

# School Facility Use • Cancellation Notice

Today's Date \_\_\_\_\_

Permit # \_\_\_\_\_

Name of Event: \_\_\_\_\_

School: \_\_\_\_\_

Room(s): \_\_\_\_\_

Date(s): \_\_\_\_\_

Time(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for Cancellation:

\_\_\_\_\_

\_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Email \_\_\_\_\_

**HOW TO CANCEL**

- Send completed form to:  
Franklin Community Education and Recreation Department, 8222 S 51<sup>st</sup> Street, Franklin WI 53132
- or fax completed form to: 414-423-4648 attn: Janet
- or call: 414-423-4646 and ask for Janet

Office Use Only	Date Notification was Received _____ By _____ <b>Route to:</b> <input type="checkbox"/> Rec Dept <input type="checkbox"/> Building Secretary <input type="checkbox"/> Building Custodian I <input type="checkbox"/> Permit Holder
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