

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.

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

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Please complete the appropriate Facility Request

Please send an email to amy.dimmler@wm.k12.mn.us if additional space is need with application if additional space is needed.

Single Use Facility Request (DATE & TIME)			
Date		Time	

Multiple Use Facility Request (DATES & TIMES)			
Date		Time	
Date		Time	
Date		Time	
Date		Time	
Date		Time	

Facility Request- Location & Requests	
If you need additional space to complete request, please send an email with additional information to amy.dimmler@wm.k12.mn.us with application submission	
Facility Location (Building)	
Space in Facility	
Additional Requests	

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Follow Up	
<input type="checkbox"/> All Information is included	<input type="checkbox"/> I Will send follow up information to amy.dimmler@wm.k12.mn.us
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