



Westonka Community Education and Services District #277 School Facility Use

Does your group need a place to meet or play? The Westonka School District encourages the use of school facilities by citizens of all ages. Community Education coordinates community use of district facilities. Visit www.westonka.k12.mn.us or call 952.491.8047 for more information.

Request for Facilities

Community groups or individuals that want to use district facilities or equipment must submit their requests to the Facility Use Coordinator. Access to district facilities is prioritized as follows:

Class I User Groups: School and/or ISD 277 sponsored meetings, activities and events. Community Education and Services sponsored meetings, activities and events. Booster groups and PTA/PTO meetings, activities and events.

Class II User Groups: Local community athletic associations and other non-school community groups (such as scouts, 4-H, Chamber of Commerce, VFW, American Legion, etc.). Political elections and caucuses and local units of government.

Class III User Groups: Individuals, private agencies, companies or vendors that use facilities for commercial purposes or profit. Out of District athletic associations.

Application Procedures

All Class II and III User Groups must fill out a Facility Use Request Form online at www.westonka.k12.mn.us/reserve and submit it at least two weeks prior to the date of requested use.

Once the application has been received and processed the applicant will receive and emailed copy of the permit. The permit must then be printed off, signed and returned to the Community Education Office. The individual signing the form is responsible for all fees assessed for the event. Any changes to an event must be made in writing or by email.

All groups will be billed for their reservation following their event.

Application Deadlines

All Class II and III User Groups must submit facility use requests at least two weeks prior to the date of requested use.

District Policies

Drug, Alcohol and Tobacco Use: The use, consumption or possession of tobacco, alcohol or any controlled substances is prohibited on all District property, including parking lots and athletic fields.

Peanut and Latex Free: All District buildings are peanut and latex free.

Discrimination: No group which limits membership or attendance in its activities on the basis of sex, race, religion, color, national origin, economic status, age or disability shall be allowed to use District buildings or grounds.

Firearms: Firearms on District property are prohibited, except when in the possession of legally authorized officials.

Liability

The applicant and/or organization agrees to assume all responsibility for damage or liability of any kind and further agrees to hold the district harmless from any expense or costs in connection with the use of district facilities. The district may require the applicant to furnish a certificate of insurance to guarantee the conditions of the facility use agreement.

Reservation Hours

Use of district facilities through the Community Education Department is limited to non-school hours between 5:30-10 p.m. on weekdays and 8 a.m.-5 p.m. on weekends unless otherwise approved by the Facility Use Coordinator.

Cancellations

When the Westonka Public Schools are closed due to inclement weather or building emergencies, all facility use permits are cancelled. Please check the Community Education Hotline at 952.491.8055 for updates.

The Community Education Department will refund any rental or labor fees already paid if the event cannot be rescheduled.

Accidents/Emergencies

All accidents or emergencies occurring while using district facilities must be reported to the Building Supervisor, Custodian, or other district personnel. All users are responsible for providing their own first aid supplies.

Supervision

All groups are required to provide adequate adult supervision. The adult supervisors are required to remain with the group at all times and are responsible for the group's conduct and compliance with all rules.

Class II and III user groups requesting use will be charged for Building Supervision and/or custodial fees. (see charges below)

Fee Schedule

Class	II	III
Administrative Fees		
Permit Fee	\$10	\$10
Permit Change Fee	\$5	\$5
Late Payment Fee	\$2	\$2
Late Cancellation Fee	\$25	\$25
Facility Rentals (hourly)		
Classroom	\$10	\$15
Small Conf Room	\$5	\$15
Large Conf Room	\$20	\$30
Cafeteria	\$10	\$20
Gym	\$15	\$25
Small Gym	\$10	\$20
Media Center	\$15	\$25
Theater	\$30	\$45
Kitchen	\$30	\$45
Pool	\$45	\$60
Athletic Fields	\$15	\$25
Tennis Court	\$10	\$15
(Other spaces available upon request)		
Personnel Fees (hourly)		
Building Supervisor	\$15	\$15
Custodial Weekend	\$35	\$35
Food Service	\$35	\$35
Tech Staff	\$35	\$35
Lifeguard	\$15	\$15