

Scheduling Procedures

White Bear Lake Area School District facilities are available to all community members. Requests are scheduled according to these prioritized guidelines:

1. Regularly scheduled school activities (as identified on individual school calendar by Sept. 1 of current school year).
2. Political Caucuses as required by law.
3. Federal, state, municipal and school district elections.
4. School/PTA events.
5. Community Services sponsored events/classes.
6. Youth service organizations/Municipal Recreation youth programming.
7. Municipal Recreation Department adult programs.
8. Public hearings conducted by federal, state, municipal agencies and political conventions.
9. Meetings of school district personnel organizations.
10. Non-profit/community organization activities.
11. For-profit in-district/all out-of district activities.

Applications for District 624 building usage are placed into one of the following fee categories:

No Rental Fee

Pre K through 12 school activities; Community Services programs; public meetings and hearings; elections; caucuses; PTA/PTO activities; recreation programs sponsored by municipalities within I.S.D. #624; school district sponsored public classes offered by area colleges and universities; youth programs; youth services organizations (scouts, athletic associations, etc.); activities and meetings sponsored by non-profit, non-religious service organizations.

Rental Fee Required / Permit Fee Required

Any organization or activity not covered by definition above is subject to a rental fee according to the cost scale.

Applications for Use

Requests must be made by individuals who are 18 years of age or older and must be made at least seven (7) business days prior to date of use. Applications are processed as promptly as possible. Facility Use Contracts are mailed to the requester.

WBL AREA SCHOOL DISTRICT Building Locations

Elementary Schools

Birch Lake Elem.
1616 Birch Lake Avenue
White Bear Lake

Lakearies Elem.
3963 Van Dyke
White Bear Lake

Otter Lake Elem.
1401 County Road H2
White Bear Township

Parkview Elem.
2530 Spruce Place
White Bear Lake

Willow Lane Elem.
3375 Willow Lane
White Bear Lake

Golfview ALC
2449 Orhcard Lane
White Bear Lake

Lincoln Elem.
1961 Sixth Street
White Bear Lake

Oneka
4888 Heritage Pkwy N
White Bear Lake

Vadnais Heights Elem.
3645 Centerville Road
Vadnais Heights

Secondary Schools

Central M.S.
4857 Bloom Avenue
White Bear Lake

WBLAHS- North Campus
5040 Bald Eagle Avenue
White Bear Lake

Sunrise Park M.S.
2399 Cedar Avenue
White Bear Lake

WBLAHS- South Campus
3551 McKnight Road
White Bear Lake

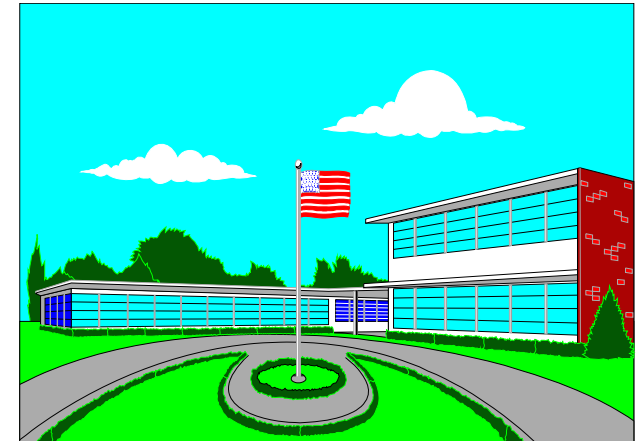
Other Buildings

**Normandy Park
Education Center**
2482 East County Road F
White Bear Lake

**WBL Area Schools
District Offices**
4855 Bloom Avenue
White Bear Lake



Use of School District Facilities and Equipment



Facility Scheduling Line
(651) 407-7503

To request the use of a facility, call the Facility Scheduling Line at (651) 407-7503, or stop in the Community Services Office, in Room 106 of the District Center.

Costs Schedule for School District Facilities

Rental fees are based on a *two hour minimum* with charges assessed proportionately thereafter. Groups will be charged building supervision, custodial services, and AV technical services when needed exclusively for that event. **Any facility not listed is subject to a rental fee as approved by school district administration.** Rental fees for school district facilities are based on the following schedule.

CLASSROOMS / CONFERENCE ROOMS

Typical Classrooms \$27 per hour

CONFERENCE ROOMS

Typical Conference Rooms \$36 per hour

GYMNASIUMS

Secondary Large Gym & Oneka \$90 per hour
 Secondary 1/2 Large Gym & Oneka \$54 per hour
 Secondary Small Gym (wrestling, gymnastics) \$36 per hour
 Elementary Large Gym (Otter, Vadnais & Birch) \$54 per hour
 Elementary 1/2 Large Gym (Otter, Vadnais & Birch) \$36 per hour
 Elementary Gym (excluding Otter, Vadnais & Birch) \$36 per hour

ICE RINKS

Hippodrome (ice time - per hour only)
 WBL Hockey and Skating Association \$65 per hour
 Other Groups \$95 per hour

STADIUMS

Price Field (Central) \$180 per hour

THEATERS

Central Auditorium (no stage lights) \$90 per hour
 Senior High Theaters \$72 per hour
 Stage Lights (must use school district technician) \$36 per hour

AV EQUIPMENT

\$36 per use

CAFETERIA (No Kitchen)

North, South, Sunrise, Central, Otter \$54 per hour
 All other schools \$36 per hour

KITCHEN * See Food Service Information

\$19.50 to \$52.50 per hour

* Food Services Information - (651) 407-7522

Any use of an I.S.D. #624 kitchen facility must be arranged through the School Food Services Office, (651) 407-7522. Any rental of an I.S.D. #624 kitchen facility must include a Food Service Employee on site for the duration of the event or a minimum of two hours. The Food Service Employee will supervise the operation of equipment and use of kitchen facilities.

Outdoor Fields

Most outdoor facilities are available for reservation. Permits are required for same field/rink use (e.g. soccer, softball, baseball, hockey). Groups will be responsible for any damages to school property which may occur. Costs for maintaining the fields may be charged back to the user.

Cancellation

- When White Bear Lake Area Schools are closed due to inclement weather or building emergencies, all facility reservation contracts are canceled.
- Facility Reservation Contracts for scheduled community events may be canceled to accommodate unforeseen events or emergency changes in school functions. If such a conflict occurs, every effort will be made to relocate activities and keep cancellations to a minimum.

Liability

- Users of school facilities shall agree to indemnify the school district for any damage to the school or other property by any person or persons attending the activity.
- An insurance policy may be required by the district based on group size, activity or facility used.

White Bear Lake Area School District buildings and grounds are TOBACCO FREE. All users of the facilities are asked to observe our Tobacco Free Policy.