

Please return the form OR e-mail the requested information to Virginia Johnson.

Facilities Scheduling, Minnetonka Public Schools, 5621 County Road 101, Minnetonka, MN 55345

**EMAIL:** virginia.johnson@minnetonkaschools.org

Phone: 952-401-5052

### Space Request – Youth Basketball – Spring Dates

\*First date option is first Monday after spring break.

\*Last date option is the last day of school.

Available Locations: MME, MMW, Elementary Schools

Time Slots Available:

6:00-7:30pm – or – 7:30-9:00pm

You may practice two days per week (Monday through Friday).

**Players must be supervised AT ALL TIMES (before, during and after practice).**

PLEASE PROVIDE:

1. Team Name – use last name of head coach such as Team Johnson \_\_\_\_\_
2. Review all Coved safety requirements.
3. Association Information – what adult or organization is sponsoring?
4. For liability insurance, is insurance through MBBA, MGBA, USSSA or AAU? (circle)
5. Team head coach contact name, address, **cell phone** and \*\*email address (all must be filled in)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
6. Gym Location choice/preference - EAST or WEST side of district: \_\_\_\_\_
7. Grade level or age: \_\_\_\_\_
8. Boys or Girls: \_\_\_\_\_
9. First date of practice: \_\_\_\_\_
10. Last date of practice: \_\_\_\_\_
11. Do the majority of the players attend or have residency within Minnetonka Schools? \_\_\_\_\_
12. **INSURANCE: If not covered by MBBA or MGBA, provide liability insurance listing Minnetonka Public Schools as a certificate holder “AND” listing as additional insured. If MBBA or MGBA is covering your team, I will need to verify that with those association schedulers and permits will be sent first to them.**

PLEASE LIST YOUR PREFERENCES:

- Day of Week – Practice 1 \_\_\_\_\_  6:00-7:30 (or)  7:30-9:00  
 Day of Week – Practice 2 \_\_\_\_\_  6:00-7:30 (or)  7:30-9:00  
 (list alternate or second choices)

#### **Reminders about Minnetonka School District Facility Use.**

1. Permits can only be issued if all of the above requested information is provided.
2. Please read permit and keep the permit LINK (you will be notified if changes are made to schedule).
3. Check back to view your ELECTRONIC PERMIT as permits are often updated.
4. Custodians are on duty in all buildings during the scheduled practice times.
5. You must leave the space as you found it. Please do not leave items behind.
6. Practices are limited to an hour and a half per evening.
7. **Do not enter the gym until your scheduled start time.**
8. **Please exit 5 minutes before your scheduled end time.**