

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



Revised 3-16-15 dt  
Policy #3630

# Stadium Facility Use Application

\$15 per application (includes up to five dates) •  \$50 per application (unlimited yearly)

Day of Week	Date(s)	Actual Meeting/Activity Time		Set-up and Take-down Time	
		From	Until	Before	After

1. Name/Type of Activity \_\_\_\_\_

2. # of Franklin Residents \_\_\_\_\_ # of Non-Franklin Residents \_\_\_\_\_

3. Will an attendance fee be charged for this function/activity? Yes No

4. Will you require concession facilities? Yes No  
Please contact Food Service at 414-423-4656.

5. Is this a district-sponsored event? Yes No If yes, must be signed by the principal/director.

Principal/Director's signature for district-sponsored event \_\_\_\_\_

**Permit Holder** \_\_\_\_\_

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

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

Email \_\_\_\_\_

**Event Manager** \_\_\_\_\_

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

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

Email \_\_\_\_\_

# General Rules and Regulations for Facility Usage

1. Permit applications must be submitted two weeks prior to the requested date.
2. All groups shall name an adult who shall be directly responsible for the activities of the group.
3. The named, event manager, must keep the groups in the areas to which they are assigned. Any additional use of the building facilities could result in additional charges.
4. Any changes to the facility that requires additional custodial time and/or use of additional equipment will be charged accordingly.
5. Groups are responsible for leaving the facilities neat and orderly. Franklin Public Schools reserves the right to charge the group for any necessary clean up. This includes any cleaning charges regarding the care for the turf field according to the posted rules.
6. Damage of any type must be reported to the custodial staff. The cost to repair the damage will be the responsibility of the group.
7. In the event of school cancellations due to inclement weather, all building activities are also cancelled.
8. Cancellation is accepted up to 24 hrs in advance. Call 414-423-4646. If notification is not received your permit may be revoked.
9. Proof of liability insurance must be submitted.
10. If a fee waiver is being requested for a local group, a 501(c)3 form must be attached. Complete box below.

**Any rule violation may result in termination of your facility usage permit.**

**It is agreed** that the facilities requested would be used in accordance with the School District Facility Use Policy #3630 and that applicable charges will be paid within thirty days of billing.

**It is agreed** that a pre-event walk through is required one week prior to the event. By signing this application you agree to the turf rules distributed to the permit holder and all the rules and regulations listed above.

**Signature of Requestor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Application Fee Waiver Request** • Please explain the reason for the request:

\_\_\_\_\_  
 \_\_\_\_\_

Approved  Not Approved (reason) \_\_\_\_\_

Person Authorizing Waiver \_\_\_\_\_ Date \_\_\_\_\_

Office Use Only	Building Approval _____		Date _____
	Recreation Department Approval _____		Date _____
	Director/Administrator when applicable _____		Date _____
	<input type="checkbox"/> <b>Application Fee</b> \$ _____	Paid by: <input type="checkbox"/> Check # _____	<input type="checkbox"/> Cash
	<input type="checkbox"/> <b>Facility Use Charge</b> \$ _____	Paid by: <input type="checkbox"/> Check # _____	<input type="checkbox"/> Cash