



Community Education Office
6100 195th St. W.
Farmington, MN 55024
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651.460.3212 (fax)

Hours: 7:30am-4:30pm, Mon-Fri

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Facilities Use

For more information call 651-460-3204



Top Reasons to Use ISD 192 Facilities

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- **Welcoming**

Community Education welcomes your use of your facilities! ISD 192 has a long and proud history that is deeply rooted in the community it serves. The District recognizes that its buildings and grounds are important community resources that play a vital role in the life of district residents and organizations.

- **Easily Accessible**

All ISD 192 facilities, whether indoors or out, are within a 3.5 mile radius of 195th St.

- **Simple to Get Around**

It's a quick jaunt from one site to another, whether from Highway 3, Pilot Knob, Flagstaff, or Cedar.



- **Beautiful Facilities**

Cared for by top-notch staff, indoors and out.

- **Affordable and Practical**

Non-profit rates are available to qualifying groups. For profit organizations benefit from little extras like free parking, value pricing, and great service.

- **Catering**

For groups that need food services, a variety of options are available in the community, including ISD 192's food service catering.

- **Trained Event Staff**

Building Supervisors, Light and Sound Technicians, and Aquatics Staff (pool only) are available upon request for on-site assistance with your event's needs.



- **Invaluable Planners**

Farmington Area Community Education's Facilities staff is ready to help you plan your event. Let our professional staff assist you today! Call 651-460-3204 to get started.

Available Facilities

Farmington Area Community Education's Facilities department schedules and supervises the community's use of district school buildings , grounds and equipment as allowed in [Policy KG](#). Groups and individuals are welcomed and encouraged to use district facilities when they are not otherwise in use for ISD 192 and Community Education activities.

Gymnasiums

District gyms include wood, tile, or sport court floors and wrestling rooms. Gyms are in high demand from October 15th through April 15th. Saturdays may be available at some locations.



Above: North Trail Elementary gyms
 Left: Robert Boeckman Middle School main gym
 Below: Levi Dodge Middle School pool



Swimming Pool

The District's swimming pool is located at Levi Dodge Middle School. Community Education's Aquatics department programs swimming lessons and open swim times. The 8-lane, 25-yard pool is available on a limited basis for lifeguard-supervised private pool parties.

Stadiums

Two stadiums are available for rent. Robert Boeckman Middle School Stadium features a grass field with an 8-lane track and permanent bleacher seating for 2500. Farmington High School's Tiger Stadium, highlighted by a turf field with a 9-lane track surround, has permanent bleacher seating for 2500. Featured at right is Tiger Stadium at FHS.



Green Fields

ISD 192 has 21 fields in a variety of green spaces available at various locations for soccer, lacrosse, youth football, and other venues. Robert Boeckman Middle School green spaces are featured on the front cover of this brochure.

Ball Fields

The District has 30 ball fields, including 4 varsity baseball fields, 3 varsity softball fields, and a variety of youth ball fields available to groups for rentals. At right, Robert Boeckman Middle School softball fields.

Tennis Courts

Eight tennis courts are available at Levi Dodge Middle School, and there are also eight tennis courts available at Robert Boeckman Middle School (featured below).



Parking Lots

Parking lots are available for event rental such as carnivals, bicycle pit stops, and shuttle to other events.

Large Group Venues

Many diverse spaces are available for rental to large or small groups, ranging in capacity from the 796-seat Farmington High School Recital Hall to the 150-seat Robert Boeckman Little Theatre or conference rooms seating thirty to 100 people.



Left: Akin Road Elementary's conference room comfortably seats 12-15.



Right: Farmington High School's conference room, for as many as 35 attendees.

Below: Robert Boeckman Middle School's Little Theatre can host up to 175 people.



Right: Farmington High School is home to the District's Recital Hall, which seats 796. A beautiful wood floor sets the stage for music recitals, lectures, and more.



Left: Robert Boeckman Middle School's Auditorium serves as the District's home for theatre, with seating for 650 people. The large stage (56' wide x 36' deep) makes it a favorite for dance recitals.

Cafeterias



Ranging in seating capacity from 150 to 600, ISD 192 school cafeterias offer a “no-frills” meeting option for groups of varying sizes.



Above: Meadowview and Riverview Elementary cafeteriums share the same floor plan.
Top left: Akin Road Elementary cafeteria.
Lower left: North Trail Elementary cafeteria.

Media Centers

Adult groups needing a meeting space may opt for the more relaxed atmosphere of a media center.



Above: Akin Road Elementary Media Center.
Right: Levi Dodge Media Center.



Classrooms

ISD 192 makes both regular and technical classrooms available for rental...such as FACS rooms, computer rooms, the Farmington High School green room, and more. Some rooms may require staff to be present.

Left: Computer Lab at MVES Community Education Center.

Farmington Area Community Education Facilities Services

- Assist with locating an appropriate facility for your event
- Site visit coordination
- Synchronizing equipment needs
- Scheduling appropriate staffing as required
- ISD 192 food service catering collaboration
- Provide site maps

How to Request ISD 192 Facilities

- Submit a request either via the [online request form](#) or by filling out a [paper copy](#) and faxing, mailing, or dropping it off to the Community Education offices.



Application Guidelines

- Requestors must be 18 or older.
- Written requests should be received at least 10 business days prior to the first requested date. Phone requests are not accepted.
- If the request is made with less than 10 business days prior to the first requested date, a rush fee will be charged.
- All equipment and set up needs must be listed on the request. Set up and tear down times must be included, and fees will apply.
- Applications for use of district facilities for events with expected attendance of 100 or more may require additional time for processing.
- Changes to a request must be in writing, and a permit change fee will apply.

Special Rooms / Special Events

- Tournaments and large events require a planning session with the Facilities Coordinator.
- [Tournament guidelines](#) are outlined in the [Ball Fields User Manual](#), available online.
- Groups with large events may be asked to prepay a deposit prior to their event.
- Technical assistance may require that a technician be hired at the group's expense.
- When a district kitchen is scheduled, a food service employee must be on duty at the user's expense.
- Pool parties/events require lifeguard staffing at the user's expense. Pool parties may be scheduled through the Facilities Department.

Limitations of Use

- **Alcoholic Beverages and Mood-Altering Chemical Substances** are not permitted on ISD 192 property at any time.
- **Firearms** may be carried on ISD 192 property only by legally authorized peace officers or by authorized firearms' safety instructors while teaching approved courses.
- **Smoking and Tobacco Products** are prohibited on ISD 192 property, indoors and out of doors.

Approved Requests

- A Facility Use Permit will be returned to the requestor, which must be signed and returned.
- The individual signing the Facility Use Permit is responsible for all fees assessed to the event.
- The use of facilities shall be restricted to the spaces, times, equipment, and dates listed on the Facility Use Permit. All events should include enough time for the set up and tear down of the event.
- Some facilities require staff members to be present. Labor is estimated, and actual labor is billed after the event.
- There is limited use of ISD 192 facilities on weekends, holidays, and school release days may result in supervisory or custodial services fees, boiler check fees, and snow removal fees.

Supervision

- All groups must provide adult supervision.

Accidents

- All accidents occurring while using District facilities must be reported to a building supervisor, custodian, or district personnel.
- All gym, pool, and field users must have first aid supplies with them at all times.

Liability

- The applicant and/or organization assumes all responsibility for damage or liability of any kind, and further agrees to hold the district harmless from any expense or costs in connection with the use of district facilities. ISD 192 requires applicants/organizations to furnish a certificate of insurance to guarantee the conditions of the facility use agreement or any liability incurred by it.
- A [sample certificate of liability](#) may be found online.

Cancellation

- Cancellations should be made as soon as possible to release surplus time for other users. With 2 or more business days prior notice, users will receive credit for any fees paid less the permit fee and any costs already incurred by the district for the event.

A complete version of [Policy KG](#) and the [fee table](#) may be found online.