

Received _____
Date

**Platteville School District
School Facility Use Request**

1) Sponsoring Organization _____
 Contact Person _____
 Mailing Address _____
 E-mail Address _____
 Phone(s) _____

2) Is the sponsoring organization directly affiliated with the district? _____ Yes _____ No
 (i.e. Music Boosters, Sports Boosters, Parent/Teacher Organizations)

3) Is the sponsoring organization a reciprocal agency? _____ Yes _____ No
 (i.e. City of Platteville, Southwest Wisconsin Technical College)

4) Is the sponsoring organization sanctioned by the school district? _____ Yes _____ No

5) Has the sponsoring organization provided proof of insurance? _____ Yes _____ No

6) Do the event participants include non-residents? _____ Yes _____ No

7) Does the event charge fees, sell concessions or promote products? _____ Yes _____ No

8) Event Attendance (estimated) _____
 Event Description (purpose) _____

9) Facility Request (check the requested facility at the preferred school site)

High School	Middle School	Wilkins School	Westview School	OE Gray School
<input type="checkbox"/> Classroom <input type="checkbox"/> Commons <input type="checkbox"/> Athletic Field	<input type="checkbox"/> Classroom <input type="checkbox"/> Commons <input type="checkbox"/> Athletic Field	<input type="checkbox"/> Classroom <input type="checkbox"/> Commons <input type="checkbox"/> Athletic Field	<input type="checkbox"/> Classroom <input type="checkbox"/> Commons	<input type="checkbox"/> Classroom
<input type="checkbox"/> Computer Lab <input type="checkbox"/> Kitchen <input type="checkbox"/> Fitness Center	<input type="checkbox"/> Computer Lab <input type="checkbox"/> Kitchen	<input type="checkbox"/> Gymnasium <input type="checkbox"/> Computer Lab	<input type="checkbox"/> Gymnasium <input type="checkbox"/> Computer Lab	<input type="checkbox"/> Indoor Play Ground
<input type="checkbox"/> North Gym <input type="checkbox"/> South Gym <input type="checkbox"/> Auditorium	<input type="checkbox"/> Gymnasium			

10) Date, Time and Person In Charge

Date: Time: PIC:	Date: Time: PIC:	Date: Time: PIC:	Date: Time: PIC:
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11) Special Requests

a) Equipment _____

b) Set-Up _____

c) Technical Services (required with the use of the auditorium, kitchens and computer labs)

Requests must be submitted at least one week in advance of the event to allow for scheduling staff assignments. Facilities are to be used as designated on the **Facility Use Request**. Deviation from the request or misrepresentation of the group and its purpose may result in additional charges, termination of the event or denial of future requests.