



Shakopee Public Schools
 Activities Department
 100 17th Ave W
 Shakopee, MN 55379
 Phone: (952) 496-5171
www.shakopee.k12.mn.us

Facility Request Form

- Please complete this form and return it to the address listed above at least three weeks before your activity is scheduled to begin.
- When your request is approved, you will receive a Facility Reservation with a Rsv#.
- **Please proof, sign, date and return the reservation within THREE days.** Call the Activities Office at (952) 496-5171 if you have questions about fees, regulations or facilities.

REQUESTOR INFORMATION

Name of your Organization/Group/School _____
 Your Name _____
 Cell Phone _____ Other Phone _____
 Fax # _____ Email _____
 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 _____

TECHNICAL NEEDS (fee-based)*

WIFI Needed Y/N
 Tech Support Needs: Setup only _____ Hours/Time _____
 Special Needs (e.g. equipment, staffing): _____

**If you have indicated technical needs you will be contacted by our tech team*

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 _____
 Fees are set by Shakopee School Board and listed the **Facility Fees** document.
 Please see reverse side for rules and regulations.



Summary of Facility Use Regulations:

The Activities Office 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 three weeks before the proposed activity. An approved "Facility Reservation Receipt With Reservation Number" must be issued before the school facilities can be used.
2. **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.
3. 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**.
4. 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.
5. School supplies and equipment are generally not available for public use, but some may be rented for a fee. See **Facility Fee** schedule for more information.
6. 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.
7. The use of tobacco and alcohol **is not permitted** on school property.
8. **No glitter** may be used on stage or in the auditorium area(s), **no food or beverages** are allowed auditorium(s) and control booth(s), and **no lagging** is allowed on stage.
9. The use and application of **paint or similar substance(s) 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(s) must be removed by the facility user in a timely fashion.
10. A **notice of cancellation is required at least seven days in advance** or the user will be charged fees as scheduled. Excessive changes may also result in an additional fee.
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 the 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 Shakopee 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 Haley Altringer at (952) 496-5171, no later than three weeks before the activity to make a request. Example of auxiliary aids or services may include: assisted listening kit, accessible meeting location, etc.