



**Watertown Mayer**  
Community Education

Connections • Opportunities

# **Watertown-Mayer Facilities Handbook 2023-2024**

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313 Angel Ave NW

Watertown, MN 55388

**School Board Approved**

Reviewed: August 23, 2021

Revised: March 20, 2023

## Facility Use Policy & Procedure

### I. PURPOSE

The purpose of this policy is to provide guidelines for community use of school facilities and equipment.

### II. APPLICATION PROCESS / FEES:

Use of Watertown-Mayer (WM) Public School District facilities before and after the normal school day, weekends and non school days need to complete an application through the Community Education Office.

1. The Facility Use Contract Application is included on the district' website - [wm.k12.mn.us](http://wm.k12.mn.us) or can be picked up at the Community Education Office located in the W-M Community Learning Center, 313 Angel Ave NW, Watertown, MN 55388.
2. The Community Education Office must receive the completed Facility Use Contract at least ten (10) business days before the requested date of use. Upon receipt of the signed application, the Community Education Office will verify space availability and send out a preliminary rental agreement.
3. Any rental of district equipment (i.e. audiovisual, sound, tables and chairs etc.) must be requested on the application.
4. Community Education Staff will determine if additional fees are required for the contract. Examples of additional cost may be event staffing, equipment and /or concession fees. All extra costs will be determined prior to the event. Any district employees must be paid through the district payroll.
5. All fees are listed in the Facility Use Contract Application. Fees are due upon completion of the Facility Use Contract Application. An invoice will be sent. Any delinquency of payment will be handled with the district collection protocols. The organization will be responsible for all collection and legal fees associated with the account. Organizations with an outstanding bill will not be allowed to make another reservation until all past due fees are paid in full.

### III. INSURANCE AND LIABILITY

A Certificate of Liability Insurance is required for all Facility Use Contracts and must accompany the Facility Use Contract Application. **The Certificate of Liability Insurance must be in the amount of \$1,000,000/occurrence and \$3,000,000/aggregate which names Watertown-Mayer Public School District as an additional insured.**

The **organization** agrees to assume all responsibility for damage or liability of any kind and further agrees to hold harmless WM from any liability and/or expense occurring as a result of the use of the school facilities. WM is not responsible for the loss or theft of any personal items by individuals or groups using its facilities. The group or individual (for a private party) named on the contract, are required to assume full responsibility for personal injury to any participants or spectators. Damage done to district facilities or property and will be assessed replacement or repair fees. Groups must furnish their own first aid kit. AEDs are located in each school facility. A deposit fee may be required at time of rental.

## Facility Use Policy & Procedure

### IV. GENERAL STATEMENT OF POLICY

1. All WM policies, local and state ordinances, laws and fire codes pertaining to the use of public buildings and facilities must be observed by all individuals/organizations using district facilities.
2. The Watertown-Mayer Community Education Department has been designated by the Superintendent and School Board to manage the use of school facilities. Consideration for the use of facilities is provided equally to all. The school district does not discriminate. Refer to [WM POLICY 102 EQUAL EDUCATIONAL OPPORTUNITY.](#)
3. It is the policy of this school district to grant equal access to school facilities for students who wish to conduct a meeting for religious, political, or philosophical discussion during non instruction time, pursuant to the Equal Access Act. Provision of school facilities does not include consistent school district sponsorship of such meetings, and the views expressed therein may or may not reflect those of the school administration, staff, or board of education and are neither approved nor disapproved by them. [WM POLICY 801 EQUAL ACCESS TO SCHOOL FACILITIES.](#)
4. The School Board reserves the final right to deny the use of district facilities. The use of school district facilities must be in the public's best interest and must not be contrary to the purpose of school district policies or public good. Refer to [WM POLICY 902 USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT.](#) & [WM POLICY 905 ADVERTISING.](#)
5. Community use of facilities under this policy does not imply school district sponsorship or endorsement of the activity, groups or organizations, nor the purposes they may represent.
6. Printed promotional materials and media announcements for non-school sponsored activities/events **must** include the disclaimer and information: This activity/event is **NOT** sponsored by Watertown-Mayer Public School and **clearly identify the name and contact information of the sponsoring group.**
7. Gambling, alcohol, smoking and tobacco use or the possession of weapons, intoxicants and illegal chemicals in school district buildings or on school property, including school parking lots, is prohibited. [WM POLICY 418 DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL.](#)

### LOCATION OF BUILDING AUTOMATED EXTERNAL DEFIBRILLATORS (AED)

#### High School (2 locations):

- Upper Level Entrance Door # 6 & Main Entrance Door # 1

#### Middle school (1 location):

- Middle School Gym Concession Stand Door #23

#### Elementary (1 location):

- Main Entrance Door #10

#### Community Learning Center (2 locations)

- By Multipurpose Gym, Door #7 & By Fitness Room 222, Door # 1

**Legal References:** Minn. Stat. § 123.51 (Schoolhouses and Sites; Access for Non-curricular Purposes)

**Cross References:** MSBA/MASA Model Policy 801 (Equal Access to Facilities of Secondary Schools)  
MSBA/MASA Model Policy 901 (Community Education)

## Facility Use Policy & Procedure

### V. RULES AND GUIDELINES FOR USE

These rules and regulations exist to protect the public's investment in WM facilities. The Facility Use Contract Application must be signed by an adult (age 21 or older) who is responsible for the organization. By signing the Facility Use Contract Application, the user group agrees to abide by all of the rules and guidelines listed in this document.

#### General Permit Holder Responsibilities:

1. Facility Use Contract Application is not transferable.
2. Long-term leases of school district facilities and certain ongoing facility uses that occur on a regular basis may be assessed alternative fees as deemed appropriate by the Community Education Department.
3. Permit holders with ongoing or continuous use contracts are eligible to receive a scan card with limited access to the WM Facilities they have requested. Scan cards will be issued to eligible permit holders and held responsible for ensuring facilities are upholding all policies and procedures.
4. WM buildings are available for usage each day from the hours of 6:30 a.m. to 10:30 p.m. subject to availability and WM's need to use the facilities. Facility use during the Summer will be dependent on the maintenance schedule. Sometimes a later building usage time is needed, an additional fee may be negotiated.
5. When renting the Performing Arts Center (PAC), dressing rooms are available for use by performers. The props / costumes and scene storage rooms are available for WM use only. If renting the Wrestling Room, using or wearing glitter or other difficult-to-clean material is prohibited.
6. The permit holder is solely responsible for arranging for and paying for all performance rights, licensing fees, and other applicable fees associated with their production. The organization must enforce any restrictions on recording, broadcasting, televising, or photographing their production as outlined in relevant contractual agreements. The organization must inform the audience and the WM school district of such restrictions.
7. Based on availability, the band room may be used if needed to accommodate performers for an event. Standard usage of the band room includes the chairs and the music stands only. The band room must be put back exactly as it is found. The music commons area and the practice rooms are **not** available for use.
8. District owned instruments (percussion, etc.) are available only by special arrangement and a fee will be assessed for their usage.
9. If the band shell and/or choir risers need to be cleared for a contract and reset after an event, a fee will be incurred by the organization.
10. When inclement weather or physical site problems require school closings, community education staff will connect with the primary contact identified on Facility Use Contract Application. The primary contact will be tasked with informing the necessary individuals. Building closing will be posted on social media and websites. In the event of snow in the forecast, the organization will need to be in contact with the designated Community Education staff to work out a plan for snow removal times. Parking lots and sidewalks will be cleaned to the best ability of the snow removal company and custodians based on the time and the amount of snow.

## Facility Use Policy & Procedure

10. Due to unforeseen circumstances, there may be times when facilities and/or equipment may not be available for use. WM will work with the organization providing communication to the designated contact.
11. Event management includes but is not limited to: event supervision, parking, ticket sellers and takers, ushers, some set-up arrangements, general clean up (post event), etc. In general, event management will be the responsibility of the contracted organization. In some instances, the district may elect to require a building supervisor. The organization will be assessed the associated fee. If the application is for an event, all aspects of the event are the responsibility of the organization's primary or designated contact.
12. Organizations or groups preparing for a play or musical performance may leave sets, props and costumes overnight for a period of up to three weeks prior to the scheduled performance. If additional time is needed, a storage fee may be assessed. At the end of each rehearsal, all props must be stored in a designated area. The stage must be struck within one day after the final performance. Anything left behind will be disposed of by WM at the organization's expense. Organizations will be responsible for properly disposing of unused paint and other substances or a disposal cost will be deducted from the damage deposit. Only materials approved by WM materials may be used.

### Space Related Responsibilities:

1. The Facility Use Contract is only for the spaces listed within the contract agreement. All members of the groups must remain in the designated areas and respect the rights of other users that may be utilizing different areas within WM.
2. All equipment brought into any facility or field must be approved by the Community Education Office and listed on the application. See the Rental Rates section in the Facility Use Contract for equipment available to rent at an additional expense. Banners and signage may be hung only while a group is present in a building and / or on a field. Location and method of hanging banners and signage must be reviewed in advance. No adhesive tape may be placed on the carpet, walls, or curtains in the Performing Arts Center.
3. Vehicles are not allowed on the athletics fields. Unauthorized use of bikes, motor vehicles, or animals are prohibited.
4. No food or beverages are allowed in the Performing Art Center sound and/or lighting areas. Plain, non-carbonated water is allowed on stage and back stage only. No candy or gum is allowed anywhere in the Performing Arts Center.
5. **No Sunflower Seeds** are permitted on or around the track or turf.
6. Any damage that is noticed prior to the beginning of the Facility Use Contract must be communicated to the Community Education Office.

## Facility Use Policy & Procedure

7. Classroom materials and district information on bulletin boards, white or blackboards will not be disturbed or erased. Classroom supplies will not be used. Teachers' desks will not be disturbed. **Glitter is not permitted in the Wrestling Room.**
8. Whenever technical light, sound, or fly systems are used, the systems will be operated only by technicians hired and trained by WM Staff. The organization will be billed by Community Education for technician time on an hourly basis.
9. Organizations requesting to use outdoor spaces, facilities prep will be negotiated. Generally, Baseball/Softball Fields will be mowed and foul lines chalked on a weekly basis when needed by staff. Soccer fields will be mowed when needed by staff.
10. No latex balloons or other latex products are permitted.

### **Organization Supervision Responsibilities:**

1. Competent adult supervision (21 years or older) must be provided by the organization during the entire use. The Organization's Primary and/or Designated Contact will be held responsible for compliance of rules, general behavior and safety of participants.
2. Any children or siblings of participants must be under the direct supervision of a parent or guardians at all times. Organizations are responsible for communicating and enforcing these expectations. **Unsupervised children and their parents/guardian may be directed to leave the premises.** They must stay in the rented areas, and cannot roam around the WM facilities.

## Facility Use Policy & Procedure

### VII. FACILITY RENTAL FEES

All facilities are rented by the hour. The only exception is for Category 2 organizations. Category 2 organizations have the option to become a Capped User. To become a Capped User, Category 2 organizations must also complete the Capped User Request forms identifying the hours and capital improvement purchases. Once the Capped User Request is approved the organization will be invoiced accordingly and work with the Community Education Director and/or Activities Director on Capital Improvement purchases.

#### CATEGORY 1 - Fees waived except for optional fees

- WM sponsored activities: Refers to all K-12 programs, co-curricular activities and Community Education programs.
- WM volunteer organizations that exist solely for financial support of WM programs.

#### CATEGORY 2

- Non-profit community groups that qualify for 501 (c) (3) or 501 (c) (4) status or organizations based within the school district boundaries and composed of 75% or more district residents unless sponsoring a fundraising activity (i.e. governmental functions, youth athletic associations, scouts and faith-based organizations for educational or recreational use).
- Sport associations that have cooperative agreements between WM and another district.

#### CATEGORY 3

- Non-profit community groups that qualify for 501 (c) (3) or 501 (c) (4) status or organizations NOT based within the school district boundaries and composed of 75% or more district residents unless sponsoring a fundraising activity (i.e. governmental functions, youth athletic associations, scouts and faith-based organizations for educational or recreational use).
- Colleges and universities and non-profit educational organizations.
- Non-profit organizations and faith-based organizations that use the facilities for fundraising activities, collecting offerings, or charging an admission / entry fee.

#### CATEGORY 4

- Individuals, for profit groups, organizations, private agencies or companies that use the facilities for commercial purposes or personal profit.

#### FEES CONSIST OF THREE COMPONENTS:

1. **Facility Use Fees:** The cost per hour is based on the category a user group falls under.
2. **Optional Extra and/or Service Fees:** Please see the fee schedule for the costs associated with use of various types of equipment, field preparation, and service fees.
3. **Optional Staffing Fees:** As noted above, Community Education will determine the need for additional staffing (for example, custodians, PAC supervisors, cooks, lifeguards, pressbox operator, security etc.) Estimated staffing charges will be identified in the application and applied to the invoice. Actual staffing costs are known after the event has occurred. The Organization will be billed for any additional staffing costs or credited/refunded the difference if less than the estimated cost.

Category user organizations will receive a quote once a facility application has been approved. Quotes will be provided as changes or additions to the facility request are made. Organizations will be billed for all actual staff costs associated with the scheduled reservation at the completion of the facility request.

## Facility Use Policy & Procedure

### VIII. SCHEDULING TIMELINE FOR FACILITY RESERVATIONS

**WM programs have priority for facility use at all times.** Occasionally, non-school scheduled activities may conflict with events planned by a WM program (School or Community Ed). WM will make every effort to find an alternate facility for the non-district group.

Facility requests for Category 2 users need to have their completed contract application submitted to the Community Education Director by the identified deadline date. Facility Use Contract Applications submitted after will be approved based on availability. Facility Use Contract applicants will be notified by email to confirm their requests have been received for the following school year. Applicants will be notified of their placements. If the Facility Use Contract applicants have a grievance with space that is granted, they can request a meeting with the Community Education Director, and other groups to discuss trading spaces.

Category 3 & 4 renters will be granted space for gym and field usage on a first come first served basis. Previous year PAC renters will be given first priority on booking specific dates based on prior year rentals for the upcoming year pending availability. No facilities will be "held" without payment of deposit and receipt of Certificate of Liability.

#### Damage Deposits

A damage deposit of \$250 will be required of Category 2, 3, and 4 groups using the PAC. An additional \$250 deposit *may* be required if technical equipment or musical instruments are used. A separate check should be submitted for the deposit(s). The deposit check will be held until after the final performance. If damage to the facility, equipment, or instruments exceeds the deposit, the user group will be billed for the balance of the cost. If damage is less than \$250, the group will be refunded the remaining deposit.

#### Cancellations

The WM facility Community Ed. staff must be **notified in writing** of the group's intent to cancel at least five (5) business days prior to the scheduled use date. *In the event of a cancellation, the total amount paid, LESS a cancellation fee of 20%, will be refunded. If less than five (5) business days notice is given of cancellation, facility rental fees and/or staff fees may not be refunded.*

PAC Rental deposits are non-refundable. If the event is canceled due to weather every effort needs to be made to reschedule. If the event is unable to be rescheduled, a refund will be given minus an administrative fee.



**Facility Use  
Policy & Procedure**

**IX. CONCESSIONS SALES POLICY**

Organizations that serve food or sell concessions while using WM facilities must meet all applicable Minnesota Department of Health Regulations and must obtain the appropriate license in order to do so. Further information may be obtained from the Minnesota Department of Health or the Minnesota Department of Agriculture.

In order to comply with Minnesota Department of Health regulations, user groups that want to sell concessions must purchase their own food and meet the following requirements including, but not limited to:

- All outside food/beverage must be purchased from a licensed and inspected distributor.
- All Minnesota Department of Health Standards and regulations must be followed during facilities use.
- If unwrapped food is being sold, hats/hair nets must be worn and gloves must be used when handling ready to eat foods.
- Prepackaged food that requires no heating and served in their original packaging/container are allowed. Examples: bottled or canned beverages, pre-packed chips and candy
- Pre-Cooked, Ready-to-Eat Food: Items include the pre-packaged foods listed below, plus foods that require some heating or minimal handling. No on-site food preparation or cooking permitted.
- **Home-prepared food may not be offered to the public.**
- No outside equipment can be used without prior approval from WM Community Education and meeting NSF certification. In addition, outside electrical equipment may cause the circuit boards to overload and therefore problems in the building and stand.

If a user group wants to offer food options beyond those listed above (pre-packaged and pre-cooked, ready to eat), the food must be prepared by the **WM food service & personnel must be on duty throughout the event.** Appropriate charges will be assessed to the user group.

Organizations or individuals wanting to use a food truck for their event must obtain the proper permit and or/license from the city of Watertown.

When using WM facilities, please respect all spaces within the school and must clean up after your event/activity. Vending machines are to remain on and uncovered or your group will be assessed an additional charge of \$50 per day plus the cost of any lost product due to non-refrigeration.

**Watertown-Mayer school district is required to license district concessions stands as required by the MN Department of Health which requires annual licensing fees, training for those using concessions to ensure food safety.**

CONCESSION AREA	EQUIPMENT AVAILABLE
Indoor Stand by Competitive Gym	Hand washing sink available. Pop coolers are available.
Outdoor Stand	
Lower Level Stand	Electrical power, No running water
Middle School Stand	
Temporary Set-up	

## Facility Use Policy & Procedure

### Eligible Prepacked Approved Food/ Drink to sell in concessions

- Canned/bottled beverages
- Coffee
- Hot chocolate-individual packets
- Individually assorted packaged items:
  - Doughnuts/ Rolls
  - Cookies
  - Candy
  - Chips/Crackers/ Pretzels
  - Nuts/Seeds
- Icees
- Pickles
- Microwave popcorn or popped in machine
- Nachos- individual chip bags and individual serving cheese containers (warmed in Microwave)
- Hotdogs
- Pizza- Already prepared by an outside entity, kept in approved pizza warmer
- Fruit- must be washed in the kitchen prep sink before hand
- Prepared packages of Entrees (pulled pork, taco meat etc.)

Store bought pre-made food (i.e. prepared taco meat from Apperts or other commercial facility) heated and kept warm at the appropriate temperature in NSF and UL approved food warmer.

Proper hand washing techniques must be used and food service gloves must be used when serving non-packaging foods.

If the organization chooses to offer a wider selection of food/beverage choices the organization must obtain its own concession license through Minnesota Department of Health <https://health.state.mn.us> or phone:651-201-4500. A copy of said license must be on file with the prior to the first date of your event

WM Foodservice contact Beth Bottenfield - [taher.manager@wm.k12.mn.us](mailto:taher.manager@wm.k12.mn.us)

WM Booster Concession Coordinator [dneaton@wm.k12.mn.us](mailto:dneaton@wm.k12.mn.us)

*Organization will need to provide a two week notice to Boosters or Taher if they are requesting an approved order.*

# Watertown-Mayer Facilities

## RENTAL RATES BY CATEGORY

\*STAFFING REQUIRED (staffing preferences cannot be requested)

CAPPED USER must include **CAPPED USER REQUEST** with a completed application

COMMUNITY LEARNING CENTER	Category 2	Category 3	Category 4
Classroom	\$15 hr	\$15 hr	\$20 hr
Speciality Room (Exercise, Lounge, Gym, Auditorium, Enrichment, Conference)	\$20 hr	\$20 hr	\$25 hr
ELEMENTARY SCHOOL	Category 2	Category 3	Category 4
Classroom	\$15 hr	\$15 hr	\$20 hr
Cafeteria, Music Room	\$20 hr	\$20 hr	\$25 hr
Gymnasium (per gym or court)	\$25 hr	\$30 hr	\$35 hr
MIDDLE SCHOOL	Category 2	Category 3	Category 4
Classroom	\$15 hr	\$15 hr	\$20 hr
Commons, Lounge	\$20 hr	\$20 hr	\$25 hr
Gymnasium (per gym or court)	\$25 hr	\$30 hr	\$35 hr
HIGH SCHOOL	Category 2	Category 3	Category 4
Classroom	\$15 hr	\$15 hr	\$20 hr
Speciality Room (Wrestling, Band, Commons, Choir, Lounge)	\$20 hr	\$20 hr	\$25 hr
FAC's, Cafeteria	\$25 hr	\$30 hr	\$35 hr
Auxiliary Gym (per court)	\$25 hr	\$30 hr	\$35 hr
Competitive Gym	\$30 hr	\$35 hr	\$40 hr
HIGH SCHOOL PERFORMING ARTS CENTER* (PAC)	Category 2	Category 3	Category 4
Rehearsals (without an audience) (Additional staff & equipment fees may be required)	\$30 hr	\$80 hr	\$120 hr
Performances (with audience) (Additional staff & equipment fees may be required)	\$50 hr \$250 day	\$100 hr \$500 day	\$150 hr
HIGH SCHOOL SWIMMING POOL* 2 hour minimum	Category 2	Category 3	Category 4
Pool Rental 1-25 people	\$50 hr	\$75 hr	\$100 hr
One Lifeguard for every 25 swimmers	\$20 adtl. hr		

# Watertown-Mayer Facilities

## RENTAL RATES BY CATEGORY (continued)

\*STAFFING REQUIRED (staffing preferences cannot be requested)

CAPPED USER must include **CAPPED USER REQUEST** with a completed application

FIELDS	Category 2	Category 3	Category 4
Football Stadium without lights	\$75/ day	\$125/day	\$200/day
High School Baseball or Softball Fields	\$30/day	\$50/day	\$70/day
High School Track only	\$25/day	\$75/day	\$125/day
High School Football Practice Fields	\$25/day	\$40/day	\$50/day
Elementary or CLC School Field (Soccer or Ball)	\$20/day	\$30/day	\$40/day

## ADDITIONAL FEES

*(Depending on the event some fees may be required and subject to change)*

Equipment & Staff Fees			
Studio Piano	\$60	DVD Player / Monitor	\$20
Grand Piano	\$100	Choir & Band Risers (plus custodial time)	\$45
Sound Board * adtl staff required	\$60	Acoustic Shell- includes custodial time for set up	\$300
Light board * adtl staff required	\$60	Acoustic Shell Removal- if required to be set up for recurring school function- after your show	\$200
Microphone (Std)	\$15	Pit Cover or Orchestra Cover Removal	\$200
Microphone -- Up to 4 mics (ear set or wireless)	\$40	Stadium PA System *adtl staff required	Quote will be provided
LCD projector	\$25	Stadium PA Scorecard * adtl staff required	Quote will be provided
Field Lighting	\$20 hr	Garbage Removal	At actual cost
Additional Folding Chairs (set of 25) *adtl staff required	\$25 /set	Use of WM District Motorized Vehicle	Quote will be provided
Piano Turning (Approx. \$125)	Actual	Scoreboard Tech / Press Box Tech	Quote will be provided
PAC Tech Assistant PAC Technician	\$20 hr Quote provided	Pool Scoreboard & Pads *adtl staff may be required	Quote will be provided
Building Supervisor (Min. of 2 hrs)	\$30hr \$300 day	Custodial Support (Min. of 2 hrs)	\$50 hr \$400 day
Event/Activity Fee (1-5 hrs) <i>(varies by activity)</i>	\$200	Event/Activity Fee (6+ hrs) <i>(varies by activity)</i>	\$400

**CONCESSION FEES**

<b>Concession Options</b> <i>No additional Cost for Capped Users</i>	<b>Cost</b> <i>Category 2 / 3</i>	<b>Cost</b> <i>Category 4</i>
Prepacked food/drink purchased items from WM Booster. <i>See list of approved items</i>	\$35	\$105
Prepacked food/drink purchased by group <i>See list of approved items</i>	\$35	\$105
Prepared food onsite <i>Any foods not on the prepacked list and required to be reheated to regulated temperature. Food List must be approved by WM Community Education Director</i>	\$35	\$105
Food Truck <i>Must be licensed by City of Watertown</i>	N/A	
Taher (WM food service management service) Full range of food selections available) <i>Contact Taher for details</i>	Based on Taher Pricing	

**CAPPED USER FEES**

CAPPED USER must include CAPPED USER REQUEST with a completed application

**Capped User - Building, Fields & Pool**

<b>Annual Hours</b>	<b>User FEE w/out Capital Improvement</b>	<b>Capital Improvement Provided by user</b>	<b>User Fee w/ Capital Improvement</b>
<b>Up to 150 hrs</b>	\$1,100	\$750	\$330
<b>151-250 hrs</b>	\$1,800	\$1,260	\$540
<b>251 - 500 hrs</b>	\$3,550	\$2,485	\$1,065
<b>501-750 hrs</b>	\$5,300	\$3,710	\$1,590
<b>751 hrs +</b>	\$7,050	\$4,935	\$2,115

**Capped User - Performing Arts Center (PAC)**

<b>Annual Hours</b>	<b>User FEE w/out Capital Improvement</b>	<b>Capital Improvement Provided by user</b>	<b>User Fee w/ Capital Improvement</b>
<b>Up to 150 hrs</b>	\$1,225	\$800	\$425
<b>151-250 hrs</b>	\$2,025	\$1,500	\$525
<b>251 - 500 hrs</b>	\$4,025	\$3,000	\$1,025
<b>501-750 hrs</b>	\$6,025	\$4,100	\$1,925
<b>751 hrs +</b>	\$7,200	\$5,200	\$2,000

**Facility Use Contract Application**

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Complete the Facility Use Contract Application and submit to WM Community Education for facility rental. Reference the Facility Use Contract for policy information including rental rates. Application must be filled out completely, signed and include Certificate of Liability. Capped User and Concession use requires additional documentation.

<b>Application Submission Date</b>	
<b>Organization Name</b>	
<b>Category Type</b>	
<ol style="list-style-type: none"> <li>1. <b>WM Co-Curricular or Community Ed Activity</b></li> <li>2. <b>Non Profit Groups/Organizations</b> that qualify for for 501c - 3 or 4 and serve 75% of WM Residents</li> <li>3. <b>Non Profit Groups/Organizations</b> that qualify for for 501c - 3 or 4 and serve less than 75% of WM Residents</li> <li>4. <b>For Profit Groups/Organization</b></li> <li>5. <b>Capped User Group-</b> Must submit an Capped User Application as well annually</li> </ol>	
<p>All application require a <b>Certificate of Liability Insurance</b> that can be submitted to WM Community Ed                      313 angel Ave NW / Watertown, MN 55388                      Attn: Amy Dimmler  <a href="mailto:amy.dimmler@wm.k12.mn.us">amy.dimmler@wm.k12.mn.us</a></p>	
<b>Primary Contact (For all Communication)</b>	
<b>Name (First &amp; Last)</b>	
<b>Phone</b>	
<b>Email</b>	
<b>Secondary Contact (Optional)</b>	
<b>Name (First &amp; Last)</b>	
<b>Phone</b>	
<b>Email</b>	
<b>Billing Contact Information</b>	
<b>Contact Name</b>	
<b>Email</b>	
<b>Address (City, Zip)</b>	

**Facility Use Contract Application**

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**Please complete the appropriate Facility Request**

Please send an email to [wmcommunityed@wm.k12.mn.us](mailto:wmcommunityed@wm.k12.mn.us) if additional space is need with application if additional space is needed.

Single Use Facility Request (DATE & TIME)			
<b>Date</b>		<b>Time</b>	

Multiple Use Facility Request (DATES & TIMES)			
<b>Date</b>		<b>Time</b>	
<b>Date</b>		<b>Time</b>	
<b>Date</b>		<b>Time</b>	
<b>Date</b>		<b>Time</b>	
<b>Date</b>		<b>Time</b>	

Facility Request- Location & Requests	
If you need additional space to complete request, please send an email with additional information to <a href="mailto:wmcommunityed@wm.k12.mn.us">wmcommunityed@wm.k12.mn.us</a> with application submission	
<b>Facility Location (Building)</b>	
<b>Space in Facility</b>	
<b>Additional Requests</b>	

**Facility Use Contract Application**

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<b>Follow Up</b>	
<input type="checkbox"/> All Information is included	<input type="checkbox"/> I Will send follow up information to <a href="mailto:wmcommunityed@wm.k12.mn.us">wmcommunityed@wm.k12.mn.us</a>
Certification of Liability must be submitted prior to approval of <u>ANY</u> facility Requests Capped User Application & Concession Use Application must also be submitted if applicable	

*It is the policy of this school district to grant equal access to school facilities for students who wish to conduct a meeting for religious, political, or philosophical discussion during non instruction time, pursuant to the Equal Access Act.*

*Provision of school facilities does not include consistent school district sponsorship of such meetings, and the views expressed therein may or may not reflect those of the school administration, staff, or board of education and are neither approved nor disapproved by them.*

*On behalf of my organization, I have read the Facility Contract Use Policy and will abide by it. Your facility request is complete when the complete and signed application is submitted. If you are requesting Capped User or Concession Stand the appropriate request or application must be included. Time permitting, a copy of this Facility Contract Use Application will be returned to you as confirmation of approval.*

**ORGANIZATION/GROUP**

Printed Name \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

W-M Community Education Attn: Amy Dimmler  
 313 Angel Avenue N.W. Watertown, MN 55388  
 Telephone: 952-955-0280 Fax: 952-955-0201

**OFFICE USE**

Permit granted by: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

- CERTIFICATE OF LIABILITY INSURANCE RECEIVED
- CAPPED USER REQUEST
- CONCESSION APPLICATION



**Capped User Application**

**Page 1 of 2**

The school district understands Category 2 users are not able to fiscally rent facilities by the standard hourly rate. In order to support local non-profit community groups, the school district offers Category 2 users the option of a reduced facility rent charge. The annual usage hours will be calculated and depending on the total, the group will be able to make a donation to WM which will help improve the facilities and programs.

If the user group is able to contribute more to defer facility cost, the school district is appreciative. Maximum of 75% of the annual fee will be used to support the user groups requests. The school district year is defined as July 1 - June 30.

<b>Application Submission Date</b>	
<b>Organization Name</b>	
<b>Primary Contact</b>	

**Capped User Options - Building, Fields & Pool**

Annual Hours	User FEE w/out Capital Improvement	Capital Improvement Provided by user	User Fee w/ Capital Improvement	OPTION
Up to 150 hrs	\$1,100	\$750	\$330	<input type="checkbox"/>
151-250 hrs	\$1,800	\$1,260	\$540	<input type="checkbox"/>
251 - 500 hrs	\$3,550	\$2,485	\$1,065	<input type="checkbox"/>
501-750 hrs	\$5,300	\$3,710	\$1,590	<input type="checkbox"/>
751 hrs +	\$7,050	\$4,935	\$2,115	<input type="checkbox"/>

**Capped User Options - Performing Arts Center (PAC)**

Annual Hours	User FEE w/out Capital Improvement	Capital Improvement Provided by user	User Fee w/ Capital Improvement	OPTION
Up to 150 hrs	\$1,225	\$800	\$425	<input type="checkbox"/>
151-250 hrs	\$2,025	\$1,500	\$525	<input type="checkbox"/>
251 - 500 hrs	\$4,025	\$3,000	\$1,025	<input type="checkbox"/>
501-750 hrs	\$6,025	\$4,100	\$1,925	<input type="checkbox"/>
751 hrs +	\$7,200	\$5,200	\$2,000	<input type="checkbox"/>

**Capped User Application**  
**Page 2 of 2**

<b>Organization Name</b>	
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<b>Capped User Request for Purchase in Capital Improvement</b>		
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Items	WM ISD 111 (Sport or Location)	Dollar Value

*The school district does have the right to alter the request. Attach additional documentation if needed.*

<b>Community Ed User Fee</b>		<b>Remaining towards Capital Improvement</b>		<b>Total</b>	

\_\_\_\_\_  
 Signature of User Group Contact

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Activity Director

\_\_\_\_\_  
 Date                      Approval:    Yes    No

\_\_\_\_\_  
 Signature of Community Ed. Director

\_\_\_\_\_  
 Date                      Approval:    Yes    No

### Concession Application

Application required for all groups/organization offering concessions.

<b>Application Submission Date</b>		<b>Event Date</b>	
<b>Organization Name</b>			
<b>Primary Contact</b>			

Concession Options	Facility	Cost Category 2 & 3	Cost Category 4	Cost Capped User
Prepacked food/drink purchased items from WM Booster <i>See list below of approved items</i> <i>2 week notice required</i>	<input type="checkbox"/> Upper/Lower Concession <input type="checkbox"/> Outdoor Concession <input type="checkbox"/> Cafeteria <input type="checkbox"/> None	<b>\$35</b>	<b>\$105</b>	<b>Included in Capped User Fee</b>
Prepacked food/drink purchased by group <i>See list of approved items</i>	<input type="checkbox"/> Upper/Lower Concession <input type="checkbox"/> Outdoor Concession <input type="checkbox"/> Cafeteria <input type="checkbox"/> None	<b>\$35</b>	<b>\$105</b>	<b>Included in Capped User Fee</b>
Prepared food onsite <i>Any foods not on the prepacked list and required to be reheated to regulated temperature.</i>  <i>Food List must be approved by WM Food Service</i>	<input type="checkbox"/> Upper/Lower Concession <input type="checkbox"/> Outdoor Concession <input type="checkbox"/> Cafeteria <input type="checkbox"/> None	<b>\$35</b>	<b>\$105</b>	<b>Included in Capped User Fee</b>
Food Truck <i>Must be licensed by City of Watertown</i>	<input type="checkbox"/> School Parking Lot	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
Taher (WM food service management service) Full range of food selections available) <i>Contact Taher for details</i> <i>2 week notice required</i>	<input type="checkbox"/> Upper/Lower Concession <input type="checkbox"/> Outdoor Concession <input type="checkbox"/> Cafeteria <input type="checkbox"/> None	<b>Based on Taher Pricing</b>	<b>Based on Taher Pricing</b>	<b>Based on Taher Pricing</b>

*On behalf of my organization, I have read the Concession Usage Policy and will abide by it.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return completed Facility Use Contract- Concession Application to:**

W-M Comm. Ed. Attn: Amy Dimmler  
 313 Angel Avenue N.W. Watertown, MN 55388  
 Telephone: 952-955-0280 Fax: 952-955-0201

*Your facility request is complete when the below is signed.*

Approval: Yes No

\_\_\_\_\_  
 Signature of Community Ed. / Activities Director

\_\_\_\_\_  
 Date

**Facility Improvement Request**

<b>Application Submission Date</b>	
<b>Organization Name</b>	
<b>Organization Contact</b>	
<b>Contact Email</b>	

<b>Campus/Building</b> <i>i.e. HS, MS, ES, CLC</i>		<b>Facility</b>	
<b>Location</b> <i>i.e. gym, field, front office, room etc.</i>			
<b>Description</b> <i>Attach drawings, photos, or additional detailed written descriptions</i>			

<b>Name of Donor</b>				<b>Estim. Cost</b>	\$	
<b>Will improvement require annual upkeep cost to the district</b>	<b>No</b>		<b>Yes</b>		<b>Annual Upkeep Cost</b>	\$

VENDOR LIST (attach additional information as appropriate)

WM Approved Vendor - Yes No


Facility Improvement Requests are complete when application and all required documentation is submitted. Completed applications will be reviewed for approval.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Submit Request to W-M Community Education Attn: Amy Dimmler / [amy.dimmler@wm.k12.mn.us](mailto:amy.dimmler@wm.k12.mn.us)  
313 Angel Avenue N.W. Watertown, MN 55388 / Telephone: 952-955-0280 Fax: 952-955-0201

	<i>Accurate written descriptions of proposed improvements</i>		<i>Certificate of Insurance forms</i>
	<i>Contribution Acknowledgement Form</i>		<i>Permit requirements and completed copies of city forms, if required</i>
	<i>Commitment of upkeep</i>		<i>ADA Requirements, if required</i>

\_\_\_\_\_  
Community Education Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Facility Committee Board Member

\_\_\_\_\_  
Date

	Approved		Disapproved
	Pending (Additional information required)		