

APPLICATION FOR USE OF ISD #138 SCHOOL STADIUM 2021-2022

Permit fee of \$5 youth activities; \$10 adult activities and rental rates for Class II, III, and IV.

No refunds unless emergency situation. All attempts will be made to reschedule.

Applications must be submitted TEN (10) business days prior to requested use.

Return Application to

North Branch Area Community Education
38705 Grand Avenue, North Branch, Minnesota 55056

Telephone: 651-674-1025 FAX: 651-674-1027
E-mail: jaudette@isd138.org

PLEASE PRINT OR TYPE

Requested by (Person applying for permit) _____ Home Phone (____) _____

Name of group _____

Check one: ISD #138 K-12 ___ ECFE ___ Comm Ed ___ Organization within District ___ Out of District ___ Private Party ___

Check one: Class I ___ Class II ___ Nonprofit ID # _____ Class III ___ Class IV ___ (See rental rate for Class II, III, and IV.)

Person in charge (onsite during usage) _____ Home Phone (____) _____

Work phone (____) _____ Cell - Pager # (____) _____ email address _____

Address of person onsite during usage _____ City _____ State _____ Zip _____

BUILDING REQUESTED	SPACE REQUESTED	USER FEE CLASS II, III, IV		
High School	Stadium _____	Class II \$35/hr	Class III \$70/hr	Class IV \$150/hr
	Concession Stand _____	Class II \$15/hr	Class III \$25/hr	Class IV \$40/hr
	Stadium Lights _____	Class II \$10/hr	Class III \$10/hr	Class IV \$10/hr
	Scoreboard _____	Class II \$10/hr	Class III \$10/hr	Class IV \$10/hr
	Video Board _____	Class II \$10/hr	Class III \$10/hr	Class IV \$10/hr
	Sound _____	Class II \$25/hr	Class III \$30/hr	Class IV \$35/hr
	Site Supervisor Required _____	Class II \$25/hr	Class III \$25/hr	Class IV \$25/hr
	Custodian/Grounds _____	Class II \$40/hr	Class III \$40/hr	Class IV \$40/hr

Name or Type of Activity _____ Are you charging participants? Yes No
Estimated Attendance per age group: ___ 0-5 yr olds; ___ K-12th graders; ___ Adults; ___ Senior Citizens

Date _____
Day of the Week _____ Month _____ Date _____ Year _____

Need multiple dates for activity? ___ Yes ___ No
If yes to multiple dates, use calendar on backside.

Activity Begins _____	Circle: AM PM
Activity Ends _____	Circle: AM PM
Hourly rental fee applies	

Open Facility for Setup _____	Circle: AM PM
Facility Vacated by _____	Circle: AM PM
Rental charges assessed if total time exceeds one hour.	

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

I have read the districts guidelines and policies regarding use of facilities and hosting activities that are bullying, weapon, drug, alcohol and tobacco free. I know ISD #138 events have priority; my schedule may change. I hereby certify that I am an agent of the above named organization and am authorized to accept, in their name, the responsibility for observance of the rules and regulations of buildings and grounds. I further agree that the above named organization, its officers and members, assume all liabilities arising from the above named use of the District 138 facilities and grounds. All injuries must be reported to Community Education Office. A certificate of insurance has been submitted with this application. The scheduling process is complete when I receive a permit.

Signature of person on site during usage _____ Date _____

NORTH BRANCH ISD #138 REGULAR SCHOOL YEAR CALENDAR FOR 2021-2022

Circle all dates that apply to this facility use request.

Legend	
First Day of School September 10, 2021 and Last Day of School June 10, 2022.	
Schools Closed or not available = Blacked Out	No School = X
K – 4 Conference – Sunrise School Not Available = \\	
5 – 8 Conference – Middle School Not Available = //	
9-12 Conference-High School Not Available = \	

July 2021							August 2021							September 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7				1	2	3	4
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25
25	26	27	28	29	30	31	29	30	31					26	27	28	29	30		
October 2021							November 2021							December 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
31					1	2		1	2	3	4	5	6				1	2	3	4
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
January 2022							February 2022							March 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
30	31					1			1	2	3	4	5			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28					27	28	29	30	31			
April 2022							May 2022							June 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7				1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30		

OFFICE USE ONLY:	
<p>Office of Community Education _____ Date _____</p> <p>FEES</p> <p>Application Fee _____</p> <p>\$5 youth activities \$10 adult activities _____</p> <p>Facility Charge _____</p> <p>Custodian Charge* _____</p> <p>Equipment/Charges _____</p> <p>AV Tech Charge _____</p> <p>Total Charges _____</p>	<p>Date:</p> <p>Application Submitted _____</p> <p>Approved _____</p> <p>Returned _____</p> <p>Insurance Certificate Submitted _____</p> <p>Permit # _____</p> <p>Contacts Made:</p> <p>Custodian _____</p> <p>AV Coordinator _____</p>