

# St. Francis Area Schools

Community Education • 3325 Bridge Street, St. Francis, Minnesota 55070  
763-213-1589 • [www.communityed15.org/facility](http://www.communityed15.org/facility)

## Sponsorship Request

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Please return this approved, completed form and other required documents to:

St. Francis Area Schools Community Education/Facilities Use  
3325 Bridge Street, St. Francis, MN 55070 – **or** – FAX to 763-213-1710

Businesses, individuals or user groups that would like to sell or market a product/service in conjunction with any St. Francis Area Schools function or event (athletics, activities, Community Education class or event and other St. Francis Area Schools events) must obtain an St. Francis Area Schools sponsorship. Those applying for sponsorship must agree to financially support a Class 1 event.

Criteria for a sponsorship by St. Francis Area Schools:

1. Sponsorship must be approved by the appropriate St. Francis Area Schools administrator or activities director.
2. In lieu of facility use fees, approval assures that an agreed percentage of profit will be donated to the associated Class 1 activity or event. A St. Francis Area Schools required donation form must be completed.
3. A Facility Request form must be submitted to Community Education with the approved St. Francis Area Schools Sponsorship Request form and the required \$10 facility use permit fee.
4. A certificate of liability insurance naming St. Francis Area Schools as an additional insured is required. Please see [www.communityed15.com](http://www.communityed15.com) for district requirements.
5. All promotional materials must be approved by the appropriate administrator or activities director.
6. Products and/or services must comply with St. Francis Area Schools Facility Policy and Procedures. The Director of Community Education reserves the right to deny any and all requests as per St. Francis Area Schools Facility Use Policies and Procedures.
7. Approved sponsorship is only for said event and listed product/services any change/addition to this will result in discontinuation of sponsorship.

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Name of Event

Date of Event

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Name (print) and signature of sponsoring administrator/activities director

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Name of sponsoring school/event/department

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Name (print) and signature of requestor\*

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Requestor's affiliation to sponsored event

\*By signing, requestor is verifying that financial support will be provided to this St. Francis Area Schools event/activity.