

**INDEPENDENT SCHOOL DISTRICT 832  
COMMUNITY EDUCATION  
1520 Mahtomedi Avenue  
Mahtomedi, Minnesota 55115**

**FACILITY USE - RULES AND REGULATIONS**

For schedule changes or cancellations, please contact Mahtomedi Community Education, [651-407-2036](tel:651-407-2036), at least forty-eight hours in advance.

1. Group leaders are responsible for the conduct of both participants and spectators. **All children must be under direct parental/leader supervision.**
2. All groups shall abide by the starting and ending time specified on the permit.
3. Only the locations specified on the permit may be used. It is the group's responsibility to see that the room or area that has been used is returned to its original condition.
4. After the permit has been approved and signed by school authorities and an authorized representative of the organization, it becomes a contract with the applicant. The agreed upon rights and privileges are nontransferable.
5. In accordance with state law and Mahtomedi School District 832 policy 406-Drug-Free Workplace/Drug-Free School, alcoholic beverages or liquor are not permitted on school district property.
6. Mahtomedi School District 832 policy 404-Tobacco-Free Environment states that all school grounds and buildings are tobacco free. No use of tobacco products is permitted.
7. No firearms shall be brought on school property for any reason other than authorized firearm safety programs or by law enforcement personnel.
8. All refreshments are restricted to the cafeteria areas of the schools or other pre-approved areas. Kitchen and serving areas are not to be used unless arrangements are made and are listed on the permit.
9. Unless previously arranged, groups will not be allowed to store materials or equipment.
10. 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 liability and/or expense in connections with the use of the school facilities under this agreement. **The school district is not responsible for loss of personal items or equipment.**
11. School district authorities may require the applicant and/or organization to provide a certificate of insurance to cover potential issues of liability and property damage. (Appendix C)
12. Inclement weather and/or building emergencies may necessitate a cancellation of all or a portion of this permit. School closings will be communicated through the instant alert system, local television and/or radio and through telephone message by calling [651-407-2020](tel:651-407-2020) (Community Education weather hotline).
13. Any fees or charges for use of facilities and support services will be billed to the user.

**USE OF SCHOOL DISTRICT FACILITIES MAY BE CANCELLED  
IF ANY OF THESE RULES ARE VIOLATED**