Watertown Mayer
Community Education
Connections • Opportunities

Watertown-Mayer Facilities Use Manual

2026/2027

Table of Contents

1. School District #111 Buildings
2. Purpose and Community Use
3. Related District Policies and Documents
4. Facility Requests and Approval Process
5. Facility Use Prioritization and Scheduling Timelines
6. Insurance, Liability, and Risk Management
7. Rules and Guidelines for Facility Use
8. Food and Concessions
9. Promotional Materials, Signage, and Advertising
10. Space-Specific Guidelines
11. Use of Parking Lots
12. Payments, Permit Changes, Cancellations, and Unpaid Balances
13. Unauthorized Use of Facilities or Equipment
14. Group Designation, Rental Rates, and Additional Fees
15. Rental Rates for Community Use of Buildings
16. Additional Fees, Equipment Charges, and Staff Charges
17. Concession Guidelines and Fees
18. High School, Youth Sports, Activities, Camps, and Clinics
19. Public Facility Use Information and Annual Review

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Approved by the
Watertown Mayer School Board
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1. School District #111 Buildings

Building	Address	Main Phone
Watertown-Mayer Public Schools / District Office	1001 Highway 25 NW, Watertown, MN 55388	952-955-0480
Watertown-Mayer High School	1001 Highway 25 NW, Watertown, MN 55388	952-955-0600
Watertown-Mayer Middle School	1001 Highway 25 NW, Watertown, MN 55388	952-955-0400
Watertown-Mayer Elementary School	500 Paul Ave, Watertown, MN 55388	952-955-0300
Watertown-Mayer Community Learning Center	313 Angel Ave NW, Watertown, MN 55388	952-955-0280

2. Purpose and Community Use

Watertown-Mayer Public Schools supports community use of school facilities and equipment for educational, recreational, cultural, civic, youth, and community purposes when such use does not interfere with District programs, instructional needs, student activities, school operations, safety, security, maintenance, or the long-term care of District property.

District-sponsored programs, school activities, Community Education programs, and other school-related uses receive first priority. Community use is permitted only through an approved facility-use permit and must comply with this manual, District policies, applicable laws, approved permit conditions, and any space-specific guidelines.

Community Education coordinates facility use and rental and assists groups in securing access to District spaces outside of regular instructional hours, including evenings, weekends, and non-school days, pending approval. Facility users are responsible for rental fees, staffing costs, equipment charges, damage, excessive cleanup, and other costs resulting from their use.

3. Related District Policies and Documents

Facility users are responsible for complying with this Facilities Use Manual, the approved facility-use permit, and all applicable District policies, procedures, forms, and guidelines. Related documents may include, but are not limited to:

- Facility-use application and permit agreement
- Current facility rental rate and fee schedule
- Insurance and certificate of liability requirements
- District tobacco-free, alcohol-free, drug-free, and weapons policies
- Food service, concession, kitchen, and food truck guidelines
- Space-specific guidelines for gyms, fields, PAC, pool, kitchens, stadium, and other specialized areas
- Emergency, safety, security, and building-access procedures
- Promotional materials, signage, advertising, and sponsorship requirements

The District may update forms, procedures, and space-specific guidelines as needed. Facility users are responsible for following the version in effect at the time of their approved use.

4. Facility Requests and Approval Process

A facility-use permit is required for all use of School District 111 facilities on Saturdays, Sundays, holidays, and weekdays after the school day, defined as the teacher duty day for the building and varying by site. All use of District facilities must be scheduled through the Community Education Office, including use by staff for non-District activities and District-sponsored events. Requests by phone will not be accepted.

Step 1: Request a Facility Account

- Create your personal Arux account at wm.arux.app.

Step 2: Submit Your Rental Request

- Submit facility requests online at wm.arux.app after your account is confirmed.
- Requests must be submitted at least 10 business days in advance.
- Large events, including performances, tournaments, conventions, or events with special staffing needs, must be submitted at least 30 days in advance.
- Include all setup needs, equipment requests, technology needs, food/concession requests, and setup/takedown time.
- Provide a complete and accurate description of the activity, sponsoring organization, participant ages, estimated attendance, fees/admission/tuition/donations/vendor fees, and how proceeds will be used.
- Agree to follow this manual and all approved permit conditions. Incomplete requests will be returned for revision.

Step 3: Approval Process and Authority

Requests are processed in the order received and reviewed based on priority, space availability, District needs, staffing, insurance, safety, security, and activity type.

The Community Education Facility Use Coordinator processes requests and coordinates review with building-level staff, District administration, Activities, Buildings and Grounds, Technology, Food Service, PAC, Aquatics, and other departments as needed. Final approval may depend on the type of request, space requested, staffing needs, activity risk, expected attendance, security needs, insurance status, and District priorities.

No facility use is approved until an authorized facility-use permit has been issued by the District. Submission of a request does not guarantee approval. A copy of the approved permit must be available onsite during the event.

5. Facility Use Prioritization and Scheduling Timelines

School District 111 activities take precedence over all other users. District programs have priority when permit requests are submitted at least eight weeks in advance. If a District activity conflicts with an outside rental, reasonable efforts will be made to minimize disruption or identify another appropriate space. If District requests are submitted less than eight weeks in advance, approved outside permits will generally be honored except for rare or unavoidable circumstances.

Approved permits will identify the specific building, room, field, entry point, date, start time, end time, setup time, cleanup time, approved equipment, and any approved ancillary areas. Use is limited to the spaces, times, equipment, and purposes listed on the approved permit.

The District may modify, relocate, deny, or cancel facility use when necessary due to school activities, weather, safety concerns, staffing limitations, maintenance needs, emergency conditions, policy violations, or other operational needs.

Tier	Group	Scheduling Notes
Tier 1	Watertown-Mayer School District sponsored activities, Community Education programs, K-12 programs, co-curricular activities, and Watertown-Mayer volunteer organizations that exist solely to financially support WM programs.	Highest priority. Facility rental fees may be waived, but staffing, equipment, service, custodial, security, technology, or extra fees may apply.
Tier 2	Local nonprofit community groups and youth organizations based within District boundaries or serving 75% or more District residents.	Reviewed based on District priorities, annual deadlines, space availability, and approved application.
Tier 3	Nonprofit groups not based within District boundaries or not primarily serving District residents; colleges, universities, nonprofit educational organizations; nonprofit or faith-based groups using facilities for fundraising, offerings, admission, or entry fees.	First come, first served after District and priority requests.
Tier 4	Individuals, private agencies, companies, commercial or for-profit users, or use for personal profit/private business activity.	First come, first served after District and priority requests.

6. Insurance, Liability, and Risk Management

A Certificate of Liability Insurance is required for all facility-use contracts and must accompany the application unless an authorized District administrator approves a written exception. The certificate must provide at least $1,000,000 per occurrence and $3,000,000 aggregate coverage and must name Watertown-Mayer Public School District as an additional insured.

The organization agrees to assume responsibility for damage or liability of any kind and to hold harmless Watertown-Mayer Public Schools from liability and/or expense occurring as a result of facility use. The District is not responsible for the loss or theft of personal items. The group or individual named on the permit is responsible for personal injury to participants and spectators. Damage to District facilities or property will be assessed at replacement or repair cost. Groups must furnish their own first aid kit. AEDs are located in each school facility. A deposit may be required.

The District may require higher insurance limits, additional endorsements, participant waivers, parent/guardian notices, emergency contact information, concussion information, or other risk-management documentation based on the nature of the activity, participant age, expected attendance, physical risk, equipment use, public access, or event history.

Any request to waive or modify insurance requirements must be submitted in writing and approved by authorized District administration. Waivers or modifications are not guaranteed and must be consistent with District risk-management practices.

7. Rules and Guidelines for Facility Use

All users of School District 111 facilities must follow this manual, the approved permit, all applicable local and state laws and ordinances, and all District policies.

General Conduct and Safety

- Prohibited substances and activities: Gambling, drinking, smoking, vaping, and possession or use of intoxicants, illegal chemicals, or controlled substances are prohibited in District buildings, on District grounds, and in District parking lots.
- Weapons: No student, non-student, adult, or visitor may possess, use, or distribute a weapon in any school location. Guns and firearms are not allowed in school buildings or on school grounds.
- Prohibited items: Wick candles and latex balloons are not allowed in District facilities.
- Parking and fire safety: School, City, and State fire and safety regulations must be followed. Fire lanes and emergency access routes must remain clear. Violators may be ticketed or towed.

Security and Building Access Plan

The District may require a written security and building-access plan based on the activity type, expected attendance, age of participants, public access, building location, time of day, parking needs, prior event history, or other safety considerations. Plans may be required to address entry control, supervision locations, restricted areas, emergency contacts, parking, crowd control, severe weather procedures, and whether District staff, law enforcement, or other security personnel are required. Required security or District staffing costs are the responsibility of the facility user.

Facility Access and Use

- An adult group leader age 21 or older must be present from the approved entry time until all participants have left the premises. The adult group leader must check in with the building staff member or lead custodian upon arrival.
- The individual named on the permit and the group in whose name the permit is issued are jointly responsible for the activity, participant behavior, and any damage to District property.
- Use is limited to the specific spaces and times listed on the permit. Approval includes only the permitted space and designated ancillary areas, such as assigned entrances, nearest restrooms, drinking fountains, and approved parking areas.
- Access to classrooms, offices, storage areas, kitchens, locker rooms, athletic training rooms, equipment rooms, staff work areas, mechanical rooms, technology areas, or other non-permitted spaces is prohibited unless specifically listed on the permit.
- Any equipment brought into the facility must be approved by the Facility Use Coordinator. District equipment may be used only with prior arrangement; fees may apply.

- Approved groups may not assign, sublet, or transfer facility use approval to others. Third-party vendors must be disclosed and may be required to secure their own approval or agreement.

District Staffing

District staff may be required for building access, custodial support, setup, cleanup, food service, technology, PAC, pool, stadium, concessions, security, or facility oversight. District staff are assigned to protect District property, support facility operations, and represent the District. District staff do not supervise participants, athletes, children, spectators, vendors, or event activities unless that responsibility is specifically assigned in writing by the District.

Supervision of Minors

Groups serving minors must provide adequate adult supervision at all times. An adult supervisor age 21 or older must be present from approved entry until all minors have left the premises.

When required by the District, groups serving minors must submit a written supervision plan identifying the responsible adult, number of adult supervisors, participant ages, estimated attendance, access points, supervision locations, emergency contacts, and procedures for injury, misconduct, unauthorized access, late pickup, or emergency evacuation. Facility users are responsible for the behavior, safety, and location of all minors participating in or attending their activity. Minors may not be left unsupervised in District facilities or on District grounds.

Cleanup, Inspection, and Maintenance

Groups must leave all spaces in the condition in which they were found and return furniture and equipment to original locations. Users should inspect the space upon arrival and before departure. Unsafe conditions, existing damage, new damage, missing equipment, spills, or maintenance concerns must be reported immediately to District staff or the Community Education Office.

The District may assess charges for damage, excessive cleanup, missing equipment, unauthorized equipment use, unauthorized access, or use beyond the approved permit. Driving vehicles on fields is prohibited and will result in a $100 fine plus repair or maintenance costs needed to restore fields or irrigation systems.

Facility Use Restrictions

District facilities may be rented by churches located within District boundaries for worship services. The District may require a plan outlining the church's transition to a permanent location.

8. Food and Concessions

Food, beverages, concessions, food trucks, and kitchen use are permitted only when disclosed in the application and approved on the facility-use permit. Approval of a facility space does not automatically include approval for food service, concessions, kitchen access, food trucks, or sale of food or beverages.

- Indoor food or beverage service must be disclosed in the application and is allowed only in designated areas with proper licensing, if applicable.
- Outdoor food service, including concession tents or food trucks, must be preapproved and must follow licensing, location, and safety guidelines.
- Groups selling concessions must follow District procedures and submit any required Minnesota Department of Health food licenses to the Community Education Office before the event. Failure to comply may result in permit cancellation.

9. Promotional Materials, Signage, and Advertising

All advertising, signage, banners, flyers, digital promotion, catalog listings, social media promotion, and promotional materials connected to facility use must be approved in advance by the District.

Promotional materials must clearly identify the sponsoring organization and may not imply District sponsorship, endorsement, employment, partnership, or supervision unless expressly approved in writing. District approval of facility use, inclusion in a facility schedule, or limited sharing of event information does not automatically make the activity a District-sponsored or Community Education program.

- Event-related promotional materials may be displayed only during the approved event time unless otherwise approved.

- Displays must not damage or deface District property and must comply with local regulations.
- All promotional materials must be removed at the end of the event.
- Signs posted inside District facilities before an event must include the sponsoring organization, contact person, and phone number and must be approved by the Facility Use Coordinator.

10. Space-Specific Guidelines

District facilities and equipment are available only as approved through the facility-use process. Some spaces may be available for general scheduled use, some require special approval, and some are restricted due to safety, instructional, operational, equipment, or confidentiality concerns.

Specialized spaces may require additional approval, staffing, insurance, training, or space-specific guidelines, including:

- Auditoriums and Performing Arts Center
- Food trucks
- Gyms and classrooms
- Pools
- School kitchens and concessions
- Tournaments
- Turf stadium
- Athletic fields, locker rooms, shops, labs, technology areas, and storage areas

Users must review and follow all applicable space-specific guidelines.

11. Use of Parking Lots

- Snow Days: When the District cancels school or transitions to e-learning due to snow, permit holders may not use District parking areas until they are plowed. Vehicles parked before plowing may be towed at the owner's expense.
- Snow Events/Emergencies: Accumulation of 1.5 inches of snow requires snow removal in parking areas. Plowing is typically conducted in evening and overnight hours but may vary based on conditions. Permit holders cannot use parking areas until they are plowed and must vacate parking lots by 9:00 p.m. when needed for snow removal.
- Additional Plowing: Permit holders may not contract independently for snow removal. Requests for additional plowing must be coordinated through Community Education and may result in additional charges.
- Large Events: The District may require a parking, traffic-flow, drop-off/pick-up, or emergency-access plan for large events, tournaments, performances, public events, or events with anticipated traffic congestion.

12. Payments, Permit Changes, Cancellations, and Unpaid Balances

Fees are due upon completion of the rental unless other arrangements are approved. An invoice will be sent to the billing contact. Delinquent payment will be handled according to District collection protocols. Organizations with outstanding balances may not make another reservation until past-due fees are paid in full.

- Permit changes or cancellations must be emailed to tracey.taylor@wm.k12.mn.us at least five business days in advance. Text messages are not accepted.
- Groups arriving before or staying after their permitted time will be charged for additional facility use and staffing time.
- Organizations with unpaid facility-use balances may have new or pending requests denied or cancelled until the account is paid in full. The District may seek assistance from a collection agency.
- Permits may be cancelled when school is cancelled due to inclement weather or physical problems. Check local media or wm.k12.mn.us for closure information.
- A facility-use contract does not constitute a lease. The District retains the right to cancel or revoke any contract at any time, with or without cause. The contract holder shall have no claim to damages, compensation, or reimbursement for resulting loss, damage, or expense.
- Permit changes made less than 24 hours before use must be submitted through Eleyo and may be assessed a $50 fee.

Fee Waivers, Reductions, and Discounts

Any request for a fee waiver, fee reduction, discount, or alternative fee arrangement must be submitted in writing before facility use is approved. Fee waivers or reductions must be approved by authorized District administration and documented in the permit record.

Fee waivers and reductions must be applied consistently using lawful, viewpoint-neutral, and nondiscriminatory criteria. Informal waivers, undocumented discounts, or verbal fee exceptions are not permitted. Approval of a fee waiver or reduction does not automatically waive staffing costs, equipment charges, custodial charges, food service costs, technology fees, security costs, concession fees, damage, cleanup, or unauthorized-use charges.

13. Unauthorized Use of Facilities or Equipment

All facility and equipment use must be requested in advance and approved by the Facility Use Coordinator. This includes use by District staff for activities not directly assigned by their supervisor.

Unauthorized use includes, but is not limited to, use of unapproved spaces, use outside approved times, use of District equipment without approval, access to restricted areas, subletting or transferring a permit, allowing unapproved vendors or instructors, misrepresenting the sponsoring organization or purpose of the activity, or collecting fees in a manner inconsistent with the approved permit.

Unauthorized use may result in facility use fees, cleaning or repair charges, supply or maintenance charges, fines determined by the Community Education Office, permit cancellation, and/or denial of future facility use.

14. Group Designation, Rental Rates, and Additional Fees

Rental rates apply based on user tier, facility type, activity type, and approved use. All groups are responsible for staff costs and costs resulting from their use, including facility rental, equipment, supplies, extra garbage pickup, energy, applicable sales tax, damage, cleanup, and unauthorized use.

Commercial Gain, Private Profit, and Fundraising Use

District facilities may not be used for commercial gain, private business activity, personal profit, paid instruction, vendor sales, fundraising, admission-based events, tuition-based programs, or fee-based activities except through an approved facility-use permit and applicable fee schedule.

Applicants must disclose whether admission, registration fees, tuition, donations, vendor fees, concessions, fundraising revenue, or other payments will be collected and how proceeds will be used. The District reserves the right to classify use based on the actual nature of the activity, sponsorship, revenue collection, advertising, participant fees, vendor involvement, and financial benefit, regardless of the applicant's nonprofit status.

Tier	Description
Tier 1	Fees waived except optional or required extra fees. Includes WM sponsored activities, K-12 programs, co-curricular activities, Community Education programs, and WM volunteer organizations that exist solely for financial support of WM programs.
Tier 2	Local nonprofit community groups qualifying for 501(c)(3) or 501(c)(4) status or organizations based within District boundaries and composed of 75% or more District residents, unless sponsoring a fundraising activity. Includes governmental functions, youth athletic associations, scouts, faith-based organizations for educational or recreational use, and sport associations with cooperative agreements.
Tier 3	Nonprofit community groups qualifying for 501(c)(3) or 501(c)(4) status or organizations not based within District boundaries or not composed of 75% or more District residents; colleges, universities, nonprofit educational organizations; nonprofit and faith-based organizations using facilities for fundraising, offerings, admission, or entry fees.
Tier 4	Individuals, for-profit groups, organizations, private agencies, companies, or users using facilities for commercial purposes, personal profit, or private use.

15. Rental Rates for Community Use of Buildings

Rates are hourly unless otherwise noted. Tier 1 facility rental rate is $0. Staffing, equipment, concessions, custodial support, security, technology, event/activity fees, and other additional charges may apply when required. Staffing is assigned by the District when required.

Location / Space	Tier 1	Tier 2	Tier 3	Tier 4
Community Learning Center - Classroom	$0	$15/hr	$15/hr	$20/hr
Community Learning Center -Gyms (per court)	$0	$6/hr	$25/hr	$30/hr
Community Learning Center - Specialty Room (Exercise, Lounge, Auditorium, Enrichment, Conference)	$0	$20/hr	$25/hr	$30/hr
Elementary School - Classroom	$0	$15/hr	$15/hr	$20/hr
Elementary School - Cafeteria, Music Room	$0	$20/hr	$20/hr	$25/hr
Elementary School - Gymnasium (per court)	$0	$6/hr	$30/hr	$35/hr
Middle School - Classroom	$0	$15/hr	$15/hr	$20/hr
Middle School - Commons, Lounge	$0	$20/hr	$20/hr	$25/hr
Middle School - Gymnasium (per court)	$0	$10/hr	$30/hr	$35/hr
High School - Classroom	$0	$15/hr	$15/hr	$20/hr
Wrestling Room	$0	$10/hr	$20/hr	$25/hr
High School - Specialty Room (Band, Commons, Choir)	$0	$20/hr	$20/hr	$25/hr
High School - FACs, Cafeteria	$0	$25/hr	$30/hr	$35/hr
High School - Auxiliary Gym (per court)	$0	$10/hr	$30/hr	$35/hr
High School - Competitive Gym (Full Gym)	$0	$20/hr	$35/hr	$40/hr

High School Performing Arts Center

Space / Use	Tier 1	Tier 2	Tier 3	Tier 4
Performances with audience - additional staff/equipment fees may be required	$0	$50/hr or $250/day	$100/hr or $500/day	$150/hr

High School Swimming Pool

Space / Use	Tier 1	Tier 2	Tier 3	Tier 4
Pool rental 1-25 people; 2-hour minimum; lifeguards additional cost	$0	$30/hr	$35/hr	$110/hr
One lifeguard for every 25 swimmers	$0	$25/additional hr	$25/additional hr	$25/additional hr

Fields

Space / Use	Tier 1	Tier 2	Tier 3	Tier 4
Football Stadium without lights	$0	$40/hr	$60/hr	$120/hr
Football Stadium lights	$0	$30/hr	$30/hr	$30/hr
High School Baseball or Softball Fields	$0	$10/hr	$25/hr	$60/hr
High School Football Practice Fields	$0	$10/hr	$40/hr	$50/hr
Elementary or CLC School Field - Soccer or Ball	$0	$6/hr	$30/hr	$40/hr

16. Additional Fees, Equipment Charges, and Staff Charges

Facility rental fees are separate from additional charges. Additional charges may include custodial support, building supervision, food service, security, equipment, technology, PAC support, pool/lifeguard services, concession use, setup, cleanup, parking support, cancellation fees, change fees, damage, excessive cleanup, and unauthorized use. Required District staffing is determined by the District based on the facility, activity, schedule, attendance, safety needs, and operational impact.

Equipment / Service	Fee	Equipment / Service	Fee
Grand Piano	$100	Choir & Band Risers plus custodial time	$45
Sound Board - additional staff required	$60	Acoustic Shell - includes custodial setup	$300
Light Board - additional staff required	$60	Acoustic Shell Removal after show if required	$200
Microphone - Standard	$15	Pit Cover or Orchestra Cover Removal	$200
Microphones - up to 4 ear set/wireless	$40	Stadium PA System - staff required	Quote provided
LCD Projector	$25	Stadium PA Scoreboard - staff required	Quote provided
Field Lighting	$20/hr	Scoreboard Tech / Press Box Tech	Quote provided
Additional Folding Chairs - set of 25; staff required	$25/set	Pool Scoreboard & Pads - staff may be required	Quote provided
Piano Tuning	Actual cost	PAC Tech Assistant / PAC Technician	$20/hr or quote provided
Building Supervisor - 2 hr minimum / WM Foodservice Staff - 2 hr minimum	$30/hr	Custodial Support - 2 hr minimum	$50/hr or $400/day
Event/Activity Fee - 1 to 5 hrs; varies by activity	$200	Event/Activity Fee - 6+ hrs; varies by activity	$400

Staff Charges

Fees are charged when staff are required to open or close a building, provide extra services, support setup or cleanup, operate specialized equipment, or oversee facility operations. Custodial overtime rates apply outside scheduled building operation hours. Users will be charged for staff time reserved. Prepayment for staff time may be required. Refunds will not be given for groups leaving early. Groups arriving before or staying after their permitted time will be billed for additional staff time.

Staff	Description	Rate
Auditorium Manager	If the manager assists community users in any capacity.	$35/hour
Facilities Supervisor*	Placed by School District 111 to protect and oversee the facility and represent the District.	$30/hour
Custodian*	May include opening or closing a building, setup, cleanup, presence when the facility is not otherwise staffed, or call-back beyond normal work hours.	$50/hour weekdays
Lifeguard*	Required when pool use is scheduled.	$25/hour
Nutrition Staff	Required when kitchen use is scheduled.	$51/hour weekdays
Stadium Supervisor*	Placed by School District 111 to protect and oversee the facility and represent the District.	$20/hour
Student Theater Tech	Assigned to operate lightboard, soundboard, or rigging system in performance spaces.	$22/hour
Theater Director	Required when middle or high school auditoriums are scheduled; may include prep time and setup.	$30/hour

*Staff time includes 1/2 hour before the permit start time and 1/2 hour after the permit end time unless otherwise approved.

17. Concession Guidelines and Fees

Any concession sales, food sales, fundraising sales, vendor sales, or admission-based activity must be disclosed in the facility-use application and approved on the permit. The District may adjust the user classification, fee tier, concession fee, staffing requirement, or permit conditions based on the nature of the sales or fundraising activity.

Concession Fee	Tier 1	Tier 2 / 3	Tier 4
Groups serving food for a fee using WM facilities	$0	$55	$105
WM Food Service Staff	$0	$30/hr	$30/hr

- All outside food and beverages must be purchased from a licensed and inspected distributor, such as a grocery store, Costco, Sam's Club, or similar licensed retailer.
- All Minnesota Department of Health standards and regulations must be followed during facility use.
- Hats or hair nets must be worn and gloves must be used when handling ready-to-eat foods.
- Prepackaged food requiring no heating and served in its original packaging is allowed.
- Pre-cooked, ready-to-eat food requiring heating or minimal handling must be held at the appropriate temperature in an NSF- or UL-approved food warmer.
- Home-prepared food may not be offered to the public.
- Outside equipment may not be used without prior approval from WM Community Education and required NSF certification.
- Extension cords must be three-prong grounded and requested in the application.
- Use of tables may be limited due to multiple events on the same day.
- Organizations must submit a detailed application for approval at least 30 days before each event where food will be served or concessions sold.
- Food trucks require the proper City of Watertown permit and/or license.

- Users must respect all school spaces and clean up after the event or activity.
- Vending machines must remain on and uncovered. Groups may be assessed $50 per day plus the cost of lost product due to non-refrigeration.
- Watertown-Mayer School District is required to license District concession stands as required by the Minnesota Department of Health, including annual licensing fees.

Eligible prepackaged approved foods and drinks include canned or bottled beverages, coffee, hot chocolate packets, commercially prepared or individually packaged doughnuts, rolls, cookies, candy, chips, crackers, pretzels, nuts/seeds, Icees, pickles, microwave or machine-popped popcorn, fruit washed in the kitchen prep sink, commercial pizza, prepackaged nachos and cheese, and hot dogs.

Proper handwashing techniques and food service gloves must be used when serving non-packaged foods. If an organization wants to offer food options beyond the approved list, the organization must obtain its own concession license through the Minnesota Department of Health or use WM food service with appropriate staff on duty.

18. High School, Youth Sports, Activities, Camps, and Clinics

All high school, youth sports, activities, camps, clinics, open gyms, tournaments, captain's practices, strength and conditioning programs, booster activities, association-sponsored programs, Community Education programs, and outside-provider programs using Watertown-Mayer facilities must comply with all applicable MSHSL rules and guidelines, Minnesota State laws, local ordinances, and District policies.

This includes MSHSL guidance related to coach contact, summer waivers, camps and clinics, non-school programs, captain's practices, use of school uniforms and equipment, booster funding, student fundraising, student workers, and insurance coverage.

Community Education and Independent Programs

Per MSHSL guidance, schools may not sponsor a sport outside the prescribed MSHSL season. Coach-run programs conducted under a summer waiver are considered non-school programs and may not operate as an extension of the high school athletic program.

Camps, clinics, leagues, and instructional programs may be conducted either:

- As an approved Watertown-Mayer Community Education program; or
- As an independent contractor, outside-provider, or non-school program through an approved facility rental agreement.

Only coaches approved through the required MSHSL summer waiver process may have contact with high school athletes as permitted by MSHSL rules.

Insurance and Fiscal Operation

Independent contractor, outside-provider, non-school, or privately operated programs are not covered by Watertown-Mayer School District liability insurance. These programs must provide proof of liability insurance, with Watertown-Mayer Public Schools listed as an additional insured, before facility use is approved.

Programs administered through Watertown-Mayer Community Education are District programs and may be covered under District insurance, subject to District approval, policies, procedures, and program requirements.

For independent contractor, outside-provider, or non-school programs, all registration, fee collection, refunds, payroll, taxes, expenses, purchasing, financial records, and participant communication are the responsibility of the independent contractor or sponsoring organization. These programs may not use District accounts, school funds, booster funds, District registration systems, or District financial processes unless formally approved and administered through Community Education.

Coaches, contractors, associations, and outside providers may not independently collect fees for a program represented, advertised, or administered as a District or Community Education program.

Compliance, Classification, and Approval

Programs may not use District facilities to circumvent MSHSL rules, extend a school athletic season, require or imply required participation, provide unauthorized coaching contact, or create an unfair advantage for any student, team, activity, or program.

Classification of programs, approval of activities, and issuance of facility-use permits are under the authority of the Community Education Director and/or designee, in consultation with the Activities Director and District administration as needed.

The District reserves the right to classify a program as a Community Education program, District-sponsored activity, independent contractor program, outside-provider program, non-school program, nonprofit use, or for-profit use, based on the nature of the activity, sponsorship, financial operation, fee collection, insurance status, MSHSL requirements, and District procedures.

Failure to comply with MSHSL rules, District policies, insurance requirements, fiscal procedures, or facility-use requirements may result in permit cancellation, denial of future facility use, assessment of fees, and/or further District review.

Youth sports, camps, clinics, open gyms, tournaments, strength and conditioning, and similar activities must also comply with District requirements for supervision of minors, insurance, participant safety notices, fee collection, advertising, facility access, and commercial or private-profit use.

19. Public Facility Use Information and Annual Review

Watertown-Mayer Community Education will maintain public facility-use information, including the current Facilities Use Manual, application instructions, fee schedule, insurance requirements, contact information, forms, and applicable space-specific guidelines.

The Community Education Director or designee may review facility-use procedures annually with District administration, building representatives, and/or the Community Education Advisory Council to evaluate community access, user concerns, cost recovery, safety, staffing, barriers to use, and recommended updates.

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