

Rental Facility Use Group Expectations



Rental Group Expectations

All rental groups are expected to comply with school district facility use policy when in Anoka-Hennepin School District buildings and grounds. The detailed policies are listed on the Anoka-Hennepin School District website – *Policy 902.0 Use and Rental of District Facilities*. School buildings and grounds are free of drugs, alcohol, tobacco and weapons. Gambling is not allowed.

Arrival and departures

Arrive five (5) minutes prior to your event start time and exit the space on time. Rental groups are expected to leave the space in the same condition it was prior to use. All rental groups are responsible for damages and additional custodial or clean-up expenses, if needed.

Cancellations/no-shows

Contact the Community Education department by noon on the day of your scheduled event in the event of a cancellation. Events involving 50 or more people require a 72-hour advance notice. Failure to comply may result in additional charges.

Supervision

Groups require supervision by adults, who are responsible for the behavior and compliance of rules and policies. School building security staff are on-site to coordinate groups and monitor activities.

Billing

Groups are invoiced monthly via email and payment is due upon receipt. In some cases, groups may be required to pre-pay.

Weather

If school buildings are closed due to inclement weather, all activities are cancelled. Check with local news outlets or the Anoka-Hennepin School District website for additional details.

Accidents/first aid

All groups need to provide their own First Aid Kits/Supplies. All accidents should be reported to the school building security staff.

NO taping of gym or café floors without prior approval from the school and the Community Ed office

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