



WILLMAR PUBLIC SCHOOLS

Community Education // 1234 Kandiyohi Ave. SW, MN 56201

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WILLMAR PUBLIC SCHOOLS--ISD #347

Serving the communities of Blomkest, Kandiyohi, Pennock, Svea, and Willmar

Revised: May 12, 2025

Facility Usage Rental Guidelines

Community Use of School District Facilities

Willmar Public Schools' Board of Education 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 3:30 PM 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 Alex Wolter at 320-231-8494, or woltera@willmar.k12.mn.us. Please allow ten (10) business days for the request to be processed. Requests are subject to approval and need to be confirmed before the event can be publicly advertised.

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 finalized five days before the event. After the event, fees will only be adjusted in 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 and will incur a \$25 late fee per month.

Required Deposit

All non-school groups requesting the use of school facilities must pay the rental fee at least three days before 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 before the activity, but not to exceed one calendar year in advance. Groups need to reapply annually for ongoing facility use.

Cancellations/Changes

A permit may be cancelled or changed without penalty provided notice is given at least five working days before the scheduled rental. Cancellations within five working days of the event will be charged 50% of the rental fees. Should any rental agreement be cancelled due to weather and the renter doesn't wish to reschedule, the renter shall receive a full refund. Rental agreements are not transferable.

Proof of Insurance

Any group, organization, or individual not considered part of the Willmar Public Schools may require a \$2,000,000 proof of liability insurance before 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](#) 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. Any items left behind will incur a \$25/day storage fee. The schools will not store items for long-term rentals.
- 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 for 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 regulations, 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.
- Alcohol, drugs, and tobacco are strictly prohibited on district property.
- Events cannot be promoted until facility use is approved.
- Renters must comply with emergency evacuation procedures. These can be found posted on the wall near the entrance in any room in the district.

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

Facility Rental Rates

If you are looking to rent a facility not listed below, please contact Lukas Nyberg at 320-231-8490, ext. 6332, or nybergl@willmar.k12.mn.us.

Facility Rental Fees	Willmar Community Youth Groups & Non-Profits*	Willmar Community For-Profits and Non-District Non-Profits	Non-District For-Profits
Gym	\$20/hr or \$115/day	\$30/hr or \$175/day	\$40/hr or \$235/day
Auditorium	\$30/hr or \$225/per day	\$45/hr or \$335/day	\$60/hr or \$450/day
Brau PAC	\$30/hr or \$225/per day	\$45/hr or \$335/day	\$60/hr or \$450/day
Cafeteria	\$20/hr or \$115/day	\$30/hr or \$175/day	\$40/hr or \$235/day
Kitchen	\$40/hr or \$275/per day	\$55/hr or \$380/day	\$70/hr or \$450/day
Classroom	\$5/hr or \$25/day	\$10/hr or \$55/day	\$15/hr or \$85/day
Media Center	\$5/hr or \$30/day	\$15/hr or \$100/day	\$25/hr or \$170/day
Computer Lab	\$5/hr or \$25/day	\$10/hr or \$55/day	\$15/hr or \$85/day

Pool	\$20/hr or \$135/day	\$35/hr or \$240/day	\$50/hr or \$345/per day
Rehearsal Hall	\$15/hr or \$115/day	\$25/hr or \$170/day	\$35/hr or \$240/day
Little Theater	\$15/hr or \$115/day	\$25/hr or \$170/day	\$35/hr or \$240/day
Locker Rooms	Included with pool rental	Included with pool rental	Included with pool rental
Athletic Fields	\$15/hr or \$85/day	\$25/hr or \$145/day	\$35/hr or \$205/day
Wrestling Room	\$15/hr or \$85/day	\$25/hr or \$145/day	\$35/hr or \$205/day
Custodial Rate**	\$50/hr (2 hour min)	\$50/hr (2 hour min)	\$50/hr (2 hour min)
Lifeguard	\$22/hr	\$22/hr	\$22/hr
Technical Support	\$25/hr	\$25/hr	\$25/hr

*Qualifying youth associations will pay \$10 per player each year to be covered by Willmar Community Education's liability insurance. Youth associations will practice for free during in-season periods. In-season periods will be determined by the Community Education department. Qualifying associations are defined as follows:

- Recognized by the school district as a youth-serving organization
- Have at least 75% of participants residing within the school district.
- Be governed by a volunteer board or committee that oversees operations.
- Operate as a non-profit or community-based organization.
- Charge only cost-covering participation fees and do not operate for profit.

**Custodial rates are only assessed outside of scheduled custodial hours or for large events, as determined by the Community Education Department. Groups may be deemed as not needing custodians.

***Willmar Public Schools will charge 10% of total ticket sales for for-profit organizations.

Facility **and** personnel rates will be required as determined by the Community Education Department.

Willmar Community Education may impose additional fees based on the event's size, scope, and required personnel. The Superintendent has the final decision on all requests.