

APPLICATION AND PERMIT FOR USE OF SCHOOL FACILITIES

Albert Lea Area Schools – 211 W. Richway – Albert Lea, MN – Phone – (507)379-4800 – Fax – (507)379-4898

GROUPS 3 & 4 ONLY - APPLICATION FEE OF \$20.00 must be paid at time of request.

Date Paid _____

Name of Individual, Organization or Group requesting facility

Contact Person _____

Address _____ City _____ State _____ Zip _____

Email _____

Home Phone _____ Work Phone _____

Cell Phone _____

Detailed Description of program _____

1) Student or Adult Program _____

2) Non-Profit or Commercial Business _____

3) Cost to Participants/Audience _____

4) Estimated number of spectators _____

5) Estimated number of participants _____

6) Date(s) of Event 1st Choice _____

2nd Choice _____

7) Day(s) of week _____

8) **Building** preferred 1st choice _____ 2nd choice _____

9) **Type of Room** -1st choice _____ 2nd choice _____

10) Time of **access** to facility _____ **Starting time** of event: _____

11) Time of **exit** to facility: _____ **Ending time** of event: _____

This area must be completely filled in.

I hereby certify that I assume individual responsibility or that I represent the above named organization and have been authorized to accept in their name the responsibility for observance of the rules and regulations of the School Board of District 241 as a condition of the issuance of this permit. I further certify that I understand the general rules and regulations concerning school facility use.

Sponsor's authorized signature

Date

- Equipment must be applied for at the same time building use application is made.
- Special arrangements must be made to have trained personnel in charge of certain equipment.
- Auditorium use may require Sound & Light Technicians for which a separate fee will be charged.
- A minimum of two weeks may be needed to schedule techs for your event.

Auditorium Technician Request

Fees: 1st - 2 1/2 hours/\$33.00 - \$7.25/hourly per technician after that

*Tech Request form must be filled out and returned **two weeks** prior to your event if needed.
If information is not received two weeks prior, techs or equipment **may not** be available.*

- 1) Podium needed ___yes ___no 7) Overhead Projector ___yes ___no
- 2) Play CD or tape ___yes ___no 8) Showing VHS-Video ___yes ___no
- 3) Monitors on stage ___yes ___no 9) PowerPoint Presentation ___yes ___no
- 4) Spotlights ___yes ___no
- 5) Microphone(s) ___yes ___no. If yes, how many? _____
- 6) House lights & Stage Lights changed during event ___yes ___no

EQUIPMENT RENTAL

PLEASE REMEMBER: custodians are not activity coordinators, if they are helping you it is in addition to their regular duties.

Number of Racks:

- _____ Rack of 10 tables @ \$13.00 daily for Class 3 & 4
- _____ Rack of 50 chairs @ \$13.00 daily for Class 3& 4
- _____ Sound System @ \$13.00 Each for Class 3 & 4
- _____ TV/VCR
- _____ Waste Baskets
- _____ Other equipment please list _____

Scoreboards, touch pads etc., Usage Fee may be accessed (must hire or have authorized personnel.)

- 1) Name of Authorized User _____
- 2) Specify area for equipment set-up _____

(Equipment will be at site. Set up is your group's responsibility.)

School being Used _____ **Space used** _____

Start time _____ **End time** _____

Supervisors will assure that building rules & regulations are followed

- 1) No Smoking
- 2) No alcoholic beverages
- 3) Spectators & participants shall stay in designated area only.
- 4) A supervisor **MUST** be on site until ALL participants have left.
- 5) Monitor use of elevator
- 6) Document vandalism immediately & file report with police.
- 7) Encourage appropriate behavior **IF** needed.

Small Events – Less than 300 Participants

Name of Supervisor(s)

_____ (1 or 2) People to supervisor area of event, including locker
_____ rooms & bathrooms if used by your group.

Large Events – 300 or More Participants

Name of Supervisor EVENT SUPERVISORS WILL WEAR BADGES SUPPLIED BY COMMUNITY EDUCATION

- _____ (1) Person to monitor halls in area
- _____ (1 to 2) People @ Lobby or Entry
- _____ (1) Person (Male) @ Bathrooms
- _____ (1) Person (Female) @ Bathrooms