



# Centennial School District 12 Stadium or Turf Rental

## HOW TO RENT:

Requests are considered scheduled after all these steps are completed:

- Request form is submitted by organization with authorized signature
- Permit is issued
- A Certificate of Insurance is submitted by the renting organization with a minimum of \$1 million per person and \$2 million aggregate coverage with Centennial School District 12 named as the certificate holder.
- The Facility Use office has received pre-payment of rental fees.

Must have an approved permit prior to usage date. Permits will be processed in order of receipt and approved according to the district's priority policy. Requests must be submitted at least two weeks prior to group activity.

Form available online at [www.isd12.org/community-education/facility-use-rental](http://www.isd12.org/community-education/facility-use-rental), by calling 763-792-6104, or in person at the Facility Use office at Community Education (door D14 at the high school east campus, lower level parking lot).

## CONTACT INFORMATION:

Kathy Johnson, Facility Use Coordinator  
Centennial Community Education  
4707 North Road, Circle Pines MN 55014  
763-792-6104  
[kjjohnson@isd12.org](mailto:kjjohnson@isd12.org)

## RENTAL RATES:

All rates are per hour unless otherwise stated and require appropriate district personnel supervision (minimum of 2 hours).

<u>GROUP</u>	<u>RATES</u>
District Youth and Adult	\$75/hr
Other Non-Profit/ Commercial In-District	\$175/hr
Commercial Out of District	\$400/hr

Use of press box/scoreboard additional charge of \$60 per event.

Fee includes one stadium supervisor. If additional supervisors are needed as determined by the Facility Use Coordinator, groups will be billed an additional fee.

Rental fees are assessed when stadium is unlocked for the event and end when all participants have left and the stadium can be relocked.

Custodial overtime fees will incur if stadium is not properly cleaned by the user following activity.

Rental rates do not include the use of lights, concession building, bathroom facilities, or school-owned equipment.

## RULES AND REGULATIONS:

1. Centennial School District 12 grounds and buildings are **TOBACCO FREE**. The use of alcoholic beverages or illegal chemical substances in any form is also prohibited.
2. Only activities appropriate for the space and

that do not damage the artificial turf or track will be permitted in the stadium.

3. No food including gum, sunflower seeds or shelled peanuts allowed on track or field. **WATER** only - no Gatorade-type drinks.
4. No concessions may be provided without permission. The renter is responsible for obtaining all needed food permits through Anoka County.
5. Spectators must remain in bleacher area.
6. No bicycles, roller blades, skateboards, or golf.
7. No pets inside the stadium.
8. Appropriate shoes must be worn on all surfaces.
9. If the activity must be cancelled, the user must notify the Facility Use office at least 48 hours in advance of intended use date. Otherwise, user agrees to pay any fees incurred.
10. User is responsible and liable for injury to persons involved in the activity identified in this request, and for any damage occurring to district property caused by this activity.
11. An adult group leader from the user organization must be present from the time of entry stated on the permit until all participants have left the premises. User must maintain control of the behavior and location of participants involved in the activity and ensure they remain in the area authorized.
12. The district is not responsible for loss or theft of any personal items by individuals or groups using our facilities.