

# APPLICATION FOR USE OF ISD #138 SCHOOL COMMUNITY KITCHEN 2021-2022

**Permit fee of \$5 youth activities; \$10 adult activities and rental rates for Class II, III, and IV.  
No refunds unless emergency situation. All attempts will be made to reschedule.  
Applications must be submitted TEN (10) business days prior to requested use.**

**Return Application to**

North Branch Area Community Education  
38705 Grand Avenue, North Branch, Minnesota 55056

Telephone: 651-674-1025 FAX: 651-674-1027  
E-mail: [jaudette@isd138.org](mailto:jaudette@isd138.org)

**PLEASE PRINT OR TYPE**

Requested by (Person applying for permit) \_\_\_\_\_ Home Phone (\_\_\_\_) \_\_\_\_\_

Name of group \_\_\_\_\_

Check one: ISD #138 K-12 \_\_\_ ECFE \_\_\_ Comm Ed \_\_\_ Organization within District \_\_\_ Out of District \_\_\_ Private Party \_\_\_

Check one: Class I \_\_\_ Class II \_\_\_ Nonprofit ID # \_\_\_\_\_ Class III \_\_\_ Class IV \_\_\_ (See rental rate for Class II, III, and IV.)

Person in charge (onsite during usage) \_\_\_\_\_ Home Phone (\_\_\_\_) \_\_\_\_\_

Work phone (\_\_\_\_) \_\_\_\_\_ Cell - Pager # (\_\_\_\_) \_\_\_\_\_ email address \_\_\_\_\_

Address of person onsite during usage \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

BUILDING REQUESTED	SPACE REQUESTED	USER FEE CLASS II, III, IV		
High School	Kitchen _____	Class II \$35/hr	Class III \$70/hr	Class IV \$150/hr
	Supply Fee _____	Class II \$25/use	Class III \$25/use	Class IV \$25/use
	Sound _____	Class II \$10/hr	Class III \$10/hr	Class IV \$10/hr
	Video/TV/Cameras _____	Class II \$10/hr	Class III \$10/hr	Class IV \$10/hr
	Custodian/Grounds _____	Class II \$40/hr	Class III \$40/hr	Class IV \$40/hr

Name or Type of Activity \_\_\_\_\_ Are you charging participants? Yes No  
Estimated Attendance per age group: \_\_\_ 0-5 yr olds; \_\_\_ K-12<sup>th</sup> graders; \_\_\_ Adults; \_\_\_ Senior Citizens

Date \_\_\_\_\_  
Day of the Week \_\_\_\_\_ Month \_\_\_\_\_ Date \_\_\_\_\_ Year \_\_\_\_\_

Need multiple dates for activity? \_\_\_ Yes \_\_\_ No  
If yes to multiple dates, use calendar on backside.

Activity Begins _____	Circle: AM PM
Activity Ends _____	Circle: AM PM
Hourly rental fee applies	

Open Facility for Setup _____	Circle: AM PM
Facility Vacated by _____	Circle: AM PM
Rental charges assessed if total time exceeds one hour.	

**LIABILITY:** The applicant is responsible for the activity. The specific person on site in charge of the activity, if different than applicant, should be stated above. The person in charge during usage time represents the applicant and the organization.

I have read the districts guidelines and policies regarding use of facilities and hosting activities that are bullying, weapon, drug, alcohol and tobacco free. I know ISD #138 events have priority; my schedule may change. 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 buildings and grounds. I further agree that the above named organization, its officers and members, assume all liabilities arising from the above named use of the District 138 facilities and grounds. All injuries must be reported to Community Education Office. A certificate of insurance has been submitted with this application. The scheduling process is complete when I receive a permit.

Signature of person on site during usage \_\_\_\_\_ Date \_\_\_\_\_

# NORTH BRANCH ISD #138 REGULAR SCHOOL YEAR CALENDAR FOR 2021-2022

**Circle all dates that apply to this facility use request.**

**Legend**

First Day of School September 10, 2021 and Last Day of School June 10, 2022.  
 Schools Closed or not available = Blacked Out                      No School = X  
 K – 4 Conference – Sunrise School Not Available = \\  
 5 – 8 Conference – Middle School Not Available = //  
 9-12 Conference-High School Not Available = \

July 2021							August 2021							September 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7				1	2	3	4
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	<del>24</del>	25
25	26	27	28	29	30	31	29	30	31					26	27	28	29	30		
October 2021							November 2021							December 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
31					1	2		1	2	3	4	5	6				1	2	<del>3</del>	4
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	<del>18</del>	<del>19</del>	20	<del>21</del>	<del>22</del>	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	<del>25</del>	26	27	<del>28</del>	29	30	28	29	30					26	<del>27</del>	<del>28</del>	<del>29</del>	30	31	
January 2022							February 2022							March 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
30	31					1			1	2	3	4	5			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	<del>11</del>	12
9	10	11	12	13	14	15	13	14	<del>15</del>	16	17	<del>18</del>	19	13	<del>14</del>	<del>15</del>	<del>16</del>	<del>17</del>	<del>18</del>	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26
23	24	25	26	27	<del>28</del>	29	27	28						27	28	29	30	31		
April 2022							May 2022							June 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7				1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	<del>18</del>	19	20	<del>21</del>	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30		

**OFFICE USE ONLY:**

Office of Community Education _____	Date _____
<b>FEES</b>	<b>Date:</b>
Application Fee _____	Application Submitted _____
\$5 youth activities \$10 adult activities _____	Approved _____
Facility Charge _____	Returned _____
Custodian Charge* _____	Insurance Certificate Submitted _____
Equipment/Charges _____	Permit # _____
AV Tech Charge _____	
<b>Total Charges</b> _____	<b>Contacts Made:</b>
	Custodian _____
	AV Coordinator _____