

# FACILITIES USE APPLICATION

Independent School District #314, 531 Elmhurst Ave S, Braham, MN 55006

**Request must be submitted five business days in advance.**

Name of Organization or Person \_\_\_\_\_

Is this an ISD 314 officially sponsored event?  Yes or  No *If no, you must furnish certificate of insurance that liability insurance is provided.*

Address \_\_\_\_\_ Date: \_\_\_\_\_

Email \_\_\_\_\_ Phone: \_\_\_\_\_

*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 Braham ISD #314.*

Building(s) Requested: \_\_\_\_\_

Day of Week: \_\_\_\_\_ Date/Dates: \_\_\_\_\_ No. of Meetings: \_\_\_\_\_

Exceptions: \_\_\_\_\_

Activity Supervisor/Instructor: \_\_\_\_\_

Set-Up Begins: \_\_\_\_\_  am  pm Activity Ends: \_\_\_\_\_  am  pm

Set-up must be complete by \_\_\_\_\_  am  pm

Activity Begins: \_\_\_\_\_  am  pm Clean Up Ends: \_\_\_\_\_  am  pm

Purpose: \_\_\_\_\_ Approx. No. Attending \_\_\_\_\_

## AREA OR AREAS TO BE USED

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Multi-purpose gym   | <input type="checkbox"/> Perform Arts Rm (C100)      | <input type="checkbox"/> Community Room (B100) |
| <input type="checkbox"/> Classroom _____     | <input type="checkbox"/> FACS (D110)                 | <input type="checkbox"/> HS Commons Area       |
| <input type="checkbox"/> HS East Gymnasium   | <input type="checkbox"/> HS West Gymnasium           | <input type="checkbox"/> Elementary Gymnasium  |
| <input type="checkbox"/> HS Media Center     | <input type="checkbox"/> Elementary Media Center     | <input type="checkbox"/> Elementary Cafeteria  |
| <input type="checkbox"/> HS Building Kitchen | <input type="checkbox"/> Elementary Building Kitchen | Other _____                                    |

## EQUIPMENT OR SUPPLIES NEEDED

- Chairs  Tables  Lighting  Audio Visual  Sanitizer (see pg 3)  Bleachers  Sound Equipment  
 Other \_\_\_\_\_

I am requesting facility set up which may include audio/visual/sound support. I understand I may or may not be charged a fee.

\*\*\*By not selecting, I understand NO assistance of any kind will be provided & facility must be left in acceptable condition.

I am requesting the services of a custodian. There will be a charge for these services.

\*\*\*If requesting kitchen & FACS room this box must be checked.

I have fully read & understand the Guidelines for Use of Facilities. \*\*\* This box MUST be checked.

FOR SCHOOL USE ONLY:

Approved

Disapproved

\_\_\_\_\_ Date

Rental Fee \_\_\_\_\_

Custodian(s) needed: If yes, # of custodians needed \_\_\_\_\_ and number of total hours: \_\_\_\_\_

Service time FROM: \_\_\_\_\_ TO: \_\_\_\_\_ Total Fee: \_\_\_\_\_

Supervisor/Other Fee \_\_\_\_\_

Sound Tech. Fee \_\_\_\_\_

Total Due \_\_\_\_\_

Date Paid \_\_\_\_\_

\_\_\_\_\_  
Superintendent

Original to Requestor and posted on District Facility Calendar.

UPDATE: July 2018

Questions-Call Nickie 320-396-5199

District Policy #902 Form

(This page left page intentionally)

# Guidelines for use of Facilities:

(Facilities are defined as ANY interior or exterior areas under control of the district)

1. No one is allowed in the facility that is not part of your group. Supervisors must ensure those involved, including guests, have left the facility.
2. Only use rooms in the facility that you have specifically requested access.
3. Please use the restrooms located in the commons area if using the 5-12 building or directly across from the gym in the PreK- 4 building.
4. Be responsible for meeting the following expectations, and in general, returning the facilities to acceptable conditions as defined by the district:
  - a. lights off and doors locked
  - b. baskets returned to original position
  - c. floors swept, vacuum and clean common areas and restrooms
  - d. equipment put away
  - e. Those serving food in cafeteria must follow \*guidelines on page 3
    - i. \*Supply fee WILL be charged
5. Monitor activity at all times to ensure safety of all participants.
6. If the facility is not left in acceptable condition fees will be charged.
7. Contact numbers:

|                                       |               |              |
|---------------------------------------|---------------|--------------|
| Emergency                             |               | Call 911     |
| Isanti County Sheriff / Braham Police | Dispatch      | 763-689-2141 |
| Director of Building and Grounds      | Jeff Campbell | 763-286-7283 |
| Superintendent                        | Ken Gagner    | 320-288-6634 |
| Elementary Principal                  | Jeff Eklund   | 651-335-6858 |
| HS Principal / Activities Director    | Shawn Kuhnke  | 320-266-5426 |

## CLEANLINESS AND SANITATION OF THE CAFETERIA

**Purpose:** Ensure cleanliness and sanitation of areas when food is served  
**Scope:** Groups, Parents or Individuals involved in the use of Cafeterias

**Instructions:**

1. Inform children where to dispose trash and garbage.
  2. Immediately wipe up spills as they occur. Use only designated cloths.
  3. Clean and sanitize all tables, counters, and all other serving areas that were in use.
    - Specific supplies must be used to ensure all areas are cleaned and sanitized in the most appropriate manner. You may not bring in your own cleaning supplies or solutions. The Food Service Department will have for sale a pre-mixed bottle of detergent/disinfectant/sanitizer needed to maintain the cleanliness and sanitation of the areas of use.
- **One time use = \$3.00 charge – *submit cash or check payable to Food Service with the Facilities Use Application***
    - (Includes bottle of Sunburst No-Bac & 1 cleaning towel)
  - **Season use per sport/activity = \$40.00 charge - *submit cash or check payable to Food Service with the Facilities Use Application***
    - (Includes refillable bottle of Sunburst No-Bac labeled for your group & 2 cleaning towels per use)

**Verification:**

- The Custodial and Food Service Department will communicate to ensure that parties are following this policy by visually observing the cleanliness of the areas used or rented. Groups not in compliance will be charged additional fees (\$25.00 minimum).

SUNBURST CHEMICALS

## Sunburst No-Bac

Detergent/Disinfectant/Sanitizer

- **Highly Effective Detergent - Blend of Wetting Agents and Sequestering Agents to Lift, Emulsify, and Suspend Soil.**
- **Disinfectant:**
  - \*Pseudomonas aeruginosa
  - \*Shigella dysenteriae
  - \*Salmonella enterica
  - \*Escherichia coli
  - \*Enterobacter faecalis
  - \*Streptococcus salivarius
  - \*Listeria monocytogenes
  - \*Staphylococcus aureus (& Methicillin resistant)
  - \*Campylobacter jejuni
- **Sanitizer--No Rinse Required on Food Contact Surfaces**
  - \*Escherichia coli
  - \*Staphylococcus aureus
- **Fungicidal**
  - \*Trichophyton mentagrophytes
  - \*Aspergillus niger
- **Virucidal**
  - \*Vaccinia Virus
  - \*Hepatitis B (HBV) Virus
  - \*HIV-1 (AIDS virus)
  - \*Hepatitis C (HCV) Virus
  - \*Canine Parvovirus
  - \*Influenza A2/Japan
  - \*Herpes simplex Type 1
  - \*Avian Influenza A H5N1 Virus
  - \*Feline Calicivirus (surrogate for Norwalk / Norovirus)
- **Deodorizer - 2 Stage**
  - \*Kills Odor Causing Bacterial Agents
  - \*Leaves Area Clean Smelling
- **Mildewstatic**