

## HLWW Facility Use Contract Application

*Please complete the Facility Use Contract Application and submit to HLWW Community Education for facility rental. Reference the Facility Use Contract for policy information including rental rates.*

*Application must be filled out completely, signed and include Certificate of Liability*

*Capped User and Concession use requires additional documentation. Capped User agreement can be submitted at a later date, prior to the last date listed on the application.*

<b>Application Submission Date</b>	
<b>Organization Name</b>	
<b>Category Type</b>	

- 1. HLWW Co-Curricular or Community Education Activity**
- 2. Non Profit Groups/Organizations** that qualify for 501c-3 or 4 and serve 75% of HLWW Residents
- 3. Non Profit Groups/Organizations** that qualify for 501c-3 or 4 and serve less than 75% of HLWW Residents
- 4. For Profit Groups/Organizations**
- 5. Capped User Group-** Must submit a Capped User Application as well annually. Refer to Facilities Rental Agreement for additional information.

For Full Description of User Group Categories please refer to the Facilities Rental Agreement

All applications require a **Certificate of Liability Insurance** which can be submitted to

HLWW Community Education

8700 County Rd 6

PO Box 708

Howard Lake, MN 55349

Or emailed to [rbender@hlww.k12.mn.us](mailto:rbender@hlww.k12.mn.us)

<b>Primary Contact (For all Communication)</b>
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<b>Name (First &amp; Last)</b>	
<b>Phone</b>	
<b>Email</b>	

<b>Secondary Contact (Optional)</b>
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<b>Name (First &amp; Last)</b>	
<b>Phone</b>	
<b>Email</b>	

<b>Billing Contact Information</b>
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<b>Contact Name</b>	
<b>Email</b>	
<b>Address (City, zip)</b>	

**Please complete the appropriate Facility Request**

Please send an email to [rbender@hlww.k12.mn.us](mailto:rbender@hlww.k12.mn.us) if additional space is needed more than what is listed on this application.

<b>Single Use Facility Request (Date, Time &amp; Location)</b>
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<b>Date</b>		<b>Time</b>		<b>Location</b>	
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<b>Multiple Use Facility Request (Dates, Times &amp; Locations)</b>
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Date(s)		Time		Location	
Date(s)		Time		Location	
Date(s)		Time		Location	
Date (s)		Time		Location	
Date(s)		Time		Location	
Date (s)		Time		Location	

Date(s)		Time		Location	
Date(s)		Time		Location	
Date(s)		Time		Location	

### Facility Staffing & Equipment Request

If you need additional space to complete request, please send an email with additional information to [rbender@hlww.k12.mn.us](mailto:rbender@hlww.k12.mn.us) with application submission

Set Up/ Take Down needs	
Additional Information We need to know	
Key Cards Access- Depending on Space, If you group is requesting key cards, who will they be issued to	
If using the Theatre, what type of light affects are you planning for your activity	
Would you like your event advertised on the district's google search listings?	

#### Equipment

- ☐ Standard Microphone(s) \_\_\_\_\_
- ☐ Tables \_\_\_\_\_
- ☐ Chairs \_\_\_\_\_
- ☐ Promethean Board \_\_\_\_\_
- ☐ Podium
- ☐ LCD Projector
- ☐ DVD Player
- ☐ Other \_\_\_\_\_

#### Stage Sound & Lights

- ☐ Spot Light(s)
- ☐ House Lights

#### Laker Theatre Specific Equipment

- ☐ Handsfree Microphone(s) \_\_\_\_\_

- ☐ Sound Board
- ☐ Light Board
- ☐ Studio Piano
- ☐ Baby Grand Piano
- ☐ Acoustic Shell
- ☐ choir/band risers
- ☐ Pitwall in Theater Opened (contact office for further details)

#### Staffing (depending on event's needs, staffing will be required)

- ☐ Custodian
- ☐ Sound Tech
- ☐ Light Tech
- ☐ Building Attendant

## Follow Up

☐ All Information is Included

☐ I Will send follow up information to  
[rbender@hlww.k12.mn.us](mailto:rbender@hlww.k12.mn.us)

Certification of Liability must be submitted prior to approval of ANY Facility Requests, Capped User Application & Concession User Application must also be submitted if applicable

*On behalf of my organization, I have read the Facility Contract Use Policy and will abide by it. Your facility request is complete when the complete and signed application is submitted. If you are requesting Capped User or Concession Stand the appropriate request or application must be included. Time permitting, a copy of this Facility Contract Use Application will be returned to you as confirmation of approval.*

ORGANIZATION/ GROUP

Printed Name \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HLWW Community Education: Attn: Rachel Bender  
8700 Co Rd 6 PO Box 708 Howard Lake, MN 55349  
320-543-4670 or [rbender@hlww.k12.mn.us](mailto:rbender@hlww.k12.mn.us)

### OFFICE USE

Permit granted by: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

- ☐ CERTIFICATE OF LIABILITY INSURANCE RECEIVED
- ☐ CAPPED USER REQUEST
- ☐ CONCESSION APPLICATION

## Capped User Fee Application

The school district understands that Category 2 users may not be able to fiscally rent facilities by the standard hourly rate. In order to support local non-profit community groups, the school district offers Category 2 users the option of a reduced facility rental charge. The annual usage hours will be calculated and depending on the total, the group will be able to make a donation to HLWW which will help improve the facilities and programs.

Purchases made towards capped user fees become the property of HLWW. If applicable, equipment will be able to be used by the school and the user groups. Capital Improvements/ Payments can not cover multiple years unless agreed upon of a larger notated amount.

If the user group is able to contribute more to defer facility cost, the district is appreciative. Maximum of 75% of the annual fee will be used to support the user groups requests. Fees do not include additional staffing/ incurred costs for larger events (tournaments, league games/matches, theater practices/performances).

<b>Application Date</b>	
<b>Organization Name</b>	
<b>Primary Contact</b>	

<b>Capped User Options - Building, Fields, &amp; Laker Theatre</b>
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Annual Hours	User FEE without Capital Improvement	Capital Improvement Provided by User (maximum amount which could be deducted)	User Fee with Capital Improvement (portion paid to Com Ed)	Option
Up to 150 hours	\$800	\$600	\$200	<input type="checkbox"/>
151- 250 hours	\$1,300	\$975	\$325	<input type="checkbox"/>
251-500 hours	\$2,300	\$1,750	\$575	<input type="checkbox"/>
501-750 hours	\$3,000	\$2,250	\$750	<input type="checkbox"/>
751 hours +	\$5,000	\$3,750	\$1,250	<input type="checkbox"/>

\*\* Capital Improvement by User Group is the maximum that would be used toward capital improvements, if group does not pay that, they will owe the remaining amount to the total of the Capped User Fee

## Capped User Fee Application Continued

<b>Organization Name</b>	
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<b>Capped User Request For Purchased in Capital Improvement</b>
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Items	HLWW ISD 2687 (sport or Location)	Dollar Value

*The school district does have the right to alter the request. Attached additional documentation if needed.  
If a group is requesting to submit a donation of time, the district will determine a dollar value per hour. Items will become the position of HLWW. Donation can be put towards a pool of funds towards a larger item determined by the the district, (example: net around the walking track in the Activity Center)*

			<b>Total</b>	
<b>Community Ed Fees</b>		<b>Remaining towards Capital Improvements</b>		

\_\_\_\_\_  
Signature of User Group Contact

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Activities Director

\_\_\_\_\_  
Approved: Yes    No  
Date

\_\_\_\_\_  
Signature of Community Education Director

\_\_\_\_\_  
Approved: Yes    No

## Concession Application

*Application required for all groups/organizations offering concessions.*

<b>Application Date &amp; Event Date</b>	
<b>Organization Name</b>	
<b>Primary Contact</b>	

Concession Options	Facility	Cost Category 2 & 3	Cost Category 4	Cost Capped User
Prepackaged food/drink purchased items from HLWW Activities  2 week notice required	<input type="checkbox"/> Upper/Lower Concession <input type="checkbox"/> Outdoor Concession <input type="checkbox"/> Commons- only <input type="checkbox"/> none	\$35	\$95	Included in Capped User Fee
Prepacked food/drink purchased by group	<input type="checkbox"/> Upper/Lower Concession <input type="checkbox"/> Outdoor Concession <input type="checkbox"/> Commons- only <input type="checkbox"/> none	\$35	\$95	Included in Capped User Fee
Prepared Food Onsite any food not on the prepacked list and required to be reheated to regulate temperature	<input type="checkbox"/> Upper/Lower Concession <input type="checkbox"/> Outdoor Concession <input type="checkbox"/> Commons- only <input type="checkbox"/> none	\$35	\$95	Included in Capped User Fee
Food Truck Must be licensed by the City of Howard Lake, Waverly or Winsted	<input type="checkbox"/> School Parking Lot	n/a	n/a	n/a
HLWW Food Service Contact HLWW Food Service for details and pricing  2 week notice required	<input type="checkbox"/> Upper/Lower Concession <input type="checkbox"/> Outdoor Concession <input type="checkbox"/> Commons- only <input type="checkbox"/> none	Based on Food Service Pricing	Based on Food Service Pricing	Based on Food Service Pricing

*On behalf of my organization, I have read the Concession Usage Policy and will abide by it.*

Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Return completed Facility Use Application- Concession Application to Community Ed**

Your facility request is complete when the below is signed.

\_\_\_\_\_  
Signature of Community Ed/Activities Director

\_\_\_\_\_  
Date

Approval Yes   No