

APPLICATION FOR USE OF ISD #138 SCHOOL FACILITIES 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 _____	Cafeteria/Commons _____	Media Center _____
Middle School _____	Classroom(s) _____ number needed - Room # assigned _____	
Sunrise School _____		
Hank Brooker _____	Gym Concession Area _____	
Education Center _____	Gym Space _____ number of courts needed - Court # assigned _____	
	No tape on gym floors. (No baseballs, softballs may be used in our gyms.)	
	Fields _____ number needed - Field # assigned _____	
	User fee assessed per space per hour requested. See facility use guidelines.	

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 and note related booking charges for applicable youth programs.

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.	

NO classroom material/supplies may be used. What equipment or items will group bring into facility? _____

Contact District 138 Food Service @ 651-674-1520 for all food & beverage requests

Onsite Equipment Requests and related user fees for Class II, III, IV:

Scoreboard \$10 _____ Number of microphone(s) \$10/each _____
Overhead Projector \$10 _____ Volleyball standards \$10/each _____
TV/VCR \$10 _____

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:

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