



Frequently Asked Questions

Facility Use | West Des Moines Community Schools

West Des Moines Community Schools (WDMCS) and WDMCS Community Education are committed to sharing WDMCS facilities with the community (Board Policy 907.7). There are many spaces available for community use outside the regular school day. Facilities can be used by community members who are seeking accessible, convenient, and affordable spaces to hold their activities.

Who can use WDMCS facilities? Organizations, groups, and individuals, including WDMCS staff, are eligible to use the facilities when their activities do not interfere with district programs and activities.

What spaces are available for use? Gyms and multipurpose rooms are the most commonly requested and used spaces. The stadium, turf fields, pool, auditoriums, conference rooms, media centers, and some classrooms are also used. Green spaces at the buildings are treated as city parks (first come, first served). Groups will be placed on the calendar if WDMCS Community Education is made aware of a group's plan to use the green space, but the first come, first served guideline will still apply.

When are WDMCS facilities available for the community? Facilities are available during non-school hours. The Learning Resource Center is available for community use every day, year round. Events should typically conclude by 10 p.m. or earlier.

How is scheduling prioritized? WDMCS activities have first priority in scheduling. Dates and times that are not reserved for WDMCS events will be available to the community. When district events need to be rescheduled, community events may be canceled or moved to another location or date.

How do I reserve a facility? Contact WDMCS Community Education by phone at 515-633-5060 or via email at facilities@wdmcs.org, or at www.commed.wdmcs.org/facility-use/

How much does it cost to reserve a district facility? Cost will vary by space, user group, and number of participants. A fee schedule is approved by the WDMCS Board of Education annually. View the fee schedule online at www.commed.wdmcs.org/facility-use/ or contact WDMCS Community Education for current rates.

When is payment due? Payment is due at the time of reservation. Reservations that are not paid prior to use may be canceled.

What is the role of the building supervisor? Building supervisors are assigned for all non-district activities and events. The building supervisor is expected to open/close the building, be present and circulate during events, and ensure safety, cleanliness, and compliance with district policies.

What are my responsibilities as a facilities user? Responsibilities include: Sign the Facilities Agreement which is sent to you electronically. Provide proof of liability insurance/homeowner's policy to WDMCS Community Education. Enter and exit the building at the times of your reservation. Monitor and supervise your group. Complete the cleaning checklist before leaving.

All users of the WDMCS facilities are expected to return the building to its prior condition upon arrival. The building supervisor will assist you in acquiring any necessary cleaning supplies. Lack of care for the facility can result in additional fees being assessed and/or restricted future use. If preferred, cleaning personnel can be scheduled for an additional fee.

What if there is a personal injury or damage to the building during my reservation? Seek medical attention as needed. Notify the building supervisor, and complete an incident report. Someone from WDMCS Community Education may contact you to learn more about the situation.

What if I need to cancel my reservation? Contact WDMCS Community Education as soon as possible at 515-633-5060. If canceling outside of normal business hours, call the on-call number at 515-240-3168. A cancellation fee, equal to one hour of rental, may be assessed per date for cancellations. No-shows will be charged the entire rental fee.

What is the weather policy? WDMCS facilities will not be open for community events when the district releases early or closes due to inclement weather. If the weather deteriorates after 4 p.m. or when school is not in session, WDMCS Community Education will notify community groups of closings due to inclement weather. Each group's contact person will be responsible for notifying group members.

Cancellations due to weather will not incur a cancellation fee.

WDMCS is proud to make our facilities available to the community when they are not in use by district activities.

Contact our facility use team to schedule and coordinate your reservation.

WDMCS Community Education | Facility Use Department
3550 Mills Civic Parkway | West Des Moines, IA 50265

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