

Community Room Rental Policy

PHILOSOPHY

The philosophy of the St. Michael-Albertville School District is to encourage the use of school facilities by groups and organizations whose purpose and objectives contribute to the school program or to the community.

REGULATIONS

1. Community Room Rental Requests: Requests for Community Room use must be submitted by all groups to the STMA Ice Arena Manager at least seven (7) working days prior to the intended date.
2. Scheduling: Priority use of the Community Room is given to groups who are renting ice.
3. Rental Agreement and Fees: All rental groups requesting the use of the Community Room must sign a rental agreement and pay the rental fee at least five (5) working days prior to the event. The rental fee charged will vary depending on the nature of the group.
4. Cancellation: The group may cancel the agreement without penalty provided notice is given at least five (5) working days prior to the scheduled rental. Rental agreements are non-transferable.
5. General Conditions for Rentals
 - a. The leader of the group must be present to supervise.
 - b. The Community Room must be returned to its original condition after use. This includes moving chairs, tables, equipment, etc.
 - c. A certificate of liability insurance is required.
 - d. The Community Room is available to for rentals from 8:00 am to 10:00 pm most days.
 - e. All STMA buildings and grounds are tobacco and chemical free. State fire laws must be observed at all times. Emergency exits shall remain visible and accessible at all times. All illegal activities are prohibited.
6. Care should be taken with food and/or drink. Groups are responsible for damage to the room.
7. All advertising signs/posters must have the disclaimer, "This event is not sponsored by St. Michael-Albertville Schools."
8. Groups and individuals using the Community Room are responsible for personal injuries and facility or equipment damage.
9. Failure to comply with any of the above regulations will void the rental contract and the group may be banned from future rentals.

RENTAL GROUPS

Organizations desiring facility use are classified into three groups. Rental fees are determined by group classification.

Group 1

Local groups renting ice between September 1 and March 15
Fee included in ice rental

Group 2

Groups located within District 885 boundaries
\$40/hour

Group 3

Groups outside District 885
\$60/hour

Contact Grant Fitch, STMA Arena Manager, at gfitche@ci.albertville.mn.us or 763-497-6749