



WILLMAR PUBLIC SCHOOLS--ISD #347
Serving the communities of Blomkest, Kandiyohi, Pennock, Svea and Willmar

Facility Usage Rental Guidelines

Community Use of School District Facilities

The Board of Education of the Willmar Public Schools welcomes the use of district facilities for the purposes of educational, cultural, recreational, and civic activities. Willmar Public School activities and events have first priority. All scheduling of school district facilities on weekends, non-school days, and school days after 6:00pm is the responsibility of the Willmar Community Education department.

More information is available in [Board Policy 902-Use of School District Facilities and Equipment](#).

Scheduling School District Facilities

To make a facility request, please complete the [Facility Rental Request Form](#) and return it to the Community Education office. For further information, contact Amanda Raetzman, Operations Specialist, at 320-231-8490, ext. 6309, or raetzmana@willmar.k12.mn.us. Please allow ten (10) business days for the request to be processed.

Occasionally it is necessary to cancel permits as a result of unforeseen circumstances. If a conflict occurs, every effort will be made to find an alternate facility.

Invoices

Invoices are final five days prior to the event. Fees will not be adjusted after an event except for extreme circumstances and at the discretion of staff.

Billing

All invoicing for facility usage will be processed exclusively through the Willmar Public Schools. Fees are due within 30 days of billing. Late and delinquent payments could result in revocation of future facility usage.

Required Deposit

All non-school groups requesting the use of school facilities must pay the rental fee at least three days prior to the event.

For all rentals that exceed \$1,000 in charges, a 50% deposit is required at the time of booking along with a signed copy of the permit. The balance of rental charges will be invoiced after the event. Facility usage should be scheduled at least 10 days prior to the activity, but not to exceed one calendar year in advance.

Cancellations

A permit may be cancelled without penalty provided notice is given at least five working days prior to the scheduled rental. Rental agreements are not transferable.

Proof of Insurance

Any group, organization or individual not considered part of the Willmar Public Schools may require a \$1,000,000 proof of liability insurance prior to the use of District facilities. Every group, organization, agency and individual using school facilities or equipment shall be responsible for any personal injuries that may occur.



Inclement Weather

If school buildings are closed due to inclement weather, all evening activities are cancelled. Please check the KWLM Snow Desk (https://www.willmarradio.com/weather_related_announcements/) or contact Community Education at (320) 231-8490.

General Conditions for Rentals

- A completed request for district facilities use constitutes acceptance by the applicant of the responsibilities stated and the willingness to comply with all district policies, rules and regulations regarding the use of school facilities as prescribed by the district and the Willmar Board of Education.
- All Willmar Public Schools--ISD 347 facilities are tobacco and chemical free.
- Responsible adults, over the age of 21, must supervise for the entire duration of usage time and until all participants have exited the facility. Children must be supervised at all times (including hallways and restrooms).
- The facility must be returned in its original condition. All garbage generated by users must be left in a garbage receptacle.
- Organizations must provide their own equipment.
- In the event of any damage to District property, the applicant shall pay all appropriate repair costs as determined by the District. Any loss, breakage, or need of repair of district facilities and equipment must be reported to Community Education by the supervisor in charge of the scheduled activity.
- No food or drink is allowed in any carpeted area or gymnasium without prior approval.
- Larger events may require an additional custodial fee for cleanup, garbage removal, etc. This is at the discretion of Willmar Community Education.
- As per Minnesota Health Department regulation, a food permit is required for selling non-packaged food items.
- No firearms are allowed onto Willmar Public School property for any reason other than an authorized firearms safety program.
- Willmar Public School facilities must be vacated by the time indicated on the usage permit or additional charges will be assessed.
- Willmar Public Schools shall assume no liability or responsibility for any equipment owned or leased by a permit holder, which is used or stored on District property.

Failure to comply with district and department rules and regulations will void the rental contact and the group may be banned from renting school district facilities in the future.



Facility Rental Rates

Fees do not include any additional staffing charges that may be required including custodial, building supervision, technical support, food service staff, lifeguards, or other.

At the discretion of Willmar Community Education, additional fees may be required depending on the size and scope of the event.

If you are looking to rent a facility not listed below, please contact Amanda Raetzman, Operations Specialist, at 320-231-8490, ext. 6309, or raetzmana@willmar.k12.mn.us.

Facility Rental Rates

<i>Facility</i>	<i>Rate per day</i>	<i>Facility</i>	<i>Rate per day</i>
**Auditorium/ Green Room (WEAC)	\$200/day	Computer Labs	\$30/day
Rehearsal Hall /Green Room (WEAC)	\$100/day	Little Theatre (Kennedy)	\$100/day
Brau Performing Arts Center (High School)	\$200/day	Media Center	\$20/day
Auxiliary Gym (HS)	\$75/day	Multipurpose Room (MS)	\$75/day
Cafeteria	\$75/day	Pool & Locker Rooms	\$100/day
Classroom	\$20/day	Regular Gym	\$100/day
West Gym (HS)	\$75/day	Small Gym (Kennedy)	\$75/day
Wrestling Gym (HS)	\$75/day	Roosevelt Soccer Fields	\$75/day

**Willmar Public Schools will charge 10% of total ticket sales for for-profit organizations. The Superintendent has final decision on all requests.

Personnel Fees

Building Attendant	\$20.00/hr	Kitchen Attendant	\$30.00/hr
Lifeguard	\$22.00/hr	Custodian	\$50.00/hr
Technical Support	\$25.00/hr		