Watertown-Mayer High School

Senior Picture Facility Use Guidelines

To help ensure school facilities are available and well-maintained, all requests to use school property for senior portraits must be scheduled in advance through Watertown-Mayer Community Education.

Scheduling Your Session

Students and photographers wishing to use school facilities or grounds for senior pictures must contact:

Tracey Taylor
Community Education & Facilities Coordinator
Phone: **952-955-0289**
Email: **tracey.taylor@wm.k12.mn.us**

Requests should be made **at least ten (10) business days** prior to the desired photography date whenever possible.

Fees

- **Weekday Sessions (Monday–Friday):** No charge
- **Weekend Sessions (Saturday–Sunday):** $25 facility use fee

Weekend fees help offset staffing, building access, and facility operating costs. Payment must be received prior to the scheduled photography session.

Approval Process

Facility use is subject to availability. Approval is based on:

- School activities and athletic events
- Building maintenance schedules
- Facility rentals
- Weather (for outdoor locations)
- Staff availability

An approved reservation is required before using indoor school spaces or designated outdoor facilities.

Available Locations

Common locations may include:

- Auditorium Lobby
- Performing Arts Center (when available)
- Stadium
- Athletic Fields
- Courtyard
- Main Entrance
- Other approved campus locations

Some areas may be unavailable due to maintenance, construction, or scheduled events.

Expectations

To help preserve our facilities:

- Respect all school property.
- Leave the area exactly as it was found.
- Do not move furniture, equipment, or decorations without permission.
- No glitter, confetti, smoke bombs, powder, paint, or other materials that could damage school property or require extensive cleanup.
- Photography sessions may not interfere with school operations or scheduled activities.
- Appropriate attire and behavior are expected while on school property.

Photographers

Professional photographers are welcome but must follow all district facility expectations and remain within approved locations and scheduled times.

Weather & Schedule Changes

If weather or school events require a change, please contact Community Education as soon as possible to reschedule.

Thank you for helping us maintain a safe, beautiful campus while celebrating this special milestone. We look forward to helping make your senior picture experience a memorable one!