

Community Education Service Provider Facility Use Agreement Form

Duluth Township Community Education
5926 Ryan Rd. Duluth, MN 55804
218-525-0663 ext. 300 or EducCoordinator@duluthtownship.org

Please understand that this facility is owned by Duluth Township. If you are using the North Shore Community School, the contents belong to the school. Members of the Duluth Township Board of Directors and Administrative Staff of NSCS have requested this additional information and cooperation. Thank You.

Service Provider: _____

Dates of Classes: _____

Space being used: ___ Gym
 ___ Cafeteria
 ___ Science/Art Room

Equipment Needed: ___ whiteboard/blackboard
 ___ TV and VCR/DVD player
 ___ PowerPoint Equipment
 ___ Computer
 ___ other _____

Please initial each item and sign below.

___ I/We will leave the room in the same condition that we found it. (Chairs stacked, boards cleaned, etc.)

___ I/We will bring our own materials for student use – paper, markers, crayons, glue, scissors, etc.

___ I/We will report any equipment failures or damage to materials or furniture to a Duluth Township Community Education Coordinator and to the school business office prior to the start of classes the next day or to the Duluth Township Clerk if the town hall is being used.

___ I/We will plan our classes accordingly as to allow the end of the class time, including clean-up and ensuring that all participants have left the building no later than 9:30 p.m.

___ I/We will note in any self propagated advertisements about the class that the class/event is not school-sponsored (DTCE will advertise the class for you through community channels).

Signature

Date

Office Use Only:

___ Approved ___ Not approved

Classroom to be used: _____