

# School Facility Use Application

\$15 per application for non-residents (includes up to five dates) •  \$50 per application for non-residents (unlimited yearly) •  N/A

School Requested \_\_\_\_\_ Room(s) Requested \_\_\_\_\_

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

- Name/Type of Activity \_\_\_\_\_
- # of Franklin Residents \_\_\_\_\_ # of Non-Franklin Residents \_\_\_\_\_
- Will a fee be charged for this function/activity?  Yes  No
- Will you require kitchen/concession facilities?**  Yes  No  
Additional cost per hour will be charged. Please contact Food Service/Concession Manager at 414-423-4656.
- 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 \_\_\_\_\_
- Will you require a set-up?**  Yes  No **If "yes", please complete the set-up request on page 2.**

Contact Person \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
 Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_  
 Email \_\_\_\_\_

Franklin School District does not provide hospital/medical insurance for groups/events using the facilities. Facility users are encouraged to obtain their own insurance coverage prior to and for the duration of their event.

**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. By signing this application, you agree to all the rules and regulations listed on page 2 of this application.

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	<input type="checkbox"/> Rec Dept. approved and posted in Sitetrack _____ Date _____
	<input type="checkbox"/> Emailed to Head Custodian for Approval _____ Date _____
	<input type="checkbox"/> Emailed to Rec Dept. with Notice of Approval _____ 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

Use this box to provide any set-up requests.

Use this box to draw the set-up you are requesting.

Use □=Tables, X=Chairs

## General Rules and Regulations for Facility Usage

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

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 group leader shall arrive at the school early enough to direct the users to the appropriate part of the building. He/she should also be the last to leave.
4. The named group leader is responsible for contacting the custodial staff prior to the event for information on which entrance to use.
5. The named group leader must keep the groups in the areas to which they are assigned. Any additional use of the building facilities could result in additional charges.
6. Any changes to the facility that requires additional custodial time and/or use of additional equipment will be charged accordingly.
7. 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.
8. Damage of any type must be reported to the custodial staff. The cost to repair the damage will be the responsibility of the group.
9. Gym Requirements: Gym shoes must be worn at all times. Only approved equipment will be allowed in the gym. No hanging on backboards, nets or support brackets. No food or beverages allowed in the gym. No hardballs, softballs, soccer balls or golf balls allowed.
10. In the event of school cancellations due to inclement weather, all building activities are also cancelled.
11. Cancellation is accepted up to 24 hrs. in advance. Call 414-423-4646. If notification is not received your permit may be revoked.

**Franklin Community Education & Recreation Department 414-423-4646, (fax) 414-423-4648**

Education & Community Center	414-529-8220	Ben Franklin Elementary School	414-529-8270
Country Dale Elementary School	414-529-8240	Pleasant View Elementary School	414-423-4650
Robinwood Elementary School	414-529-8225	Southwood Glen Elementary School	414-761-1181
Forest Park Middle School	414-529-8250	Franklin High School	414-423-4640