



TCGIS Facilities Usage

Facilities Use Rules and Regulations:

All users must observe rules for the facility. TCGIS will process requests on a first come space available basis. Upon approval you will receive a Facilities Use Rental Form. Return the signed rental form with full payment at least two weeks prior to the event. You will be billed after the event for any additional charges. TCGIS may refuse the use of facilities for events and rental agreements shall be revocable. A certificate of liability insurance may be required. All users must observe rules for the facility. TCGIS is not responsible for any lost or stolen items. Food and beverages are allowed only in approved areas. All groups are required to provide adequate adult supervision for the event. Children must be supervised at all times and no access may be granted to non-event areas. TCGIS bans guns from the premises. The use of controlled substances, intoxicating substances and tobacco is prohibited on school property. Areas used must be left in a clean and orderly manner. Any additional cleanup will result in extra charges. Snow removal is not guaranteed.

Application for Use of School Facilities

Please completely fill out this form and return to: TCGIS 1031 Como Avenue St. Paul, MN 55103

email: info@tcgis.org or by Fax: 651-330-2270

This application does not guarantee your reservation until confirmed.

Event: _____ Applicants Name: _____

Rental Dates and Times: _____ Organization: _____

Areas Requested: _____ Address: _____

_____ City: _____ State: _____ Zip: _____

Equipment Requested: _____ Phone: _____ Fax: _____

_____ Email: _____

Purpose of Activity: _____ Tax Exempt: _____

User Contract:

I the undersigned hereby acknowledge and agree, either personally as above named applicant or agent on behalf of the above named organization, as follows:

◆ Participants shall not be allowed in the facility before their scheduled time and until a designated supervisor of the activity is present. The

supervisor shall be an adult responsible for the security of the event.

◆ Twin Cities German Immersion School is not liable or responsible for any accident, injuries or losses which may occur in the use of the facility.

Responsibility for the actions of all participants and the security of the facility are assumed by the applicant/agent. Liability insurance, or such other insurance as appropriate and/or required by Twin Cities German Immersion School shall be provided by the applicant/agent.

◆ The rental fee is due upon receipt of approved rental agreement.

◆ There is a \$50 refundable deposit on all FOBs and keys checked out for the event. Only above named applicant/agent may receive FOBs/keys granting access to school facilities.

◆ Any additional charges incurred will be billed after event.

Printed Name of Signee: _____ Date: _____

Signature: _____

For office use only:

Approval: _____ Rate: _____ Total: _____

Note: _____