

## Facility Improvement Request 24/25

<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.

**Electronic 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)		