

# *Chisago Lakes Aquatics*

Chisago Lakes Area Schools \*\* District 2144

29400 Olinda Tr,  
Lindstrom, MN 55045

Ellen M. Heath, District Aquatic Manager  
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Thank you for your request to use Chisago Lakes High School Swimming Pool. There are several items and steps we would like you to complete to reserve the swim pool.

Enclosed, please find the **High School Swim Pool Use Lease Permit**. To reserve the use the pool you need to complete the form. If you are requesting more than one date, please attach a separate sheet itemizing the dates requested. Make sure you read the paragraph on the lower left corner and then sign the form.

You also need to include a \$15 non refundable deposit with your request.

Once the form is received in my office, we will determine the availability of the facility at the requested date(s) and time(s). You will be informed via telephone or the mail of approval or denial of your request. If the pool is available a confirmation will be prepared and returned to you. I'll complete the approval section and establish costs according to District policy. You need then to take that confirmation with you when using the facility and pay the fee prior to use of the pool. The lease permit must have the approval section completed to be a valid permit.

Please note that cancellations need to be five (5) working days in advance. No shows will forfeit their deposit or pay actual costs incurred.

If I can be of further service, please contact me at your convenience.

Respectfully,

Ellen M. Heath  
District Aquatic Manager  
Chisago Lakes Schools

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email eheath@chisagolakes.k12.mn.us

## High School Swimming Pool Lease Permit

Please return this form to the high school swim pool at least 10 working days in advance of requested date  
Must have the approval section complete in order to be a valid permit

Please remember to include the \$15 deposit

Name \_\_\_\_\_ Date requested \_\_\_\_\_

Email address \_\_\_\_\_ Purpose \_\_\_\_\_

Mailing address \_\_\_\_\_

time in \_\_\_\_\_ (the doors to the high school open  
time out \_\_\_\_\_ at the 10 minutes prior to the 'time  
in' and lock 20 minutes after the  
'time out')

\_\_\_\_\_ city \_\_\_\_\_ state \_\_\_\_\_ zip \_\_\_\_\_

home ph \_\_\_\_\_ alt ph \_\_\_\_\_

private group or individual

**Party package special requests** (complete only if requesting a party package). Check the box of any additional amenity you wish.

or

public organization

if public complete this section

Sponsoring organization \_\_\_\_\_

Tax exempt # \_\_\_\_\_

**cake preference:**

\_\_\_ chocolate

\_\_\_ white

\_\_\_ marble

**frosting preference:**

\_\_\_ chocolate

\_\_\_ vanilla

**pizza preferences** (may choose more than one type)

\_\_\_ cheese

\_\_\_ pepperoni

\_\_\_ sausage

**estimated number of participants**

(please write a number in the blank, do not just check)

ages 0 - 5 \_\_\_\_\_

gr. K - 5th \_\_\_\_\_

gr. 6-12th \_\_\_\_\_

Adult \_\_\_\_\_

**cookie preferences** (may choose more than one type)

\_\_\_ chocolate chip

\_\_\_ M & M

\_\_\_ molasses

pop/popcorn \_\_\_\_\_ water games \_\_\_\_\_

Participants will not be allowed in the high school building until designated supervisor of activity has arrived. Supervisor must be an adult and responsible for security of the activity and its participants.

Payment of balance due the day of the swim. I understand that if I fail to notify the district aquatic manager of a cancellation at least five (5) business days prior to the day and time requested I will be liable for any expenses incurred by Chisago Lakes School District.

I hereby certify that I am an agent of the above named organization and have been authorized to accept the responsibility for observance of the rules and regulations of the Board of Education as a condition to the issuance of this permit. I will be responsible for the actions of participants in this activity and the security of the facility used.

Signature of Authorized Agent \_\_\_\_\_

Date \_\_\_\_\_

Please remember to bring this signed permit with you to the event

### Permit approval

\_\_\_\_\_  
District Aquatic Manager

\_\_\_\_\_  
Date Approved

### Estimated fees

Swim Pool Charge \_\_\_\_\_

Custodian/Supervisor Charge \_\_\_\_\_

Equipment/Other Charge \_\_\_\_\_

Comments \_\_\_\_\_

Total rental fee \_\_\_\_\_ (payable day of swim)

## High School Swim Pool Use - General rules

1. Group leaders are responsible for the conduct of both participants and spectators. **All children must be under direct parental/leader supervision.**
2. All groups shall abide by the starting and ending times specified on this permit.
3. School sponsored activities have the first priority in the use of school facilities.
4. **School facilities will not be opened until the adult designated as the group supervisor presents him self/herself to the custodian** or other school personnel on duty and assumes responsibility for the group.
5. In accordance with state law, possession or consumption of intoxicating beverages, tobacco, or drugs in any form is prohibited on school premises.
6. Individuals or organizations using school facilities may be required to furnish a certificate confirming liability and/or property damage insurance.
7. The school district reserves the right to cancel any reservation. Any activity that may violate the canons of good morals, manners, or taste, or may be injurious to the buildings, grounds or equipment will not be permitted. Alcohol, tobacco, and other drugs may not be consumed in/on school district properties. Abusive and obscene language will not be tolerated.
8. The applicant and/or organization agrees to assume all responsibility for damage or liability of any kind and further agrees to hold harmless the school district from any liability and/or expense in connection with the use of the school facilities under this agreement. **The district is not responsible for loss of personal items.**
9. **Facilities should be left in the condition found**, there may be a charge for repair or clean up.
10. When school is closed due to inclement weather, all permits will be cancelled.
11. Members of the groups and spectators of all ages must confine themselves to their designated area.
12. Chisago Lakes School District became TOBACCO-FREE August 1987. This includes all school grounds and buildings. Please adhere to the tobacco-free policy in the facility and grounds you are using.

For schedule changes or cancellations, please contact the **District Aquatic Manager 651.213.2604**