



DISTRICT 728 Community Education

1170 Main Street • Elk River, Minnesota 55330 • 763•241•3520 • www.728communityed.com

Welcome to ISD 728. Our mission is to **educate, inspire & empower** our diverse learners to shape their futures, to accomplish their dreams, and to contribute positively to our local and global communities.

Rules & Procedures for Hosting a Tournament

Please note these rules & procedures for this facility use.
You are responsible for ensuring these guidelines are met.

*The individual named on the permit, and the group in whose name the permit is issued, are jointly responsible for the use of the facility.

*The individual named on the permit, and the group in whose name the permit is issued are jointly required to assume full responsibility for personal injury of any participants or spectators.

SETUP PROCEDURES:

1. All arrangements and requests must be made and approved through the ISD728 facilities office prior to the tournament.
2. **The organization hosting the tournament is responsible for setup of the concessions area (if applicable) and helping to setup the gyms.**
3. When applicable, required food license must be obtained prior to tournament setup (see separate concessions guidelines for information).
4. Food/beverage deliveries will be accepted at the site no more than 24 hours prior to start of tournament.
5. Any concessions equipment required must be obtained or arranged by the hosting organization.
6. Any miscellaneous equipment needed (extension cords, soap, spoons, etc) must be provided by the hosting organization.

DURING EVENT:

1. **A designated tournament supervisor(s) must be on site at all times** during the tournament and will be held responsible for compliance with rules, general behavior and safety. Tournament supervisor(s) from your organization should wear identification badge(s). It is the responsibility of the group hosting the tournament to enforce school district policies and procedures.
2. **Spectators are not allowed on the court during quarter & half-time breaks, time-outs or between games; please help enforce this.**
3. No food and drink in gyms where signs are posted.
4. Please assign someone from your organization to sweep the courts between games, especially during the winter months when dirt/salt is tracked into the gyms and becomes a safety hazard.

TAKE-DOWN & CLEANUP PROCEDURES (During the event):

1. **At end of last game of the day, the hosting organization should help move chairs in gyms away from walls onto the playing court.** After chairs have been moved, the custodial staff will sweep and chairs can then be moved back to original positions. Helping saves custodial time and ultimately saves the hosting organization money in custodial fees.
2. Clean & turn off all equipment in concessions area. ISD 728 is not responsible for security of any food/beverages/equipment left out after group exits from building.

TAKE-DOWN & CLEANUP PROCEDURES (End of event):

1. **At end of last game of tournament in each gym, help pick up & re-rack folding chairs.** (Suggestion: make an announcement to the spectators asking for their help at half time of the last game).
2. Remove all signs from walls, tables, etc.
3. Remove all equipment brought into facility or return to pre-arranged storage area.
4. Arrange for the pick up of extra pop/candy with vendors. Pickup of extras should be arranged for the next school day. ISD 728 is not responsible for the security of any food/beverages/equipment left at the tournament site.
5. Please take all lost & found items from the tournament off site upon completion of cleanup. Any inquiries for items made to Community Education will be directed to your organization.

PLAN AHEAD:

Use is limited to the facilities specifically approved and listed on your permit. If you need additional space, arrangements must be made in advance by contacting the facilities scheduler.

CANCELLATION: Notify the facilities scheduler of any cancellations at least three business days prior to scheduled use.

A custodian or building supervisor will be present throughout your use. If you need assistance, please contact them.