



# Minnetonka School District

District Facility Scheduler  
ISD #276 Buildings & Grounds  
5621 County Road 101  
Minnetonka, MN 55345

Phone: 952-401-5052

Fax: 952-401-5032

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## REQUEST Form - for USE and RENTAL of District Facilities

Upon approval by Facility Scheduler, a Facility Contract will be drafted and sent out to requestor who should then verify the contract/permit for accuracy. Depending upon the details of the permit, the requestor may be asked to sign the agreement electronically. In emergency or special situations, contracts/permits are subject to change. Please allow 7 to 10 days for a response.

### SCHOOL or ORGANIZATION NAME:

Indicate if applicable:     School Sponsored Organization?                      Advisor:  
    School Activity Booster Organization?                      President:  
    Non-School Organization, Resident?  
    Non-School Organization, Non-Resident?

Is group non-profit?

Do you have a 501c3 (qualifier for federal tax exemption for non-profit organizations)?

To be tax exempt from state sales tax, please provide a completed ST3 form (available on MN Dept of Rev website).

Any applicable charges for rental, staffing, equipment or supplies will be quoted prior to final contract.

**\*Requestor Name:**

**\*Company Name** (if applicable):

**\*Mailing Address:**

**\*Cell Phone Number:**

**\*E-mail:**

### EVENT or Class Name - also indicate type of event:

### LOCATION - List Buildings and Rooms in detail:

### DATE(s) - include day of week & list exact dates:

**TIME**      What time do you want access to the space?  
**TIME**      What time does the event start?  
**TIME**      What time is the event expected to end?  
**TIME**      What time do you expect to be out of the space?

Number of People (estimated)?

Is food being served?

Special Set Up Requested (cost may apply):

Technology Requested (cost may apply):

In utilizing this form to request facility rental, I certify that I have read the Welcome to Minnetonka School District Facilities document that is attached to this form. I agree to strictly observe these guidelines and I accept the responsibility for the enforcement of them. I agree to protect the premises and indemnify District 276 for any damage due to the occupancy of the building covered by this permit. I understand and agree that this permit may be revoked or cancelled at any time, with or without cause, and that in the event of such revocation or cancellation, there shall be no claim or right to damages or reimbursement on account of any loss, damages, or rights of action directly or indirectly growing out of the use of the premises covered by this permit. Liability: As user, I agree to assume full responsibility for injury to persons and damage to property during the time facilities are used under this agreement. The school district's liability insurance does not provide protection to organizations using its facilities. Please provide a liability insurance certificate for event.

**Requestor Signature:** \_\_\_\_\_ **Date submitted:** \_\_\_\_\_

*If sending as an e-mail attachment, your e-mail will serve as your signature.*

Date Received: \_\_\_\_\_ Permit Number: \_\_\_\_\_  
Date Issued: \_\_\_\_\_ Confirmation Sent: \_\_\_\_\_

## Welcome To ISD #276 Minnetonka School District Facilities.

**Permits Required:** All events scheduled on school grounds 'outside' of the school day must have a permit. To obtain a permit, contact the facility scheduler at 952-401-5052 (District Service Center, 5621 County Road 101, Minnetonka, MN 55345). Please allow a minimum of 10 business days for processing your request. The district reserves the right to deny a permit request. Events scheduled 'during' the school day must be scheduled with the building principal. School sponsored activities will be scheduled first.

**Liability:** Users assume full responsibility for injury to persons and damage to property during the time facilities are used under this agreement. The school district's liability insurance does not provide protection to organizations using its facilities.

**Rental Fees:** Fees vary according to the nature and purpose of each group, agency or organization, as well as the event type and event location. See Policy 902. The district will assess for any costs incurred as a result of a permit.

**Refreshments/Concessions:** Potlucks and vendor catering is allowed in lunchroom locations. Catering is also available through the school district. Use of a district kitchen is not available without district employee supervision. If you are selling food, you will need to follow the appropriate guidelines. Contact the Facility Scheduler for more information.

**Adult Supervision:** Adequate adult supervision for all youth activities is required.

**Election & Caucus Days:** There are restrictions regarding scheduling activities on these dates.

**Classrooms:** Classroom supplies are for school use only, please bring all supplies needed for your activity and allow enough time at the end of your activity to return the space to its original order, this is mandatory.

**Set Up:** If you would like the set up for a meeting or event to look different than the room's standard setup (for example: cafeteria tables put on the side of the room) you must make this request clear, and if possible, provide a diagram. Charges may apply. We have to make sure all spaces are ready for the next school day.

**Technology:** Groups that qualify for facility use at no cost, may be assessed a technology use fee if applicable.

**Equipment Rental:** Groups that qualify for facility use at no cost, may be assessed an equipment rental fee if applicable.

**Building Availability:** Groups that qualify for facility use at no cost, may be assessed a rental fee when the district is asked to make changes to the location's normal staff or building schedule.

**Cleaning Fee:** Groups that qualify for facility use at no cost, may be assessed a cleaning fee if applicable.

**Parking:** Be sure there is ample parking at the site you have chosen. Permit holder must notify the police department if parking will overflow into the neighborhood.

**Gym Space:** When holding field practices indoors, please remember that gym floors cannot tolerate spiked shoes. Because of the low gym ceilings in many of the buildings, use of hard balls is not allowed. Any wood floor damage caused by damage to the ceiling sprinkler system, will be the responsibility of the permit holder.

**Outdoor Space:** Permits are required for use of fields, grounds, and parking lots within Minnetonka Public Schools.

For Stadium Field/Tonka Dome use, contact Dave Nelson at 952-401-5948.

For Arts Center use, contact Krista Hoitomt at 952-401-5712.

For Nutritional Services, contact Linda Chase at 952-401-5044.

All other locations, contact Trisha Sorenson at 952-401-5052.

**Minnetonka Schools and grounds are tobacco, chemical, weapon and harassment free.**  
**This applies to all users of Minnetonka Schools facilities.**