

Germantown School District Application for Facility Use

N104 W13840 Donges Bay Road

Germantown, WI 53022

(262) 253-3900

****Must be completed and returned at least 14 days prior to the date(s) being requested, but no earlier than nine (9) month prior to requested day****

Applicant Organization			
Applicant First Name	Last Name		21 or older?
Address	City	State	Zip
Phone Number	Email: (Print Clearly)		

Check One: **GSD** Curricular or Co-Curricular Group (Must be funded thru GSD)

Non-for-Profit Organization Business Organization

Attach proof of insurance and non-for-profit status (if applicable)

What is the Title of the Event: _____

Type of Event: _____ Total Expected Participants & Attenders: _____

Date of Use: _____ (Date range if being used for a seasonal program.) **Ending Date of Use:** _____

Days of the Week Being Requested: Sunday Monday Tuesday Wednesday Thursday Friday Saturday
(Please Circle)

Start Time: _____ AM / PM Ending Time: _____ AM / PM

If additional time is required for set up prior to the event or tear down after, please give time being requested:

Hours Before: _____ Hours After: _____

Germantown High School, Performing Arts Center (PAC) use must be requested on PAC Request form, which can be obtained by emailing GtownPac@gsdwi.org

What School Building are you requesting: (Please Circle)

Amy Belle County Line MacArthur Rockfield Kennedy Middle Germantown High School

Area/Room you are requesting: (Please Circle)

Cafeteria	Elementary Gym	KMS Blue Gym	KMS Gold Gym
GHS Field House	GHS Main Gym	GHS Fitness Center	GHS Track
FH # of Courts _____	Weights/Yoga/Cardio	Pool	Elem. Art Room
Classroom: Specific Classroom # _____	# of Classrooms _____	Library	Misc

(Classroom use approval is given on an individual basis and **not** automatically approved.)

Only one door entrance will be programmed for your use, and that entrance will be the door closest to your location use. Per Germantown Board of Education Policy, an adult door monitor must be present for doors unlocked for your use.

Door access points , determined by GSD. If you have questions about your access point, please contact your school office or person you are working with for your requested use.

Do you require any additional items? Chairs _____ Tables _____

What special requirements / needs are you requesting for your use?

Do you require any AV Equipment: (Please Circle)

Speaker System – Yes or No

Screen – Yes or No

Projector – Yes or No

I understand fees may be associated with my use, if I fall under those Board Policy priority groups, and that I must request and submit the proper waiver request forms to the Board of Education within 30 days of my scheduled use.

The undersigned applicant or organization agrees by all policies, rules and regulations of the School District governing the use of building and grounds as a consideration for being permitted to use the school facilities and equipment, and that the rules are obeyed and carried out; to assume responsibility for and make good on any damages what-so-ever resulting from use and further agrees to hold the Board of Education and its officers, agents, and employees free and harmless on any account from any claims arising out of the use of the school facilities controlled by the Board of Education.

Applicant Name (Print)

Building Principal Name (Print)

Applicant Signature

Building Principal Signature

Date

Date

Date Received by School/District:	Received By (Initial/Signature)	School Dude Schedule ID Assigned:
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