*: _____ Tables (#): _____ Chairs (#): _____
 Risers/Shell*: _____ Piano*: _____

Custodial Service Needs: **Custodial services will be hired if event is outside of normal work day/week.**

Food Service Needs: **Kitchen area must be supervised by school kitchen personnel if used.**

List the person who will be in charge of and present at this activity:

Name: _____ Phone #: (Cell # preferred) _____

I, the undersigned, hereby acknowledge and agree, either personally as the above-named individual or as a representative on behalf of the above-named organization as follows:

It is acknowledged and agreed that ISD #2170 is not liable or responsible for any accidents or injuries that may occur in the use of the facility. It is further acknowledged and agreed that responsibility for the actions of all participants in the activities and the security of the facility are assumed by the individual/organization. It is further acknowledged and agreed that liability insurance or such other insurance as appropriate and/or required by ISD #2170 shall be provided by the individual/organization.

Signature of Applicant/Agent Date

Signature of School Representative Date

Staples-Motley Schools ISD 2170

Conditions of Use

When renting space at Staples-Motley Schools, groups/organizations will follow these guidelines:

- The School District reserves the right to cancel or change reservations in the event that the facilities are needed for school activities.
- Use of alcohol/tobacco/mood-altering chemicals is prohibited on all District Property.
- Rooms and Equipment must be left in the condition in which they are found.
- Damages/Accidents must be reported to the Community Education Office. 1-218-894-2497
- Children must be supervised at all times and must stay in the rented space.
- Use of space is restricted to the times and areas of the Facility Use Contract/Agreement
- Groups that do not follow the Facility Use Contract/Agreement may be denied future use of facilities.
- Users that have not paid use fees may be denied use of the facilities until payments are made.

Questions:

Why do community groups pay to use school facilities?

Access to facilities involves added costs such as custodial services, utilities, cleaning, consumable supplies, and additional wear and tear. These costs are absorbed by the regular classroom if not charged back to the user.

Where does the revenue from facility rental go?

The revenue is used to replace consumable supplies such as paper towels and toilet paper, offset utilities and personnel costs and maintenance of facilities and fields.