

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.