

St. Francis Area Schools

Community Education • 3325 Bridge Street NW, St. Francis, Minnesota 55070
763-213-1589 • www.communityed15.org • www.isd15.org

Facility Use Change Form

When a change needs to be made to an existing permit, please complete all applicable information.

Email the completed form to: Nancy.Messerschmidt@isd15.org -or- fax to: 763-213-1710, attn: Nancy Messerschmidt.

Current Permit Information (for tracking purposes):

Facility User/Permit Holder _____ Permit # _____

Changes to Permit (fill in all areas to be changed):

I wish to cancel entire permit

Facility User/Permit Holder _____ Permit # _____

Date(s) _____ Hour(s) _____

Facility _____

Special needs, audio/video, other _____

Person requesting change _____ Date _____

Questions? Call Nancy at 763-213-1589.

To be completed by ISD 15 Community Education staff

Date change _____ Date change sent to schools _____ Initial _____