

## Winona State University

### Student Clubs/Teams

### Facilities Handbook

**As official WSU student organizations, clubs and teams have the opportunity to reserve space on and off of campus for practice, play, events and activities. Reservations, and in the case of off-campus spaces, contracts are required in all cases.**

#### **ON CAMPUS**

On campus, it is essential that you make reservation requests using the EMS system, accessed at <https://www.winona.edu/registrar/roomreservation.asp>. A request does not guarantee use of the space, so following through with communication with Facilities, Athletics, and/or Intramurals is essential to planning your event. **Academics, athletics, and intramural organizations all have priority for space usage over student clubs/orgs, but early planning and clear communication can help you find the space you need.**

#### **Steps:**

**#1-** Access the EMS System <https://www.winona.edu/registrar/roomreservation.asp>, select My Account, and log in using your STAR ID and password. Search for the facility you want, and request use of the space.

**#2-** Follow-up your EMS request with an email to the appropriate person who approves reservations. Athletics facilities are approved by Jordan Holdsworth ([jholdsworth@winona.edu](mailto:jholdsworth@winona.edu)) and Mark Bambenek ([mbambenek@winona.edu](mailto:mbambenek@winona.edu)). Kryzsko reservations are approved by Stephanie Stango ([sstango@winona.edu](mailto:sstango@winona.edu)). Other requests are approved by [facilities@winona.edu](mailto:facilities@winona.edu).

**#3-** Once you have received CONFIRMATION of your reservation, move forward planning your event/practice/game.

#### **Facilities on Campus**

##### **McCown Gym**

Location: Memorial Hall

Facility Type: Gymnasium

Notes: McCown is heavily scheduled and generally only available from 10pm-midnight during the academic year. Due to the new stands, clubs playing with hard balls may be denied usage of McCown.

Approver: Jordan Holdsworth, Athletics

##### **Talbot Gym**

Location: Memorial Hall

Facility Type: Gymnasium

Notes: Talbot gym houses our PESS department and is heavily scheduled, generally available to clubs/teams from 10pm-midnight with a few exceptions.

Approver: Mark Bambenek, Intramurals

**Maxwell Field**

Location: W 12th St and Johnson St, Winona

Facility Type: Artificial Turf Field

Notes: Student clubs/teams that are granted access to Maxwell Field are held to a high standard of conduct and are asked to respect the equipment of other Athletic teams.

Approver: Jordan Holdsworth, Athletics

**Fitness Center**

Location: Integrated Wellness Complex Time: 6am-10pm

Facility Type: Fitness Center-Weights-Cardio-Gym

Notes: \*No reservations are taken for the fitness center. It is a walk-in facility available to all students.

**Fitness Studio**

Location: Integrated Wellness Center

Facility Type: Dance Studio and Yoga Studio

Notes: Fitness Studio is used for classes, and from 3pm-8pm every weeknight is used by fitness instructors. Send reservation requests early for use of this facility.

Approver: Mark Bambenek, Intramurals

**Loughrey Baseball Field**

Location: W Sarnia St, Winona Time: 6am-12am

Facility Type: Baseball Field

Notes: Usage is weather dependent, and turf maintenance is costly and high priority in decisions to approve requests.

Approver: Jordan Holdsworth, Athletics

**Memorial Pool**

Location: Memorial Hall

Facility Type: Aquatic Pool

Notes: Open swim, swim lessons and academics also uses the pool, so plan your reservation request early.

Approver: Mark Bambenek, Intramurals

**OFF CAMPUS**

Student clubs/teams that want to utilize spaces and facilities off of campus (owned/operated by another community partner) must take additional steps to secure use. All clubs must initiate a contract for off-campus facility/space usage through WSU Legal Affairs

(<https://www.winona.edu/affirmativeaction/waivers.asp>) department. Rachel Cromheecke ([rcromheecke@winona.edu](mailto:rcromheecke@winona.edu)) will work with students and community partners to ensure that insurance, liability, and pricing needs are covered in contracts. No student, faculty or staff may sign a contract on behalf of a club or team without incurring personal liability, so it is essential that contracts are generated through WSU Legal Affairs. A request does not guarantee use of the space, so following through with communication to the community partner that owns the space is essential. Also, please remember that outdoor facility/space reservations can be cancelled due to weather up to just hours before your event or activity is scheduled to start (to

protect facilities and people). **Early planning and clear communication can help you find the space you need.**

## **Facilities Off Campus**

### **City of Winona Parks and Rec**

207 Lafayette Street  
City Hall, Room 105  
507-457-8258

<https://www.cityofwinona.com/city-services/parks-recreation/equipment-field-rentals/>

### **Bambenek Fields 2-6**

Location: 290 East Lake Park  
Facility Type: Baseball fields  
Owned by City of Winona Park and Rec

### **Lake Park Soccer Fields**

Location: Veterans Memorial Park  
Facility Type: Soccer Fields  
Owned by City of Winona Park and Rec

### **Bud King Arena**

Location: 670 E. Front Street, Winona  
Facility Type: Hockey Rink  
Owned by City of Winona Park and Rec, facilitated by Winona Area Youth Hockey Association

### **Winona Area Public Schools**

901 Gilmore Avenue  
Winona, MN 55987  
Athletic Director: Casey Indra  
507-494-1527  
[Casey.indra@winona.k12.mn.us](mailto:Casey.indra@winona.k12.mn.us)

### **Paul Giel Field**

Location: W 3rd St, Winona  
Facility Type: Artificial Turf Field  
Owned by Winona Area Public Schools

### **Winona Cotter Schools**

1115 W Broadway Street

Winona, MN 55987

<https://www.cotterschools.org/>

Athletic Director: Seth Haun

507-453-5005

[shaun@cotterschools.org](mailto:shaun@cotterschools.org)

### **Cotter Fields**

Location: 1300 Gilmore Ave, Winona

Facility Type: Grass Fields/Soccer/Baseball

Owned by Winona Cotter Schools

### **City of Goodview Parks and Rec**

4140 5<sup>th</sup> Street

Goodview, MN

507-452-1630

<http://goodview.govoffice.com/index.asp>

### **Michael LaCanne Memorial Park**

Location: 6280 Highway 61, Goodview

Facility Type: Soccer Fields

Owned by City of Goodview Parks and Rec