

# Public Facility Use Request: Addison School

## General (not athletic)

1. Event title: \_\_\_\_\_
2. Name of group requesting facility: \_\_\_\_\_
3. Description of event:  
\_\_\_\_\_  
\_\_\_\_\_
4. Facility or room(s) being requested: \_\_\_\_\_
5. Date of the event: \_\_\_\_\_
6. Day of the week: \_\_\_\_\_
7. Entrance doors will be unlocked 30 minutes prior to the event start time unless otherwise specified. What time do you need the door unlocked for your setup? \_\_\_\_\_
8. Set up start time: \_\_\_\_\_
9. Event start time: \_\_\_\_\_
10. Event end time: \_\_\_\_\_
11. Clean up end time: \_\_\_\_\_
12. Name of the supervisor during the entire time of the event (set up time to clean up time):  
\_\_\_\_\_
13. Cell phone number of the supervisor on site: \_\_\_\_\_
14. Name of person to receive the invoice: \_\_\_\_\_
15. Address to send invoice (please include city, state and zip code) \_\_\_\_\_  
\_\_\_\_\_
16. Name of person requesting the facility: \_\_\_\_\_
17. Date of the request submission: \_\_\_\_\_
18. Other comments or notes we should know about the request (special setup information, etc.) If you need tables, chairs, etc., you MUST enter that information here. List the ITEM and the QUANTITY.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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### USE OF SCHOOL FACILITIES

The indoor and outdoor facilities of the School District of Slinger shall be made available to various groups and individuals using the following guidelines:

1. Individual building principals or their designees shall be responsible for scheduling all activities in their buildings and on their grounds and determining the type and level of supervision needed. An activity should be "age-appropriate" to the building in which it is scheduled. Regular school-sponsored activities shall be given first preference in scheduling the use of all facilities. Once a group has been scheduled to use a facility, that activity shall take precedence over all other events. However, in the event of an emergency scheduling conflict, the district administrator or his/her designee shall seek to resolve the conflict in the best interest of the district. The manager of building and grounds shall be responsible for determining the type and level of clean-up needed.

2. Type of Groups:

**\*School-sponsored student groups** (funded by the district for district students only, with paid advisors or coaches, and are listed in the school's student handbooks, i.e., student council, academic decathlon, and basketball teams) shall not be charged a fee to use school facilities, if supervised by their advisor or coach.

**\*School-affiliated adult groups** (who are recognized by the district and organized to support or serve district students or employees, i.e., PTO, SEA, SESPA, and PBO) shall not be charged a fee to use school facilities during normal school operations or when a district employee acts as a supervisor of the activity, and there is no need for additional set-up or cleaning.

**\*Community-sponsored student and adult groups** (who are legally constituted and organized to serve children or adults not necessarily limited to residents, i.e., SARA, scouts, Rotary Club) shall not be charged any fee to use school facilities during the hours of normal school operations. To use indoor school facilities beyond the hours of normal school operations, community-sponsored student and adult groups shall pay for district supervision unless a district employee, SARA representative, or other district-designated person is present and acts as a supervisor of the activity. The cost of additional set-up, cleaning, and equipment use, shall be determined by the manager of building and grounds and be borne by the community-sponsored student and adult group.

**\*All other student and adult groups** not meeting the criteria above and all other "for profit" groups and individuals shall be charged a fee to use school facilities. This fee will be determined by the number and type of district personnel needed to set-up and clean the facility, equipment rental, additional utilities, and other costs directly related to the event.

3. All groups and individuals shall make written requests to use school facilities. Such written requests shall only be considered after regular school activities have been scheduled. All groups shall also present a certificate of liability insurance when requesting the use of athletic fields, computer labs, gymnasiums, shops, and the track. Those may require a fee shall submit a five hundred dollar (\$500) refundable deposit with their application. All groups shall be responsible for any and all people who attend and/or participate in their events and for any damage done to the facility.

It is the policy of the School District of Slinger, pursuant to s. 118.13, Wis. Stats., and PI 9, that no person, on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability may be denied admission to any school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational, or other program.

Please print your name: \_\_\_\_\_

Your phone number: \_\_\_\_\_

Your email: \_\_\_\_\_

**Please return this completed form to the Building Principal for processing. Thank you.**

Submitting this form is NOT a confirmation or approval of the request. You will be contacted by school personnel for the status of your request.