

JORDAN PUBLIC SCHOOLS
DISTRICT 717
Application for District Facilities

**NEW FEES
ADOPTED IN
JUNE 2018**



- Please complete this form and return it to the address listed on page 2 of this form **at least FIVE business days** before your activity is scheduled to begin.
- When your request is approved, **you will receive a Facilities Use Permit Number.**
- **Please proof, sign, date and return the reservation within THREE days.** Call the Facilities Scheduling at 952-492-4481 if you have questions about fees, regulations, or facilities.

REQUESTOR INFORMATION:

Organization/Group/School Name: _____

Your Name: _____

Cell Phone: _____ Other Phone: _____

Email: _____ Fax Number: _____

Complete Address: _____

FACILITY NEEDED:

School(s) Requested: _____

Room(s) Requested: _____

Activity: _____ Number Attending: _____

DATES/TIMES:

1. Reservation

Day of Wk: _____ Date 1: _____ Start Time: _____ End Time: _____

2. Reservation

Day of Wk: _____ Date 2: _____ Start Time: _____ End Time: _____

Additional Information (additional setup or takedown time should be noted here): _____

TECHNICAL NEEDS – FEE BASED: (if you indicate technical needs you will be contacted by our tech team)

WIFI Needed: YES NO

Tech Support Needs: Setup Only YES NO Hours/Time: _____

Special Needs (ie: equipment, staffing): _____

ADDITIONAL INFORMATION:

If you will not be present to supervise this activity, list person who will be in charge:

Name: _____ Cell Phone: _____

Your Signature: _____ Date: _____

See the reverse side for rules and regulations.

Fees are set by the Jordan Board of Education and listed in the [Facility Use Policy](#).

Summary of Facility Use Regulations:

Jordan Facilities Scheduling coordinates all use of school facilities beyond the regular school day. The use of facilities is governed by policies and regulations approved by the District's Board of Education.

1. A request for facilities must be made in writing **FIVE business days** before the proposed activity. An approved "Facilities Use Permit Number" must be issued before school facilities can be used.
2. **A notice of cancellation is required at least THREE days in advance** or the user will be charged fees as scheduled. Excessive changes may also result in an additional fee.
3. **The person listed on the reservation is responsible** for the condition of the facility, for the supervision of the participants and for the behavior of any spectators.
4. Use of school facilities is limited to the areas listed on the reservation. Proposed activity must be appropriate for the facility requested. For example, **refreshments are restricted to cafeterias**.
5. The facility user **is responsible for returning the facility to the condition in which the user found it**. If the activity requires special custodial support/other personnel costs, that cost will be billed to user.
6. School supplies and equipment are generally not available for public use, but some may be rented for a fee. See the **Facility Fees** noted in the Facility Use Policy for more information.
7. Members of the public **may not store materials in school buildings**, and the District is not responsible for the loss of personal items on school property.
8. The use of **tobacco and alcohol is not permitted** on school property.
9. **No glitter** may be used on stage or in the auditorium area, **no food or beverages** are allowed in auditoriums and control booths, and **no lagging** is allowed on stage.
10. The use and application of **paint or similar substance is not allowed** to be placed on any permanent school district-owned property. With advance permission, spike tape, gaffer tape, glow tape and blue painters tape can be allowed on the floor if residue is not left after use. All tape or similar substance must be removed by the facility user in a timely fashion.
11. Failure to comply with District facility use regulations is cause for revocation of reservation.

District regulations also contain the following provisions:

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 expense or costs in connection with the use of school facilities under this agreement. Applicants may be required to furnish a certificate of insurance to guarantee the conditions of this agreement or any liability incurred by it. Groups using District athletic or recreation facilities must show evidence of insurance for activity participants or submit liability disclaimers from all participants upon request of the District before the activity starts. **Facility users may not transfer their reservation privileges to others.**

Reasonable Accommodations / Special Needs

The Jordan School District will provide reasonable accommodations to allow effective communication and participation in its programs, activities and facilities. If you or a participant requires auxiliary aids or services to participate or communicate during the event, meeting, etc., contact Community Education at 952-492-6211, **no later than three weeks before the activity** to make a request. Example of auxiliary aids or services may include: assistive listening kit, accessible meeting location, etc.

- I understand that all fees associated with rental are outlined in the Jordan School Board Policy 902.1 (Facility Use Policy).
- I have read the above summary of Facility Use Regulations and agree to the outlined items.

SEND AND RETURN TO:
ISD717 Facilities Scheduling
600 Sunset Drive | Jordan, MN 55352
Phone: 952-492-4481 | Fax: 952-492-4425 | facilities@isd717.org